



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 09 October 2014**

## 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](mailto:jobs@act.gov.au)**

#### **Trade Skills and Vocational Learning**

##### **Electrical Trades**

##### **Electrical Trades Teacher**

**Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 51407, several)**

Gazetted: 09 October 2014

Closing Date: 24 October 2014

Details: Two positions exist for energetic, dedicated and suitably qualified professionals to join our team in the Electro Technology area of CIT Trade Skills and Vocational Learning College. Under the direction of the Head of Department perform professional, administrative and training duties, these include: teach as required by the Head of Department up to the number of hours prescribed in the relevant industrial award. Deliver educational programs to provide students the opportunity to achieve the required training outcomes. Administer the operational requirements of the Apprenticeship System, User Choice and ASQA to ensure contractual obligations of the Registered Training Organisation are met in terms of a negotiated and completed training plan, enrolment, delivery, assessment and reporting of student progress to employers and funding agencies. Represent the College, in liaison with industry, to promote and support Training Package and qualification outcomes for an industry or enterprise.

Eligibility/Other Requirements: Mandatory Qualifications: All Teacher Band 1 teachers will hold: A Training and Assessment Certificate IV level (such as a TAE40110 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 either one of the following qualifications: Certificate III in Electro Technology, Electrician or equivalent. 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: These positions are offered as 12 month contract with possibility of extension (dependent on department/operational requirements)

Contact Officer: Fiona Mitchell (02) 6207 3818 [fionam.mitchell@cit.edu.au](mailto:fionam.mitchell@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](mailto:jobs@act.gov.au)**

#### **Director, Planning and Design**

**Executive Level 1.1 \$177,647 to \$186,709 depending on current superannuation arrangements, Canberra (PN: E745)**

Gazetted: 10 October 2014

Closing Date: 24 October 2014

Details: The Capital Metro Agency (CMA) leads the whole of government efforts in delivering the Capital Metro Project and is responsible for the design, procurement and delivery of a 12km light rail service between Gungahlin and the City. The Director, Planning and Design provides leadership on planning and design for the Capital Metro Project, and the development and prosecution of a planning approvals strategy.

Remuneration: The position attracts a remuneration package ranging from \$177,647 to \$186,709, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$139,404.  
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: Stephen Allday (02) 6205 2754 [stephen.allday@act.gov.au](mailto:stephen.allday@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](mailto:jobs@act.gov.au)**

#### **Business Services**

#### **Strategic Finance**

#### **Shared Services Finance**

#### **Senior Accountant**

#### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 32371)**

Gazetted: 14 October 2014

Closing Date: 21 October 2014

Details: A vacancy exists in the Strategic Finance area supporting Shared Services for a highly experienced finance professional to join the team at the SOG C level for an initial placement of six months. Applicants must have proven high level communication skills and must be highly experienced in financial accounting and reporting. Some exposure and experience in an ICT and/or services costing environment will be highly regarded though not essential. Preferred candidates will have significant experience in a government accounting environment with demonstrable hands on expertise in all aspects of financial accounting and reporting. Applied knowledge of accrual accounting and experience in the use of an enterprise system (e.g. Oracle) is required. The successful candidate will be a team player, a self starter, technically proficient and will be sufficiently flexible to manage an often challenging and changing environment. Specific responsibilities will include preparing journals, monthly reporting against budget as well as undertaking detailed financial analysis and other related accounting tasks.

Eligibility/Other Requirements: Formal Accounting qualifications are essential.

Note: This is a temporary vacancy available 27 October 2014 to 26 April 2015.

Flexible working hours are possible with a requirement to work generally within core hours noting that this position is offered on a full time basis (36.75 hours per week) for the term of the engagement.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 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: Belina Chan (02) 6205 3940 [belina.chan@act.gov.au](mailto:belina.chan@act.gov.au)

#### **Revenue Management**

#### **Advice and Assessments**

#### **Legal Specialist**

#### **Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 55153)**

Gazetted: 15 October 2014

Closing Date: 29 October 2014

Details: This position requires the ability to carry out legal research in relation to a broad range of tax laws, the laws of equity and trusts, corporation law and other related disciplines, with the ability to apply research findings to reach important outcomes and to provide high level legal advice. The position requires the provision of advice on tax assessments, arising from complex commercial transactions, and general advice to government in relation to taxation

policy and administration. The position will also from time to time involve briefing legal counsel. The position may involve the supervision of staff in undertaking these tasks.

