



ACT Government Gazette

Gazetted Notices for the week beginning 10 July 2014

Executive Notices

Chief Minister, Treasury and Economic Development

Variation – Assignment

Andrew Kefford – Deputy Director General, Workforce Capability and Governance (E684) Section 80A(1)(b) of the Public Sector Management Act 1994

Fiona Barbaro – Director, Office of Industrial Relations (E309) Section 80A(1)(b) of the Public Sector Management Act 1994

Russell Noud – Director, Public Sector Workplace Relations (E714) Section 80A(1)(b) of the Public Sector Management Act 1994

Commerce and Works Directorate:

Contract Cessation

Megan Smithies – Director-General (E915) – 8.07.2014

Justice and Community Safety

Engagement

Mary Toohey – Deputy Parliamentary Counsel (E126) Section 72 of the Public Sector Management Act 1994

Territory and Municipal Services

Variation – Assignment

David Colussi – Director, Canberra Connect (E218) Section 80A(1)(b) of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

Mission

Mission Support Officer

Administrative Services Officer Level 4 \$61,874 - \$66,997, Canberra (PN: 6659)

Gazetted: 15 July 2014

Closing Date: 29 July 2014

Details: This is an opportunity for an experienced Administrative Assistant to provide support to the Director of Mission; in this role you will work to embed the Mission and Values of Calvary Health Care into the working life of a busy community hospital.; to be successful in this role: You will have demonstrated experience in providing administrative services at the Executive level, including research, project work, drafting briefing and correspondence as well as extensive experience in the operation of word processing packages, spreadsheet preparation and analysis, data base maintenance, PowerPoint, Publisher, desk top publishing generally and web based packages; you will have well developed organisational skills including the management of complex and dynamic schedules and functions and event management; you will have a proven ability to work cooperatively in a team within a dynamic hospital environment, with both staff and volunteers, exercising confidentiality and discretion and an understanding of, and commitment to the mission and values of Calvary Health Care ACT and the ability to demonstrate understanding of Catholic theology, liturgy and missiology, and the ability to deliver

presentations on these topics in a hospital environment; an understanding of Catholic heritage, a knowledge of the Catholic Community and its operation, mission and values in a hospital in the not-for-profit sector would be an advantage.

Eligibility/Other Requirements: Applicants are expected to respond in writing and include the following: Respond to the selection criteria (The selection criteria can be found in the Position Description); a copy of their current resume; a cover letter outlining why they believe they are suitable for this role (maximum one page); names and contact details (including a contact phone number) for two professional referees.

Note: Applications close: 28th July 2014. Please refer to the position description for further information or contact: Christopher Hicks Director of Allied Health (02) 6264 7239 Christopher.Hicks@calvary-act.com.au

Contact Officer: Christopher Hicks (02) 6264 7239 Chris.Hicks@calvary-act.com.au

Applications can be forwarded to: applications@calvary-act.com.au

Physiotherapy

Physiotherapy Assistant

Health Care Assistant \$33,247 - \$53,802, Canberra (PN: 7884)

Gazetted: 14 July 2014

Closing Date: 24 July 2014

Details: The Calvary Physiotherapy Department is seeking an enthusiastic and reliable Physiotherapy Assistant to join our friendly team; the successful applicant will cover a range of duties including leading exercise classes, providing clinical support to physiotherapists, providing individual patient treatments as prescribed by a physiotherapist and supporting the Department in non-clinical duties such as equipment maintenance and general administrative tasks. This is a valuable role within the department, with a high degree of patient contact involving close working relationships in a warm and friendly team environment; this role requires someone who represents and upholds our organisational values; the successful candidate will demonstrate a strong work ethic, demonstrated resilience and the ability to work independently and as a member of the multidisciplinary team; completion of Certificate III or IV in Allied Health Assistance is highly desirable.

Eligibility/Other Requirements: Respond to the selection criteria (The selection criteria can be found in the Position Description); a copy of their current resume; a cover letter outlining why they believe they are suitable for this role (maximum one page); names and contact details for two professional referees; please note that selection may be based on written applications only; applicants must have the relevant work rights.

Note: Applications close 24 July 2014. Please refer to the position description for further information or contact Elli Gardiner (Acting Deputy Director of Physiotherapy) Phone (02) 6201 6960 or email elli.gardiner@calvary-act.com.au

Contact Officer: Jennifer Azurin (02) 6201 6190 Jennifer.Azurin@calvary-act.com.au

Applications can be forwarded to: applications@calvary-act.com.au

Work Health and Safety

Injury Management

Injury Management

Case Manager

Administrative Services Officer Level 5 \$69,766 - \$72,789, Canberra (PN: 6798)

Gazetted: 15 July 2014

Closing Date: 25 July 2014

Details: Calvary Health Care ACT requires a person with outstanding interpersonal and communication skills for the position of Injury Management Case Manager; a passion for helping people, coupled with high levels of proficiency in customer service and problem solving to enable you to participate and manage in the effective implementation of Rehabilitation Plans; the ability to write clear, concise reports in plain English, an understanding of the Comcare insurance system and contemporary claims management are highly desirable as is time management and the ability to prioritise; an understanding of the *Safety, Rehabilitation and Compensation Act 1988* (Commonwealth) and *Work Health and Safety Act 2011* (ACT) and Regulations, experience in a hospital or clinical environment and knowledge of medical terminology are advantageous.

Eligibility/Other Requirements: Applicants are expected to respond in writing and include the following: Respond to the selection criteria (The selection criteria can be found in the Position Description); a copy of their current resume; a cover letter outlining why they believe they are suitable for this role (maximum one page); names and

contact details (including a contact phone number) for two professional referees; applicants must have the relevant work rights.

Note: Applications close: 25th July 2014. Please refer to the position description for further information or contact: John Brooks Injury Management Manager (02) 6201 6873 John.Brooks@calvary-act.com.au

Contact Officer: John Brooks (02) 6201 6873 John.Brooks@calvary-act.com.au

Applications can be forwarded to: applications@calvary-act.com.au

Canberra Institute of Technology

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

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

CIT Health, Community and Science

Health Sciences

Head of Department

Teacher Band 2 \$104,449, Canberra (PN: 51868)

Gazetted: 14 July 2014

Closing Date: 25 July 2014

Details: Health Sciences Department at Canberra Institute of Technology (CIT) is seeking an individual who can provide professional educational leadership within the delivery unit. Efficiently and effectively manage, administer and coordinate the activities of a delivery unit in accordance with Institute policy.

Eligibility/Other Requirements: All Teacher Band 2 Teachers are expected to hold: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent); and an Advanced Diploma in Adult Education (or equivalent); and appropriate industry competencies demonstrated by the following qualifications: Bachelor's Degree in Health Care. Desirable Qualifications: It is desirable that all Teacher Band 2 Teachers hold a minimum of: a Bachelor degree in Education, Management or a relevant industry specialisation. Mandatory Industry Experience: all Teacher Band 2 Teachers are required to have relevant industry experience.

Notes: This is a temporary position available until 31 December 2015 with the possibility of extension. Temporary employment offered as a result of this advertisement may lead to permanent appointment under the ACT Public Service Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2011 - 2013.

Contact Officer: James Dunstan (02) 6207 3491 james.dunstan@cit.edu.au

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

Trade Skills and Vocational Learning

Electrical Trades

Technical Officer

Technical Officer Level 3 \$64,187 - \$72,539, Canberra (PN: 34298)

Gazetted: 14 July 2014

Closing Date: 29 July 2014

Details: You will have the responsibility for leading the following activities and delivery of the following key tasks: Demonstrated ability to maintain service and repair a range of electrical trade equipment including refrigeration and air conditioning equipment and teaching aids in the electrical trades teaching area. Undertake technical responsibilities including the calibration of electrical and electronic testing equipment. Ability to work with limited supervision and to prepare and service practical class equipment and tools for both classroom and workshop environments. Coordinate emergency repairs to electrical and electronic equipment as required and provide technical advice to the Head of Department and College Director/s on the maintenance, repair, acquisition and replacement of equipment.

Eligibility/Other Requirements: All Technical Officers are required to have relevant, current industry experience, Certificate III Electronics and Communications; or Certificate III in Electro Technology Communications. Refrigerant handling licence is desirable.

Notes: This temporary position is available for a period of 12 months with the possibility of extension, dependant on department/operational requirements.

Contact Officer: Steve McMahon (02) 6207 3818 steven.mcmahon@cit.edu.au

Health Community and Science

Community Work

Teacher

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 51482)

Gazetted: 11 July 2014

Closing Date: 25 July 2014

Details: The Community Work Program at Canberra Institute of Technology (CIT) is seeking experienced people with professional knowledge and practical experience in the development and delivery appropriate to teaching a range of Community Work training programs with an emphasis on Mental Health and Drug and Alcohol competencies to the level of the Diploma qualification to adult learners.

Eligibility/Other Requirements: All Teacher Band 1 teachers will hold a Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment. Appropriate industry competencies demonstrated by the following qualifications: a Diploma or above with specialisation in Alcohol and Other Drugs, and/or Mental Health, and/or Community Services. All Teacher Band 1.7 and Teacher Band 1.8 teachers, in addition to the above, are required to hold an: Advanced Diploma in Adult Vocational Education (or equivalent). Mandatory Industry Experience: All Teacher Band 1 teachers are required to have relevant industry experience.

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

Contact Officer: Veronique Gouneau (02) 6205 4724 veronique.gouneau@cit.edu.au

Health, Community and Science

Forensic Science

Crime Scene Examination Teacher

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 51718)

Gazetted: 14 July 2014

Closing Date: 21 July 2014

Details: Canberra Institute of Technology (CIT) is seeking a qualified Crime Scene Examiner with an interest in adult education to teach in a range of CIT Forensic Science programs. Experience with education and workplace training is desirable.

Eligibility/Other Requirements: All Teacher Band 1 Teachers will hold: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment; and appropriate industry competencies demonstrated by the following Qualifications, Diploma or Advanced Diploma of Public Safety (Forensic Investigation) and or Bachelor Degree in Forensic Science or a related area. All Teacher Band 1.7 and Teacher Band 1.8 Teachers, in addition to the above are required to hold an: Advanced Diploma in Adult Vocational Education (or equivalent). Relevant industry experience is essential.

Notes: This temporary position is available for a period of three years with the possibility of extension up to five years. Temporary employment offered as a result of this advertisement may lead to permanent appointment under the ACT Public Service Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2011 - 2013.

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

Contact Officer: Dr Kym Turnbull (02) 6207 4157 kym.turnbull@cit.edu.au

Capital Metro

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

Governance and Operations

Finance and Economics

Executive Assistant

Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 34311)

Gazetted: 15 July 2014

Closing Date: 22 July 2014

Details: The Capital Metro Agency is responsible for ongoing planning, design and delivery of the first stage of a possible Canberra-wide network. The roles and responsibilities of the Executive Assistant include the proven ability provide high level executive administrative and secretarial services to the Capital Metro Agency.

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

Chief Minister, Treasury and Economic Development

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

Policy and Cabinet

Executive Director, Strategic Policy and Cabinet

Executive Level 2.4 \$234,982 to \$247,417 depending on current superannuation arrangements, Canberra (PN: E766)

Gazetted: 11 July 2014

Closing Date: 25 July 2014

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking to appoint an outstanding executive to the position of Executive Director, Strategic Policy and Cabinet. In this role you will lead a team that supports government decision making and advises on the implementation of government priorities across the ACTPS. A strong track record of leadership, strategic policy capacity is required. You should have a strong focus on results and be experienced in maintaining effective working relationships with stakeholders. Eligibility/Other Requirements: Tertiary qualifications in a relevant field will be highly regarded.

Remuneration: The position attracts a remuneration package ranging from \$234,982 to \$247,417, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$191,308.

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

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

Contact Officer: Dave Peffer (02) 6207 6136 dave.peffer@act.gov.au

Land Development and Corporate

Infrastructure and Capital Works

Capital Works

Senior Program Manager

Senior Officer Grade A \$127,557, Canberra (PN: 14835)

Gazetted: 15 July 2014

Closing Date: 29 July 2014

Details: The Infrastructure and Capital Works is seeking an experienced professional Senior Program Manager to join our team of highly experienced professionals. This position requires high level strategic, operational and business planning and management skills in order to provide effective advice to the Director, Infrastructure and Capital Works on a range of highly complex, multi-disciplinary Capital Works projects related to the ACT

Government's Indicative Land Release Program. This role is accountable for the delivery of large complex Capital Works projects from concept through to completion.

Eligibility/Other Requirements: Experience in managing Capital Works programs is essential for this position. Tertiary and/or professional qualifications in a relevant discipline is highly desirable.

Notes: Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant. This is a temporary position available for 12 months with the possibility of extension.

Contact Officer: Glenn Lacey (02) 6207 5507 glenn.lacey@act.gov.au

Finance and Budget

Senior Manager

Senior Officer Grade A \$127,557, Canberra (PN: 31952, several expected vacancies)

Gazetted: 15 July 2014

Closing Date: 29 July 2014

Details: The Finance and Budget Division is responsible for advising the Government and Agencies on the development of the Territory's Budget, advising on financial issues relating to Agencies and the Territory, and also reports and monitors the Territory's Infrastructure Program. The Division comprises of three branches: Budget Management and Analysis; Budget Coordination and Reporting; and Infrastructure and Budget Management. The Finance and Budget Division is looking for experienced Senior Manager's with expertise in analysis of policy, financial information and business cases associated with program and service delivery and capital works projects. The successful applicants will be required to provide strategic and robust advice to Ministers, Agencies and Executive Officers, have the ability to exercise initiative, possess excellent communication skills and be flexible in handling complex policy, financial, economic and administrative issues. As a Senior Manager, you will have the demonstrated ability to: Manage staff in a sensitive and supportive way. Manage a diverse range of tasks and activities. Represent the Division at high level meetings, such as intra-government working groups and committees and negotiate outcomes in relation to service and project delivery issues. The successful applicants will have highly developed analytical skills, and the demonstrated capacity to work effectively in a team environment, plan work, balance competing priorities and meet deadlines. You will have highly developed written and oral communication skills, including liaison and negotiation skills.

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

Note: There are several positions available, inclusive of one expected permanent position and one temporary position available for a period of 12 months. This process will be used to generate a merit list which will be used to fill positions available at level in the next 12 months.