Eligibility/Other Requirements: Tertiary qualifications in Law, Public Administration or another relevant discipline would be an advantage. Educational and professional qualifications checks may be undertaken prior to employment.

Contact Officer: Morgan Bryant (02) 6207 0066 [morgan.bryant@act.gov.au](mailto:morgan.bryant@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.

**Land Development and Corporate  
Policy, Projects and Legislation  
Economic Development Policy and Data  
Policy Officer**

**Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 33462)**

Gazetted: 14 October 2014

Closing Date: 21 October 2014

Details: The Economic Development Policy and Data Section is looking for a highly motivated policy analyst with a keen eye for detail. The Economic Development Policy and Data Section provide strategic policy and advice and analysis for the Directorate on economic and development issues including: business development; innovation; skills; tourism; events; and sports and recreation. The section also assists with providing research and analysis for the division on the above subjects, as well as demographic issues, estimates on housing demand and the Canberra Construction Snapshots. Advice provided by the Section is supported by research into current practices, strategic linkages between policy agendas, new thinking and future trends with a particular focus on growing the economy.

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

Contact Officer: Andrew Abel (02) 6205 2758 [andrew.abel@act.gov.au](mailto:andrew.abel@act.gov.au)

**Shared Services**

**Finance**

**Taxation and Salary Packaging**

**Salary Packaging Officer**

**Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 09488, several)**

Gazetted: 15 October 2014

Closing Date: 29 October 2014

Details: The Salary Packaging team within Shared Services is looking for dynamic, enthusiastic, innovative applicants to assist in the delivery of salary packaging functions and other related services. The successful applicants will be highly organized, committed individuals with a positive attitude and a professional approach. Attention to detail and a proactive nature are a must along with strong customer service focus.

Eligibility/Other Requirements: Educational and professional qualification checks may be undertaken prior to employment. Experience in the use of CHRIS21 Human Resource Management and SalPak salary packaging database or similar would be desirable.

Notes: There are two temporary positions available. One commencing asap for a period of 12 months and one commencing 1 December 2014 for a period of six months with the possibility of extension. Expressions of interest are sought from potential candidates and should include a supporting statement, of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Lis Carney (02) 6207 6425 [lisabeth.carney@act.gov.au](mailto:lisabeth.carney@act.gov.au)

**Corporate Management**

**Information Management and Ministerial Services**

**Ministerial Officer**

**Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 34552)**

Gazetted: 14 October 2014

Closing Date: 21 October 2014

Details: Chief Minister, Treasury and Economic Development (CMTED) is seeking an Officer for the Ministerial Services Unit within the Directorate. The primary tasks for the Ministerial Officer will be database entry into TRIM for ministerial, executive and government business correspondence, monitor and preparing TRIM related reports, and administrative support for the team.

Note: This is a temporary position available for a period of six months with the possibility of extension and/or permanency from this process.

Contact Officer: Catriona Bray (02) 6207 3996 [catriona.bray@act.gov.au](mailto:catriona.bray@act.gov.au)

### **Corporate Management**

#### **Information Management and Ministerial Services**

##### **Ministerial Assistant**

##### **Administrative Services Officer Class 2 \$49,189 - \$54,315, Canberra (PN: 34575)**

Gazetted: 09 October 2014

Closing Date: 16 October 2014

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking an officer for the Ministerial Services Unit within the Directorate. The primary tasks for the Assistant Ministerial Officer will be database entry into TRIM for ministerial, executive and government business correspondence, courier services within the Directorate and with relevant Minister's offices, and administrative support for the team.