Contact Officer: Trevor Vivian (02) 6207 0835 trevor.vivian@act.gov.au

Land Development

Sales, Marketing and Land Management

Business Unit Manager

Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 11138)

Gazetted: 11 July 2014

Closing Date: 18 July 2014

Details: We are seeking a person with a dynamic and enthusiastic approach combined with skills and experience suitable for the delivery of the land sales program and some of the Branch's governance and administration management. This person will be required to provide policy advice, information and instruction on strategic and operational practices, coordinate reporting requirements, as well as manage a dynamic team and manage a diverse range of sales campaigns and contribute to the continuous improvement of processes and business systems. Key capabilities include staff management experience; the ability to work on multiple projects under pressure; highly developed skills in relation to leadership, decision-making, the ability to interpret and distil information and maintain a broad perspective and the capacity to plan for and effectively manage resources; focus on attention to detail, supplier/contractor management, event management skills; and strong negotiation and liaison skills.

Eligibility/Other Requirements: Minimum five years of sales experience. Understanding of the ACT Government's legislative framework in relation to land development. Minimum three years experience in managing staff. Strong written skills and experience in the preparation of complex documentation. Experience in Policy would be an advantage.

Contact Officer: Julia Forner (02) 6207 7096 julia.forner@act.gov.au

Finance and Budget

Senior Analyst

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 33517, several)

Gazetted: 14 July 2014

Closing Date: 28 July 2014

Details: The Finance and Budget Division is responsible for advising the Government and Agencies on the development of the Territory's Budget, advising on financial issues relating to Agencies and the Territory, and also reports and monitors the Territory's Infrastructure Program. The Division comprises of three branches: Budget Management and Analysis; Budget Coordination and Reporting; and Infrastructure and Budget Management. The Finance and Budget Division is looking for experienced Senior Analysts with expertise in analysis of policy, financial information and business cases associated with program and service delivery and capital works projects. The successful applicants will be required to provide strategic and robust advice, and will have initiative, excellent communication skills, and good judgement and be flexible in handling complex policy, financial, economic and administrative issues. The successful applicants will have highly developed analytical skills, and the demonstrated capacity to work effectively in a team environment, plan work, balance competing priorities and meet deadlines. You will have highly developed written and oral communication skills, including liaison and negotiation skills.

Eligibility/Other Requirements: Tertiary or post graduate qualifications in business, law, accounting, economics, finance or similar field are highly desirable.

Contact Officer: Trevor Vivian (02) 6207 0835 trevor.vivian@act.gov.au

Shared Services ICT

Operations

Platform Systems

Database and System Administrators

Senior Information Technology Officer Grade C \$89,786 - \$96,809, Canberra (PN: 14414, several)

Gazetted: 11 July 2014

Closing Date: 29 July 2014

Details: The successful candidate for this position will be required to provide system and database administration for a range of servers and midrange systems.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Relevant degree, diploma, vocational or industry certificate such as UNIX or Oracle certification is desirable and/or relevant work experience in a UNIX or Oracle environment. The possession of, or the ability to attain, a Protected security clearance is mandatory. Experience with Oracle Solaris 11 would be an advantage. Experience with Oracle VM for SPARC and Solaris Zones would be an advantage. Experience with Oracle applications would be an advantage. Experience with Solaris ZFS file system product would be an advantage, in particular Oracle Storage appliances and iSCSI. Experience using HDS Storage Area Networks as the data storage infrastructure for LINUX and UNIX systems would be an advantage.

Notes: If re-locating from interstate, reasonable moving expenses may potentially be covered in accordance with the ACT Public Service Treasury Directorate Enterprise Agreement 2011 - 2013. Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant.

Contact Officer: Steve Hickey (02) 6205 0900 steve.hickey@act.gov.au

Shared Services ICT

Business Application Management

Corporate and Shared Applications

Shared Systems Administrator

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 23261)

Gazetted: 14 July 2014

Closing Date: 21 July 2014

Details: Shared Services ICT Corporate and Shared Applications is looking for an experienced Electronic Document and Records Management System (EDRMS) Administrator. The successful applicant will be responsible for the support of Shared Applications, such as TRIM and IDMS Objective in the production environment. The successful

applicant will also provide project support to upgrade projects and provide secretariat support to the Whole of ACT Government TRIM and Objective User Forums.

Eligibility/Other Requirements: Demonstrated experience in a service support environment including the ability to identify issues and take appropriate action to resolve problems. Demonstrated experience in systems administration activities related to EDRMS, in particular TRIM. Strong organisational skills including the ability to manage competing priorities and meet deadlines. Sound written and verbal communication skills, including the ability to liaise and negotiate with a variety of internal and external stakeholders at various levels and with differing interests.

Notes: This is a temporary position available ASAP until 26 January 2015.

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

Applications should be sent to the contact officer.

Contact Officer: Marianne Wein (02) 6207 5261 marianne.wein@act.gov.au

Shared Services ICT

Operations

Platform Systems

Third Level Support Analyst

Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 15991)

Gazetted: 11 July 2014

Closing Date: 29 July 2014

Details: The successful candidate for this position will be required to provide third level technical support to Shared Services ICT staff and customers, assist in developing solutions for Whole of Government identified issues and participate in assigned project work.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Possession of a degree, diploma, certificate, vocational or industry certificate such as MCSE or relevant work experience in a Microsoft environment is highly desirable. Knowledge and understanding of the role of information technology in ACT government is desirable. Possession of, or the ability to rapidly attain a Protected Security Clearance, as well as ability to obtain a Schools Police check is mandatory.

Notes: Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant.

Contact Officer: Steve Hickey (02) 6205 0900 steve.hickey@act.gov.au

Community Services

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

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

Housing and Community Services

Housing ACT

Social Housing and Homelessness Services

Senior Policy Officer

Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 27886)

Gazetted: 16 July 2014

Closing Date: 23 July 2014

Details: Social Housing and Homelessness Services plays a pivotal role in ensuring that people who are homeless or at risk of homelessness in the Canberra community have access to high quality support services that will assist in breaking cycles of disadvantage and homelessness. Social Housing and Homelessness Services is responsible for policy, planning, research and the management of service delivery agreements in relation to a broad range of community services. The Policy Officer Position will assist the team in administering a range of responsibilities

relating to the oversight of service agreements as well as related sector development, policy advice and project work.

Eligibility/Other Requirements: Tertiary qualifications in a related discipline and/or community sector experience highly desirable though not essential.

Notes: This is a temporary vacancy available until October 2014.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability against the Selection Criteria, contact details of at least two referees and a current curriculum vitae. The successful applicant may be selected upon application only.

Applications should be sent to the contact officer.

Contact Officer: Michelle Anderson (02) 6205 3305 michelle.anderson@act.gov.au

Education and Training

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

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

Office of Deputy Director-General

Training and Tertiary Education

Business Processes and Systems

Program Manager

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 34459, expected vacancy)

Gazetted: 15 July 2014

Closing Date: 22 July 2014

Details: The Business Processes and Systems Section is seeking a Program Manager to contribute to the development and implementation of policy relating to the Australian Apprenticeships program and other funded training initiatives in the ACT. The successful applicant will have strong leadership skills and proven success in meeting the needs of a diverse range of stakeholders in complex environments. The position also requires experience in managing complex databases to ensure accurate outcomes.

Eligibility/Other Requirements: Experience in the Vocational Education and Training (VET) sector is desirable.

Contact Officer: Melissa Pinney (02) 6205 8458 melissa.pinney@act.gov.au

Organisational Integrity

Strategic Finance

Financial Services

Assistant Manager

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 16308)

Gazetted: 16 July 2014

Closing Date: 30 July 2014

Details: Under limited direction the successful applicant will manage and develop Directorate policies and support services in relation to asset management and utilisation, including schools capacity and community use arrangements, as well as developing policies in relation to general procurement, and other tasks as directed.

Eligibility/Other Requirements: Experience in contracting and procurement practices is desirable. Strong interpersonal and negotiating skills.

Contact Officer: Peter Podnar (02) 6205 3145 peter.podnar@act.gov.au

Office of Deputy Director-General

Training and Tertiary Education

Policy and Reporting

Project Officer

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 04069)

Gazetted: 10 July 2014

Closing Date: 17 July 2014

Details: The Policy and Reporting Section is seeking a suitable Project Officer. The successful applicant will provide project management and policy support, including research, analysis and policy development, relating to vocational education and training (VET) and higher education in the ACT and the National Skills Reform Agenda. The successful applicant will have well developed organisation, project and policy management, and written and oral communication skills, with parallel expertise in research and analysis.

Notes: This is a temporary vacancy available for five weeks with the possibility of extension.

How to Apply: Expressions of interest are sought from potential candidates who will provide a one page response against selection criteria, a current curriculum vitae and a referee report. Please note this position may be filled on application and referee reports only.

Contact Officer: Fiona Doolan (02) 6205 7031 fiona.doolan@act.gov.au

Environment and Planning

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

Policy

Nature Conservation Policy

Natural Resource Management (NRM) Programs

Field Monitoring and GIS Officer

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 14117)

Gazetted: 11 July 2014

Closing Date: 25 July 2014

Details: To assist delivery of a range of projects related to conservation, sustainable agriculture, and NRM planning, the NRM Programs Section requires support to plan and deliver a field monitoring program, and to assist with the management of NRM spatial data in ArcGIS. The field monitoring component will design and deliver a program of ecological monitoring to support field project sites across the ACT and adjacent NSW. This will involve working with ACT Government ecologists, land managers and field project partners to design a monitoring program across selected sites, and undertake a variety of ecological field monitoring approaches. The GIS component will focus on documenting on-ground NRM investments to inform future planning, priority setting, and monitoring of outcomes by the ACT Government. This will support better management and integration of spatial data across policy, planning, programs, and research areas of the ACT Government.

Eligibility/Other Requirements: Tertiary qualifications in a field of environmental management or biological science, preferably including studies in ecology, botany or conservation of terrestrial flora and ecosystems. A current manual driver's licence. A willingness to work independently in the field, potentially outside normal hours in remote locations and in adverse weather conditions.

Notes: This is a temporary position for a period of 12 months, with the possibility of extension. In the event that a single applicant is not found suitable to undertake the full range of duties for this position, the Directorate may elect to fill two part-time positions at the Administrative Services Officer Class 5 level - one for a Field Monitoring Officer, and the other for a GIS Officer. Therefore applicants with qualifications and experience in either/or both field monitoring and GIS are strongly encouraged to apply.

Contact Officer: Tim Wong (02) 6205 3806 tim.wong@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

Medicine

Renal

Staff Specialist Band 1-5 \$147,465-\$181,976, Canberra (PN: 34258)

Gazetted: 17 July 2014

Closing Date: 31 July 2014

The Position: Applications are sought from suitable candidates for a temporary fractional staff specialist position for 5 years based in the Renal Service at Canberra Hospital and Health Services. The position has a conjoint appointment in the ANU Medical School principally linked to teaching and curriculum development.

The ACT/SNSWLHD Renal Network has governance and responsibility for delivery of public renal services to ACT and surrounding regions in SNSWLHD. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976. Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$240,687 - \$292,953.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Possession of a higher medical qualification as provided for in the ACT Health Directorate Medical Officers Agreement. Dual training Fellowship (Nephrology + Pharmacology or Nephrology + General Medicine) of Royal Australasian College of Physicians or equivalent.

Contact Officer: Dr Girish Talaulikar (02) 6244 2821 girish.talaulikar@act.gov.au

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

Canberra Hospital and Health Services

Surgery and Oral Health

Anaesthetics

0.5 FTE Anaesthesia / 0.5 FTE Retrieval Medicine Specialist / Senior Specialist

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

Senior Specialist \$199,231, Canberra (PN: 22061)

Gazetted: 17 July 2014

Closing Date: 24 July 2014

The Position: An exciting opportunity exists for an appropriately qualified and experienced clinician to provide clinical leadership to both the Anaesthesia Unit and Capital Region Retrieval Service (CRRS), in a joint position in both departments. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 Senior Specialist: \$199,231. Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$240,687 - \$319,085

Eligibility/Other Requirements: Mandatory: Registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Fellowship of College of Australian and New Zealand College of Anaesthetists. Desirable: Previous leadership experience in Anaesthesia. Recent /current experience in retrieval medicine, including Aeromedical patient transport and winch rescue in a Bell 412 helicopter. Demonstrated currency in HUET training.

Contact Officer: Dr Vaughn Oerder, Deputy Director Department of Anaesthesia, Ph: (02) 6244 2030 E:

vaughn.oerder@act.gov.au OR Dr Kelvin Grove, Director Capital Region Retrieval Service, Ph: (02) 6174 5278 E:

Kelvin.grove@act.gov.au

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

Strategy and Corporate

People Strategy and Services

Workforce Policy and Planning

Workforce Policy and Planning Initiatives Officer

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 14097)

Gazetted: 17 July 2014

Closing Date: 24 July 2014

Details: Are you looking for a meaningful role that makes a difference? Are you experienced in policy writing, health workforce issues and Human Resources strategies? Have you got great verbal and written liaison and communication skills? This full-time role provides a challenging and interesting opportunity for you to use your skills to influence and guide health workforce initiatives in ACT Health and contribute to deliver briefing at a jurisdictional level in the important area of Health Workforce Policy and Planning. We can offer you highly competitive pay rates, good salary-packaging opportunities and excellent working conditions in a busy but small and friendly unit located in Canberra City.

Eligibility/Other Requirements: Qualification or experience relating to workforce and industrial relations would be an advantage. Relevant tertiary qualifications would be beneficial.

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Jennie Gordon (02) 6205 1425

Strategy and Corporate

Policy and Government Relations

Chronic and Primary Health Policy Unit

Senior Policy Officer

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 29639)

Gazetted: 17 July 2014

Closing Date: 24 July 2014

Details: We are seeking an appropriately skilled officer to work in a small highly motivated team responsible for strategic policy, planning and purchasing for primary health care, sexual health, cancer, palliative care and chronic disease including blood borne viruses. We are seeking an officer with strong written and oral communication skills to work with a range of key stakeholders to assist in the progression of policy and programs related to sexual health and blood borne viruses. The ability to provide secretariat and other support to strategic meetings and forums is essential, as is the capacity to assist in the preparation of complex briefs and reports for senior management, Executives and the Minister for Health. The successful applicant will need well-developed strategic policy and analytical skills; to be able to manage a number of Service Funding Agreements with Non-Government Organisations; to be able to exercise sound judgment and priority setting; to be skilled in managing a range of tasks concurrently; to have excellent communication and negotiation skills; and a strong capacity to liaise effectively with a range of internal and external clients.

Eligibility/Other Requirements: Tertiary qualifications in public health or a related discipline. Relevant qualifications or extensive experience in sexual health and blood borne diseases is highly desirable.

Note: This is a temporary vacancy from August 2014 for nine months, with the possibility of extension. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Merryn Hare (02) 6205 1105

Canberra Hospital and Health Services

Medicine

Infectious Diseases

Sexual Health Outreach Nurse

Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 32323)

Gazetted: 17 July 2014

Closing Date: 24 July 2014

Details: In collaboration with the Project team, contribute to the design, and co-ordinate, implement and evaluate a range of initiatives and projects designed to promote and deliver Chlamydia screening and health promotion activities in various settings.