Contact Officer: Catriona Bray (02) 6207 3996 [catriona.bray@act.gov.au](mailto:catriona.bray@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/>  
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#### **Service Strategy and Community Building**

##### **Service Reform and Governance**

##### **Director, Service Strategy**

##### **Executive Level 1.3 \$209,051 to \$219,976 depending on current superannuation arrangements, Canberra (PN: E612)**

Gazetted: 10 October 2014

Closing Date: 17 October 2014

Details: An exciting opportunity exists to further develop your executive and line management skills and experience in a high performing policy and governance area. The Director is responsible for managing in a high performing community policy and corporate governance area. Service Strategy is responsible for ministerial, cabinet and parliamentary matters; freedom of information; legal services co-ordination; privacy; and government accountability. The Group is also responsible for data and research, strategic policy, community development services and whole of government policy and program advice for women, community engagement and older people. This temporary role will support our high performing teams to contribute to the whole of Directorate governance responsibilities through the Community Services Directorate Board of Management.

Remuneration: The position attracts a remuneration package ranging from \$209,051 to \$219,976, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$168,083.

Contract: The successful applicant will be engaged under a performance based contract commencing ASAP until 3 February 2015. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Maureen Sheehan (02) 6207 9031 [maureen.sheehan@act.gov.au](mailto:maureen.sheehan@act.gov.au)

Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 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.

**Disability ACT**

**Director, Disability ACT**

**Executive Level 1.3 \$209,051 to \$219,976 depending on current superannuation arrangements, Canberra (PN: E271)**

Gazetted: 10 October 2014

Closing Date: 17 October 2014

Details: An exciting opportunity exists to further develop your executive and line management skills and experience in a high performing policy, funding and service delivery area of Disability ACT. The Director, Disability ACT is responsible for providing the leadership necessary to implement ACT Government services for people with disability and relationship management with the disability sector including contributing to the transition to the National Disability Insurance Scheme. The position will also contribute to further developing and implementing a whole of government and community approach of including all people with a disability in the social, recreational, cultural and economic life of the ACT community. The successful candidate will be responsible for leading development and delivery of a range of high quality support services across the ACT for children, young people and adults with disability; implementing sector wide workforce and quality improvement which provide for quality sustainable staffing arrangements across the disability sector; developing cooperative partnerships with people with disability, their families, carers, community organisations and advocates, staff and other government agencies to deliver the key outcomes expected by government; providing critical support to the Executive Director, Disability ACT in relation to all aspects of service provision, planning and reform; interfacing with whole of government on the integrated service reforms; leading a large and complex service delivery team; and demonstrated ability in line with the ACT Government Executive Capabilities. The Executive Capabilities are available at [www.cmd.act.gov.au/governance/public/publications](http://www.cmd.act.gov.au/governance/public/publications).  
Remuneration: The position attracts a remuneration package ranging from \$209,051 to \$219,976, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$168,083.  
Contract: The successful applicant will be engaged under a performance based contract for the period 8 December 2014 to 16 January 2015. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Kate Starick (02) 6205 7062 [kate.starick@act.gov.au](mailto:kate.starick@act.gov.au)

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 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.

**Education and Training**

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**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

**Office for Schools**

**Belconnen Network**

**Southern Cross Early Childhood School**

**Community Coordinator**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 34542)**

Gazetted: 15 October 2014

Closing Date: 22 October 2014

Details: Southern Cross Early Childhood School is seeking a Community Coordinator who is able to provide analytical and strategic advice and support to our birth to eight Leadership Team and with the ability to build community development opportunities, work in partnership with families, foster relationships across government and community sectors and work collaboratively with external agencies to provide support to children and their families.

Eligibility/Other Requirements: Desirable: Minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised qualification including social work, psychology, community development, health and or education.

Notes: This is a temporary part-time position available until 30 November 2017 with the possibility of extension working 29:40 hours per week (To be negotiated). 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\\_wvvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp).