Eligibility/Other Requirements: Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency. A minimum of three years recent full-time equivalent clinical experience. Holds a

current driver's licence. Holds or is progressing towards a qualification in Sexual and Reproductive Health Nursing Certificate.

Note: This is a part-time temporary position available at 27:00 hours per week for a period of 12 months. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Cathy Clift (02) 6244 2265

Mental Health, Justice Health, Alcohol and Drug Services

ACT-Wide MHS

Clinical Manager

Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 23288)

Gazetted: 17 July 2014

Closing Date: 23 July 2014

Details: Expressions of interest are sought from suitable applicants for the position of Clinical Manager (RN2) in the Older Persons Mental Health Community Team, Mental Health, Justice Health, Alcohol and Drug Services. Older Persons Mental Health Community Team provides specialist mental health assessment and treatment for people over the age of 65 in the ACT and is strongly focused on the provision of timely and effective interventions for our consumers and their families. The successful applicant will work as a member of a highly cohesive team of nurses, allied health, psychiatrists and administrative support workers and will be required to provide assessment and clinical management of consumers with major mental illnesses and issues of aging and occasionally participating in a Duty Officer roster.

Eligibility/other requirements: Tertiary qualifications in nursing with current AHPRA registration. Demonstrated mental health knowledge and practice. Demonstrated knowledge and practice of working with older people is desirable as well as current driver's licence.

Note: This is a temporary vacancy available until September 2014. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

For further information on Working with Vulnerable People registration refer to -

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

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

Contact Officer: Kylie Henson (02) 6205 1957 kylie.henson@act.gov.au

Canberra Hospital and Health Services

Medicine

Medicine Units

Psychologist/Social Worker

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 29148)

Gazetted: 17 July 2014

Closing Date: 24 July 2014

Details: The ACT Health Diabetes Service is seeking a temporary full-time or part-time Social Worker/Psychologist to work within a multidisciplinary team providing services to referred outpatients across tertiary and primary care diabetes services. An understanding of the scope and role of social work/psychology services relevant to diabetes and or chronic illness is required along with excellent communication skills and ability to work in a team environment.

Eligibility/Other Requirements: Holds a current driver's licence. Social Work: Bachelor of Social Work and eligible for membership of the Australian Association of Social Work. A minimum of two years post-graduate experience is required. Psychology: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). At least a 4- or 5- year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1). Psychology mandatory registration requirements; AHPRA Psychology Board approved principal and secondary supervisor for 4+2 Internship and 5+1 program.

Note: This is a temporary position available until 9 January 2015. Applicants are requested to provide a brief expression of interest (maximum two pages) related to the selection criteria, a resume and the contact details of

one current referee. Selection may be based on application and referee reports only. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. This position may be required to participate in overtime, on call and/or rotation roster.

Contact Officer: Alison Lancaster (02) 6174 5310 or Marilyn Hines (02) 6174 5117

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Community Transitional Clinician

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 31328)

Gazetted: 17 July 2014

Closing Date: 24 July 2014

Details: The Adult Community and Older Persons Mental Health Services are contemporary evidence-based services providing high quality mental health care that is guided by principles of Recovery. The services aim to provide collaborative care involving the consumer, their carers and other key services. The Community Transitional Clinician has the dual function of: Supporting the transition and coordinating care for unallocated (i.e. No clinical manager assigned) mental health consumers exiting from either of the two public ACT Psychiatric Inpatient Units (Adult Mental Health Unit and Calvary Psychiatry Ward 2N) into the community setting; and supporting those unallocated consumers whose mental health is deteriorating in the community to prevent hospital admission wherever possible. The practice of this Clinician is based on the Recovery framework and philosophy. It is expected that you will provide high quality interventions and support the achievement of sound outcomes for consumers. It is an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at Health Professional Levels 1 and 2 and support the Team Leader in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy with current unconditional Australian Health Practitioner Regulation Agency (AHPRA) registration where applicable and/or eligibility for membership of the appropriate professional organisation. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current passenger vehicles driver's licence required.

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Kalvinder Bains (02) 6205 1488

Strategy and Corporate

Business and Infrastructure

Security and Emergency Preparation

Switchboard Operations Supervisor

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 20122)

Gazetted: 17 July 2014

Closing Date: 24 July 2014

Details: The Client Services Security and Emergency section is responsible for provision of a range of services to ACT Health, including switchboard and front reception, fire safety and emergency, security operations, mail and courier services, residential accommodation and fleet management.

Eligibility/Other Requirements: Possession of a current driver's licence is important (ACT Government Class C or equivalent). Certificate IV in Workplace Assessment and Training, or the ability and willingness to obtain highly desirable.

Note: To complete your application you must prepare responses to the selection criteria as a document to be uploaded and included with your application. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Eleanor Fogarty (02) 6244 4040 eleanor.fogarty@act.gov.au

Strategy and Corporate

Business and Infrastructure

Security and Emergency Preparation

Switchboard Quality Supervisor

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 21420)

Gazetted: 17 July 2014

Closing Date: 24 July 2014

Details: The Client Services, Security and Emergency section is responsible for a range of services to ACT Health, including switchboard and front reception, fire safety and emergency, security operations, mail and courier services, residential accommodation and fleet management. The Switchboard Quality Supervisor position is responsible for providing excellent customer service, leading the team by example and providing a positive environment free from discrimination, bullying and harassment. The Switchboard Quality Supervisor position is a behind the scenes role responsible for leadership in system improvements and audits in accordance with policies and procedures. The Switchboard Quality Supervisor on occasion may be responsible for the day-to-day operations to meet operational and training requirements for the Canberra Hospital Switchboard and Main Reception by: Coordinating staff induction, staff training, writing standard operating procedures and managing staff rosters; Generating switchboard statistical data; Implementing the Quality Management System to electronic and paper filing process/s across the section.

Eligibility/Other Requirements: Duties of the position include the requirement to occasionally drive vehicles; therefore possession of a current driver's licence is important. Certificate IV in Workplace Assessment and Training, or the ability and willingness to obtain highly desirable.

Notes: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Eleanor Fogarty (02) 6244 4040

Canberra Hospital and Health Services

Women, Youth and Children

Women's and Babies

Registered Midwife

Registered Nurse Level 1 \$58,989 - \$78,799, Canberra (PN: 31413, several)

Gazetted: 17 July 2014

Closing Date: 31 July 2014

Details: The Centenary Hospital for Women and Children, as part of ACT Health, has a number of temporary full-time and part-time positions available in their Birthing, Post Natal and Ante Natal Units. We are seeking experienced Midwives who embody the ACT Health values of care, excellence, collaboration and integrity.

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

Note: These are temporary full-time and part-time positions available from three to six months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Regina Ginich (02) 6174 7582

Mental Health, Justice Health, Alcohol and Drug Services

ACT-Wide MHS

Clinical Manager

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 27067)

Gazetted: 10 July 2014

Closing Date: 17 July 2014

Details: Expressions of interest are sought from suitable applicants for the position of Clinical Manager (HPO2) in the Older Persons Mental Health Community Team, Mental Health, Justice Health, Alcohol and Drug Services. Older Persons Mental Health Community Team provides specialist mental health assessment and treatment for people over the age of 65 in the ACT and is strongly focused on the provision of timely and effective interventions

for our consumers and their families. The successful applicant will work as a member of a highly cohesive team of Nurses, Allied Health, Psychiatrists and Administrative support workers and will be required to provide assessment and clinical management of consumers with major mental illnesses and issues of aging and occasionally participating in a Duty Officer roster.

Eligibility/Other Requirements: Tertiary qualifications in Social Work, Occupational Therapy or Psychology with current AHPRA registration are required. Demonstrated mental health knowledge and practice. Demonstrated knowledge and practice of working with older people is desirable. Current passenger vehicle driver's licence.

Note: This is a temporary full time vacancy available for three months starting ASAP.

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

Applications should be sent to the contact officer.

Contact Officer: Kylie Henson (02) 6205 1957 kylie.henson@act.gov.au

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

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

Director-General, Justice and Community Safety Directorate

Executive Level 3.10 \$346,229 to \$365,178 depending on current superannuation arrangements, Canberra (PN: E902)

Gazetted: 15 July 2014

Closing Date: 10 August 2014

Details: The Justice and Community Safety Directorate (JaCS) strives to maintain a fair, safe and peaceful community in the ACT, where people's rights and interests are respected and protected. JaCS advises the Government and delivers services to the Government and the community in the areas of justice, including courts and tribunals, legal policy and advice, human rights, legislative drafting, and corrections; regulatory services; and emergency management. The portfolio includes the Solicitor-General, the Director of Public Prosecutions, the Public Advocate, the Public Trustee, the Victims of Crime Commissioner and the Legal Aid Commissioner. JaCS is responsible for the purchase of policing and privacy services for the ACT from the Commonwealth. The Director-General leads the Directorate, providing high level strategic policy advice to ministers and ensuring the effective and efficient delivery of services. The Director-General is also a member of the ACT Public Service (ACTPS) Strategic Board which provides overall leadership to the ACTPS led by the Head of Service. The successful candidate will be a highly regarded, innovative and motivated leader, with a record of delivering outcomes. They will be a team player with an ethos of working collaboratively to achieve whole of government objectives. They will have a demonstrated capacity to lead a diverse organisation, to shape and deliver a strategic reform agenda, and to inspire a sense of purpose and commitment in the organisation. Additional information on JaCS can be found in the ACT Justice and Community Safety Annual Report 2012-13 and the 2014 ACT Budget papers which are located at: <http://www.justice.act.gov.au/page/view/3583/title/annual-report-2012-2013> and http://apps.treasury.act.gov.au/_data/assets/pdf_file/0015/601071/Justice-and-Community-Safety-Directorate-Budget-Statement.pdf

Eligibility/Other Requirements: The position requires security clearance at the secret/negative vetting 1 level.

Remuneration: Is set by the ACT Remuneration Tribunal. The position attracts a remuneration package ranging from \$346,229 to \$365,178 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$291,553. The current determination can be found at:

<http://www.cmd.act.gov.au/governance/remtrib/determinations> .

Contract: The successful applicant will be engaged under a performance based contract for a period of five years. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Applications are to be sent to Ms Kathy Leigh, Head of Service and Director-General, Chief Minister, Treasury and Economic Development Directorate kathy.leigh@act.gov.au
Contact Officer: Kathy Leigh (02) 6205 0246

ACT Corrective Services

Finance and Budgets

Administration

Manager Finance and Budget

Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 11955)

Gazetted: 11 July 2014

Closing Date: 25 July 2014

Details: Lead the effective delivery of services to provide for the support, management and development of the ACT Corrective Services (ACTCS) Finance and Budget Team. Ensure strategic alignment of services. Develop and manage effective relationships with ACTCS Executive Team and other government agencies and represent ACTCS on financial matters in forums, meetings and conferences. Provide authoritative advice, guidance and support both written and verbal on financial and budget strategy and performance to the ACTCS Executive Team.

Eligibility/Other Requirements: Mandatory tertiary qualification in Finance and CPA membership or ability to gain CPA membership is highly desirable.

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

ACT Corrective Services

Finance and Budgets

Administration

Manager Finance and Budget

Senior Professional Officer Grade B \$106,086 - \$119,426, Canberra (PN: 34265)

Gazetted: 16 July 2014

Closing Date: 1 August 2014

Details: Lead the effective delivery of services to provide for the support, management and development of the ACT Corrective Services (ACTCS) Finance and Budget Team. Ensure strategic alignment of services. Develop and manage effective relationships with ACTCS Executive Team and other government agencies and represent ACTCS on financial matters in forums, meetings and conferences. Provide authoritative advice, guidance and support both written and verbal on financial and budget strategy and performance to the ACTCS Executive Team.

Eligibility/Other Requirements: Mandatory tertiary qualification in Finance and CPA membership or ability to gain CPA membership is highly desirable.

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

Legislation Policy and Programs

Civil Law

Policy Officer

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 27993)

Gazetted: 14 July 2014

Closing Date: 21 July 2014

Details: Applications are sought for the position of Policy Officer in Civil Law, Legislation, Policy and Programs. The Civil Law team administers a wide range of legislation and provides legal policy advice in a wide range of areas, including courts and tribunals, residential tenancies, unit titles, relationship laws, privacy and human rights. Expressions of interest are sought from people who are able to demonstrate high level skills in the development of legal policy and legislation.

Eligibility/Other Requirements: Legal Qualifications and relevant experience, preferably in a legal policy and/or legislative area.

Notes: This is a temporary full-time vacancy available until December 2014 with the possibility of extension.

How to Apply: Applications must include a supporting statement of no more than two pages addressing the criteria and requirements for this position, contact details of at least two referees and a current curriculum vitae.

Applications should be sent directly to the contact officer.

Contact Officer: Pam Jenkins (02) 6207 0595 pam.jenkins@act.gov.au

Office of Regulatory Services

Transport Regulation

Road User Services

Senior Technical Officer

Technical Officer Level 4 \$70,913 - \$81,460, Canberra (PN: 02424)

Gazetted: 16 July 2014

Closing Date: 23 July 2014

Details: The occupant of the position will, with minimal direction from the Manager of Operations: manage the day to day operations of the Dickson Motor Vehicle Registry inspection station providing vehicle roadworthy and identification inspections; provide leadership, advice and support to vehicle inspectors and technical officers; assess vehicle modifications and engineering evaluation reports for non standard vehicles; provide technical advice to customers including members of the Authorised Examiner Scheme and engineers; liaise with staff from Road Transport Regulation, ACT Police, Department of Infrastructure, Transport, Regional Development and Local Government and other agencies to ensure standards and practices remain current; maintain records in accordance with the *Territory Records Act 2002*; and other duties as required.

Notes: An Associate Diploma in Mechanical Engineering or comparable qualification or relevant experience and training would be highly regarded. Education and professional qualification checks may be undertaken prior to employment.

Contact Officer: Maz Benn-Clibborn (02) 6207 5238 maz.benn-clibborn@act.gov.au

ACT Corrective Services

Finance and Budgets

Administration

Finance and Budget Officer

Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 43038)

Gazetted: 15 July 2014

Closing Date: 30 July 2014

Details: Undertake day-to-day accounting and financial tasks including budget and analysis. Manage generalist finance functions including accounts payable, receivable, petty cash and government purchasing card reconciliations. Provide extensive data analysis of financial and human resource data including the ability to build and maintain advanced Excel spreadsheets. The role is also required to perform generalist administration-related tasks including records, fleet and facility management.

Eligibility/Other Requirements: Qualification in Finance, Accounting and Economics would be highly desirable.