Contact Officer: Lyndall Read (02) 6142 0020 lyndall.read@ed.act.edu.au

### **Organisational Integrity**

#### **Infrastructure and Capital Works**

##### **Executive Assistant**

##### **Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 16296)**

Gazetted: 15 October 2014

Closing Date: 29 October 2014

Details: An opportunity exists for an enthusiastic person to be part of the Infrastructure and Capital Works Branch. The successful applicant will provide high level executive and administrative support to the Director and the branch. The successful applicant will demonstrate well developed organisational and administrative skills, including sound decision making skills, with the proven ability to work under pressure, prioritise work and meet deadlines under minimal supervision.

Note: The preferred candidate may be selected based on application and referee reports only.

Contact Officer: Rodney Bray (02) 6205 3171 rodney.bray@act.gov.au

### **Office for Schools**

#### **North and Gungahlin Network**

##### **Amaroo School P-10**

##### **Transition Coordinator**

##### **School Assistant 4 \$56,823 - \$61,529, Canberra (PN: 34547)**

Gazetted: 14 October 2014

Closing Date: 21 October 2014

Details: Amaroo School is seeking applications for the position of Transition Coordinator. The successful applicant will be responsible for working as a member of a team to provide support to students to implement the Duke of Edinburgh Award. Applicants must have knowledge of the educational issues, programs and initiatives relating to increasing educational outcomes and ensuring high expectations for young people disengaging from school. The Officer is required to work school hours and conditions, liaise between school staff, students, families and disability support communities in the ACT and region. Work in a team with program administrators, Directorate staff and other interagency staff to implement programs and activities aimed at improving education outcomes for disengaged students. Encourage parent/caregiver participation in their child/young person's schooling, including involvement in educational decision-making forums. Liaise with external agencies to support the education and training needs of students. Work toward raising awareness and embedding disability perspectives throughout the wider ACT community. Support and implement programs with teachers and other school staff that build relationships and deliver social skills, personal development programs, vocational, and transition programs appropriate to students. Well developed communication skills.

Eligibility/Other Requirements: Tertiary qualifications in Youth Work or related field.

In possession of a Duke of Edinburgh Award would be desirable.

Notes: This is a temporary part-time position available until 18 December 2015 with the possibility of extension.

Working two days a week at 12:30 hours. A School Assistant 4 is required to engage in Professional Learning during stand down periods between terms to undertake duties as directed, for example program preparation. As this is a part-time position, these requirements will be in negotiation with the principal. 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\\_wvvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp).  
Contact Officer: Benjamin Hall (02) 6205 2808 benjamin.hall@ed.act.edu.au

## **Environment and Planning**

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Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

### **Environment**

#### **Environment Protection and Water Regulation**

##### **Environment Protection**

##### **Principal Legal Officer**

##### **Senior Professional Officer Grade B \$106,086 - \$119,426, Canberra (PN: 15639)**

Gazetted: 14 October 2014

Closing Date: 21 October 2014

Details: The successful candidate will provide high level legal advice, counsel/opinion, statutory interpretation and recommendations on questions of law or legal practice to staff within the Branch; facilitate the review of the *Environment Protection Act 1997*; develop and advise on legislative reform initiatives relevant to the work of the Branch; act as a mentor to subordinate staff and provide training to Branch staff; manage the Branch's legal processes in relation to Prosecutions, Administrative law and Case decisions; manage a large number of matters concurrently, set priorities and meet deadlines; as well as develop sound working relationships with a range of key stakeholders. In addition, the successful candidate will initiate, plan and conduct legal and research projects of considerable breadth, complexity or significance on a range of areas relevant to the Branch; prepare reports and recommendations associated with policies and activities of the Branch; assist in the development and implementation of policies and procedures for the Branch and maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: A degree in Laws of an Australian tertiary institution, or comparable overseas qualification.

Notes: This is a temporary position available for a six month period with the possibility of further extension.