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

Office of Regulatory Services

Road User Services

Parking Devices

Team Leader

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 26942)

Gazetted: 15 July 2014

Closing Date: 22 July 2014

Details: Under limited direction of the Manager, Parking Operations: supervise the daily operations of the Parking Devices Unit as well as leading, developing and training staff in servicing of relevant devices. Monitor the effectiveness of programs and report and make recommendations to senior management regarding changes to maintenance of parking devices. Undertake a range of operational and administrative tasks including: servicing parking meter and voucher machines; control and upkeep of spare parts for the maintenance of parking meters and computer based systems; prepare documentation and reports on faulty meters and voucher machines, missing or defaced road signs and marking, and reprogramming of fee structures for parking meters and voucher machines and undertake reprogramming; provide statistical reports; and liaise with external stakeholders as required. Manage and provide advice on the more difficult and complex enquiries relating to parking meters and voucher machines. Liaise with other Departments, agencies, contractors and staff regarding maintenance. Assist

senior members with other work in the Unit to ensure the objectives of the Unit are achieved. Maintain records in accordance with the *Territory Records Act 2002*.

Contact Officer: Richard Sidall (02) 6207 7069 richard.siddall@act.gov.au

Territory and Municipal Services

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

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

Parks and City Services

Libraries ACT

Lifelong Learning

Marketing Coordinator

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 26001)

Gazetted: 15 July 2014

Closing Date: 30 July 2014

Details: The Marketing Coordinator develops, implements and provides advice on marketing and communication plans. They develop marketing collateral including flyers, advertisements, eNews etc. as well as undertaking event management including briefs, speaking notes, media and liaising with internal and external stakeholders.

Eligibility/Other Requirements: Appropriate tertiary qualifications in marketing, public relations, communications or a related field is highly desirable. Graphic design skills and copy writing skills or experience in both.

Notes: This is a part-time position available at 22:00 hours per week. Willingness to work on occasional weekends as required.

Contact Officer: Sarah Steed (02) 6207 5156 sarah.steed@act.gov.au

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

Parks and City Services

Parks and Conservation Service

Fire, Forests and Roads

Fire Management Officer, Rooding

Technical Officer Level 4 \$70,913 - \$81,460, Canberra (PN: 11663)

Gazetted: 11 July 2014

Closing Date: 25 July 2014

Details: The ACT Parks and Conservation Service (PCS) is a Branch within the Parks and City Services Division (PACS) that 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 Rooding Officer is a key position within the Fire Management structure and is responsible for the management of contractors working on 6,000 kilometres of fire trails and commercial pine plantation roads across the PCS estate. The position has the central role in managing the day to day operations associated with rooding, including managing the Seasonal Plant program undertaking Bushfire Operational Plan activities, fire fighting activities requiring plant, upgrading fire trails and undertaking work from the fire trail Capital Works program.

Eligibility/Other Requirements: Possession of a diploma or degree in a forestry or natural resource management, or extensive relevant experience. The successful applicant must possess current, nationally recognised rural fire fighting qualifications and be prepared to wear a uniform and work a shift roster including weekends, public holidays or evenings at any PCS worksite on an "as needs" basis. A current, manual driver's licence is mandatory.

Notes: This position is a Designated Fire Position under the TAMS Collective Agreement. Bushfire related activities are a mandatory component of the position and employment is conditional on successful completion of a nationally recognised fire fighting task-based fitness assessment to either the "moderate" or "arduous" level.

Successful applicant may be chosen on application and references only.

Contact Officer: Scott Farquhar (02) 6207 2194 scott.farquhar@act.gov.au

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

Roads and Public Transport

Public Transport

Customer Experience Team

Customer Service Officer

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 20383, several)

Gazetted: 14 July 2014

Closing Date: 21 July 2014

Details: Public Transport are seeking to permanently fill four Customer Service Officer positions within the Customer Experience Team. The Public Transport Customer Experience Team receives and manages customer feedback about a range of public transport topics including ACTION and MyWay. The role of the team is to provide quality and timely responses to feedback to all our customers. The successful applicant will possess excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands. Experience in customer service in a Public Transport environment and the use of databases would be advantageous.

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

Contact Officer: Barbara Gough (02) 6207 8857 barbara.gough@act.gov.au

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

Parks and City Services

City Services

Place Management

Depot Supervisor

General Service Officer Level 9 \$61,148 - \$69,377, Canberra (PN: 33867)

Gazetted: 14 July 2014

Closing Date: 28 July 2014

Details: City Services is a Branch within Parks and City Services responsible for the management of urban parks and the public domain, including, lakes, street trees, public open space and city places. It maintains the urban environment, promotes appropriate recreational use of our parks and maintains the look of the city and its environs. City Services is seeking skilled and motivated persons to work in the Place Management section to lead a large team of operational staff to deliver horticultural, cleaning and asset maintenance services to the Canberra community.

Eligibility/Other Requirements: Current manual driver's licence is essential. Certificate in Horticulture or equivalent qualification is highly desirable. OH&S Construction Industry Induction 'White Card' is highly desirable.

Preparedness to wear a uniform. Preparedness to work anywhere in the ACT. Ability to undertake the physical requirements of the tasks listed in the Duty Statement.

Notes: This is a temporary position with possibility of permanency. It is intended to establish an order of merit as part of this recruitment process.

Contact Officer: Peter Sullivan (02) 6205 9888 peterj.sullivan@act.gov.au

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

Parks and City Services

City Services

Place Management

Depot Support Officer

General Service Officer Level 5/6 \$45,647 - \$50,446, Canberra (PN: 33864)

Gazetted: 10 July 2014

Closing Date: 17 July 2014

Details: City Services is a Branch within Parks and City Services responsible for planning and management of parks and reserves and the public domain, including, lakes, street trees, public open space and city places. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves, and maintains the look of the city and its environs. City Services is seeking skilled and

motivated persons to work in the Place Management section to support depot operations through administrative and field work for Canberra's parks, urban open spaces and city places.

Eligibility/Other Requirements: Current driver's licence, preferably light rigid class. Be prepared to wear a uniform. Ability to undertake the physical requirements of the tasks listed in the Duty Statement. Officers may be required to work from various Canberra regional depots.

Note: An order of merit will be created for filling temporary or permanent future positions at level within the next 12 months from this process.

Contact Officer: Ky Van Deyk (02) 6205 0311 ky.vandeyk@act.gov.au

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

Parks and City Services

ACT Parks and Conservation Service

Fire, Forests and Roads

Seasonal Fire Crew Team Leader

General Service Officer Level 5/6 \$45,647 - \$50,446, Canberra (PN: 09853 several)

Gazetted: 11 July 2014

Closing Date: 25 July 2014

Details: The Bushfire Seasonal Fire Fighter programme was introduced by the ACT Government in response to recommendations from the McLeod Inquiry into the 2003 Canberra Bushfires. The seasonal fire crews perform a critical role in TAMS ability to effectively implement bushfire mitigation strategies as well as whole of government bushfire suppression capabilities The Parks and Conservation Service (a branch within TAMS) has a number of vacancies for appropriately skilled people to lead staff undertaking bushfire management activities including fuel and access management and bushfire suppression. Full training will be provided to the right applicants.

Eligibility/Other Requirements: Applicants should note that bushfire suppression involves strenuous and physically demanding activity, often in remote locations and all successful applicants will be required to successfully pass a pre-employment medical as well as the nationally recognised arduous fire fighting fitness assessment.

Notes: This is a temporary position available until 30 June 2015 with the possibility of extension. Applicants must be prepared to work a shift roster, weekends, public holidays or evening shifts at any site on an "as needs" basis and be prepared to wear a uniform. In addition, applicants may be required to work from helicopters.