Contact Officer: Christopher Collier (02) 6207 2230 christopher.collier@act.gov.au

### **Construction and Client Services**

#### **Office of Surveyor-General**

##### **Surveyors Assistant**

##### **Technical Officer Level 2 \$52,078 - \$59,939, Canberra (PN: 05502)**

Gazetted: 09 October 2014

Closing Date: 24 October 2014

Details: Environment and Planning Directorate (EPD) is seeking an enthusiastic and motivated Surveyors Assistant whose duties will include: Assisting Surveyors with field and office surveying operations including equipment maintenance. Field inspection of survey and unit plans that are undergoing examination. Field inspection of survey control marks and undertaking mark maintenance. Assisting in reduction of field observations and examination of survey plans. Preparation of sketches and plans for purposes such as road openings and closures using CAD and/or GIS software. Assist in the administration of Workplace Health and Safety policies within the section.

Eligibility/Other Requirements: Qualifications in Surveying and/or Geographic Information Systems are highly desirable.

Contact Officer: Gavin Evans (02) 6207 1639 gavin.evans@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 Care and Community Care Geriatric Medicine**

#### **Staff Specialist 1-5 - Geriatric Medicine**

**Staff Specialist 1- 5 \$147,465-\$181,976, Canberra (PN: 20539)**

Gazetted: 16 October 2014

Closing Date: 30 October 2014

The Position: ACT Health Directorate is seeking highly motivated medical practitioners in Geriatric Medicine for the Division of Rehabilitation, Aged and Community Care; Canberra Hospital and Health Services. Two permanent positions exist for appropriately qualified Geriatricians. Candidates currently in their final year of training and expecting to be awarded FRACP shortly are also encouraged to apply.

The Division of Rehabilitation, Aged and Community Care integrates the public health sector rehabilitation, aged, community and primary care services across the Australian Capital Territory (ACT). Services are currently provided from the Canberra Hospital campus and a range of community health centres across the territory.

Salary, Remuneration and Conditions:

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

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

Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component.

Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$240,687 - \$294,520.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA), and Fellowship with the Australasian College of Physicians (FRACP) or equivalent (either current or likely to obtain shortly).

Contact Officer: Dr Anil Paramadhathil, A/g Director Geriatric Medicine (02) 6244 2625 [anil.paramadhathil@act.gov.au](mailto:anil.paramadhathil@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

### **Health Infrastructure and Planning**

#### **Committee Support**

##### **Change Manager**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 15935)**

Gazetted: 16 October 2014

Closing Date: 23 October 2014

Details: The position of Change Manager is responsible for providing strategic advice and direction and developing tools relating to change management to facilitate effective outcomes for the Health Infrastructure Program (HIP) and individual projects within the program. You will be required to advise and work with both corporate support and operational areas to progress change management plans and to drive the implementation and monitoring of the change management plans for each project. To be successful in this role you will have exceptional communication skills and experience in project management, organisational development or workforce change management, be proactive, solution focussed, positive and be able to work within a large diverse team.

Eligibility/Other Requirements: Qualifications relating to project management, organisational development or workforce change management are desirable. Experience in project management within a health environment would be advantageous.

Notes: This is a temporary position available until June 2016. The successful candidate may be selected based on written application and referee reports only. Work samples and other competency based assessment tools may be used as part of the selection process for this position.

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

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

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

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

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

**About our great city, Canberra, Australia's National Capital:**

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

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Contact Officer: Carolyn Bartholomew (02) 6174 8034

**Canberra Hospital and Health Services**

**Deputy Director General Canberra Hospital and Health Services**

**Executive Officer**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 28470, several)**

Gazetted: 16 October 2014

Closing Date: 23 October 2014

Details: ACT Health is looking for a high calibre Executive Officer to lead the busy office of the Deputy Director-General, Canberra Hospital and Health Services. To be successful, you will have highly developed written and oral communication skills, be adaptable and responsive, and be able to quickly acquire knowledge and understanding of situations and subject matter. You will manage a small, dedicated team in the provision of Executive support and Government Business coordination for the Canberra Hospital and Health Services. You will also provide leadership to the broader Executive administration team.

Eligibility/Other Requirements: Possession of relevant qualifications and/or extensive experience in a complex public sector environment would be an advantage.