Contact Officer: Scott Farquhar (02) 6207 2194 scott.farquhar@act.gov.au

Parks and City Services

ACT Parks and Conservation Service

Fire, Forests and Roads

Seasonal Fire Crew Member

General Service Officer Level 3/4 \$40,973 - \$44,935, Canberra (PN: 09857, several)

Gazetted: 11 July 2014

Closing Date: 25 July 2014

Details: The Bushfire Seasonal Fire Fighter programme was introduced by the ACT Government in response to recommendations from the McLeod Inquiry into the 2003 Canberra Bushfires. The seasonal fire crews perform a critical role in TAMS ability to effectively implement bushfire mitigation strategies as well as whole of government bushfire suppression capabilities The Parks and Conservation Service (a branch within TAMS) has a number of vacancies for appropriately skilled people to assist in undertaking bushfire management activities including fuel and access management and bushfire suppression. Full training will be provided to the right applicants.

Eligibility/Other Requirements: Applicants should note that bushfire suppression involves strenuous and physically demanding activity, often in remote locations and all successful applicants will be required to successfully pass a pre-employment medical as well as the nationally recognised arduous fire fighting fitness assessment.

Notes: This is a temporary position available until 30 June 2015 with the possibility of extension. Applicants must be prepared to work a shift roster, weekends, public holidays or evening shifts at any site on an "as needs" basis and be prepared to wear a uniform. In addition, applicants may be required to work from helicopters.

Contact Officer: Scott Farquhar (02) 6207 2194 scott.farquhar@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Senior Officer Grade A \$127,557

Stephen Hickey 836-01978, Section 68(1), 9 July 2014

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

Lalanka Mestiyage Don 836-04802, Section 68(1), 8 July 2014

Health

Administrative Services Officer Class 2 \$49,189 - \$54,315

Kellie Bracher 840-50784, Section 68(1), 17 July 2014

Administrative Services Officer Class 3 \$54,908 - \$59,094

Kim Collins 844-01695, Section 68(1), 14 July 2014

Health Professional Level 2 \$54,414 - \$75,477

Kathryn Ellis 795-53344, Section 68(1), 17 July 2014

Registered Nurse Level 1 \$58,117 - \$77,634

Jovita Gutierrez 821-14166, Section 68(1), 17 July 2014

Registered Nurse Level 1 \$58,989 - \$78,799

Mekha Sam 825-49880, Section 68(1), 17 July 2014

Justice and Community Safety

Administrative Services Officer Class 4 \$61,874 - \$66,997

Hannah Arnold 844-02102, Section 68(1), 14 July 2014

Administrative Services Officer Class 3 \$55,732 - \$59,980

Beverley Elliston 844-02444, Section 68(1), 17 July 2014

Administrative Services Officer Class 4 \$61,874 - \$66,997

Kristie Hicks 835-23148, Section 68(1), 15 July 2014

Administrative Services Officer Class 5 \$68,766 - \$72,789

Alexander Jorgensen-Hull 835-68645, Section 68(1), 15 July 2014

Administrative Services Officer Class 4 \$61,874 - \$66,997

May Sandy Myint 830-79964, Section 68(1), 14 July 2014

Health Professional Level 2 \$54,414 - \$75,477

Hilary Sullivan 836-07843, Section 68(1), 14 July 2014

Administrative Services Officer Class 4 \$61,874 - \$66,997

Dianna Wallace 844-02065, Section 68(1), 14 July 2014

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

Kylie Woodward 835-96101, Section 68(1), 14 July 2014

TRANSFERS

Education and Training

Lindsay Musto: 033-14822

From: School Leader A \$133,402

Education and Training

To: School Leader A \$133,402

Education and Training, Canberra (PN. 01810) (Gazetted 28 May 2014)

Health

Daniel Ingram: 788-14469

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

Health

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

Health, Canberra (PN. 10680) (Gazetted 26 June 2013)

PROMOTIONS

Calvary Health Care ACT (Public)

Allied Health

Social Work and Psychology

Helen Bateman: 1611521

From: Health Professional Level 2 \$54,414 - \$75,477

Calvary Health Care ACT (Public)

To: Health Professional Level 3 \$77,710 - \$86,185

Calvary Health Care ACT (Public), Canberra (PN. SW-HP3) (Gazetted 24 April 2014).

Canberra Institute of Technology

Corporate Services

Student Information Management System

Banner Team

Pablito Balbarosa: 827-12350

From: Administrative Services Officer Class 4 \$61,874 - \$66,997

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 32613) (Gazetted 26 June 2014)

Community Services

Office for Children Youth and Family Support

Care and Protection Services

Yvonne Davis: 827-33979

From: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)

Community Services

To: †Health Professional Level 4 \$89,786 - \$96,809

Community Services, Canberra (PN. 32188) (Gazetted 11 November 2014)

Chief Minister, Treasury and Economic Development

Land Development, Strategy and Finance Division

Strategic Finance

Finance

Ashvin Pala: 796-73290

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 18811) (Gazetted 3 December 2013)

Education and Training

Education Strategy

David Corcoran: 781-56574

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

Education and Training

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 02054) (Gazetted 28 April 2014)

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

Education Strategy

Shaun Haidon: 787-71630

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

Education and Training Directorate

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 02800) (Gazetted 28 April 2014)

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

Education Strategy

Jan Herold: 706-11114

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

Education and Training

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 02158) (Gazetted 28 April 2014)

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

Office for Schools

North and Gungahlin Network

Harrison School

Mariam Hijazi: 787-71219

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

Education and Training

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 23394) (Gazetted 26 May 2014)

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

Office for Schools

Tuggeranong Network

Wanniassa Hills Primary School

John Manders: 755-76928

From: School Leader B \$121,464

Education and Training

To: †School Leader A \$0

Education and Training, Canberra (PN. 01803) (Gazetted 28 May 2014)

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

Office for Schools

Tuggeranong Network

Charles Conder Primary School

Amanda More: 787-70240

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

Education and Training

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 33947) (Gazetted 4 June 2014)

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

Office for Schools

Belconnen Network

University of Canberra High School Kaleen

Samantha Jane Seton: 755- 79539

From: School Leader C \$104,319

Education and Training

To: †School Leader B \$121,464

Education and Training, Canberra (PN. 04142) (Gazetted 19 May 2014)

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

Office for Schools

South and Weston Network

Melrose High School

Simon James Vaughan: 711-03154

From: School Leader B \$121,464

Education and Training

To: †School Leader A \$144,112

Education and Training, Canberra (PN. 01669) (Gazetted 22 May 2014)

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

Office for Schools

North Canberra/Gungahlin Network

Harrison School

Matthew Veitch: 798-36694

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

Education and Training

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 33572) (Gazetted 26 May 2014)

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

Office for Schools

South and Weston Network

Narrabundah College

Delisia Isabelle Wiild: 027-53057

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

Education and Training

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 02712) (Gazetted 22 May 2014)

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

Position incorrectly advertised as PN: 02762 should have been PN: 02712.

Justice and Community Safety

ACT Emergency Services Agency

Fleet and Procurement

Workshop

Anthony Mallia: 786-27743

From: General Service Officer Level 7 \$52,078 - \$55,114

Justice and Community Safety

To: General Service Officer Level 10 \$70,913 - \$81,460

Justice and Community Safety, Canberra (PN. 07494) (Gazetted 5 March 2014)