Note: This is a permanent position. This process will be used to fill a similar temporary Executive Officer position up to six months with the possibility of permanency in the office of the Deputy Director-General, Strategy and Corporate.

Please include in your cover letter which the position you are applying to or if you wish to be considered for both positions, you need only complete one (1) application.

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 (listed below) as a document to be uploaded and included with your application.

Employees of ACT Health have available to them salary packaging with fringe benefits, a tax-free threshold up to \$9095 is available.

Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items.

ACT Health also provides employees with the opportunity to utilise tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards.

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Contact Officer: Ian Thompson (02) 6244 2728 for Canberra Hospital and Health Services (permanent vacancy).

Stephen Goggs (02) 6205 0868 for Strategy and Corporate (temporary vacancy)

## **Director General Reports**

### **Population Health**

#### **Health Protection Service**

##### **Food Team Leader**

##### **Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 27603)**

Gazetted: 16 October 2014

Closing Date: 30 October 2014

Details: The Health Protection Service has a position available for Environmental Health Officers seeking a challenge. The Food Team Leader offers an opportunity to protect public health in a dynamic and changing environment through managing a team of Environmental Health Officers within the Food Inspectorate Team.

Eligibility/Other Requirements: Degree in Applied Science (Environmental Health) or equivalent Environmental Health qualifications accredited by Environmental Health Australia. Current driver's licence. Certification for auditing high risk food processes and activities is highly desirable. Please note that there may be a requirement to undertake after hours work.

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.

Employees of ACT Health have available to them salary packaging with fringe benefits, a tax-free threshold up to \$9095 is available.

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Contact Officer: Lyndell Hudson (02) 6205 1700

## **Canberra Hospital and Health Services**

### **Clinical Support Services**

#### **Allied Health Adviser**

##### **Project Officer**

##### **Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 34488)**

Gazetted: 16 October 2014

Closing Date: 30 October 2014

Details: The Chief Allied Health Office is seeking to fill the role of Allied Health Project Officer. The successful candidate will be involved in developing an allied health credentialing policy, procedures for each allied health discipline and an implementation plan. The development of a governance framework for professional practice for allied health is a key

deliverable of the Chief Allied Health Office in the lead-up to accreditation in May 2015 and aligns with Standard 1 of the National Safety and Quality Health Service Standards. Applicants must be from an eligible allied health discipline, should have excellent communication skills, possess the ability to prioritise a busy workload and meet timelines, to work with limited supervision. Experience and/or qualifications in project management are desirable.

Eligibility/Other Requirements: Degree or Diploma in an Allied Health Profession. Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA), and/or eligibility for membership of the relevant professional association (for non regulated Allied Health Professions). Current driver's licence.

Postgraduate experience in health related research or social research methods. Working towards, willingness to work towards, or holds relevant qualifications at either a certificate or postgraduate level in education and training is highly desirable.

Notes: This is a temporary position available for a period of 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 and include the name and contact details for two referees-one of whom should be a current supervisor.

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

ACT Government employees enjoy excellent employment conditions, more information is available at

<http://health.act.gov.au/employment/enterprise-agreements/>

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

**About our great city, Canberra, Australia's National Capital:**

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Contact Officer: Sally Ranford (02) 6205 2494

**Canberra Hospital and Health Services**

**Medicine**

**Gastroenterology and Hepatology**

**Inflammatory Bowel Disease Clinical Trials Nurse**

**Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 28920)**

Gazetted: 16 October 2014

Closing Date: 23 October 2014

Details: Applications are invited from committed, motivated and enthusiastic Registered Nurses to work in the Gastroenterology unit. It is desirable for applicants to possess sound clinical knowledge and will involve the management and co-ordination of clinical trials in the area of Inflammatory Bowel Disease.

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

Notes: This is a part-time temporary position available at 24:00 hours per week for six months commencing in early December 2014 with the possibility of extension. The successful applicant will be required to work three days a week Monday to Friday. Applicants are requested to submit their expression of interest in writing: Two page expression of interest demonstrating clinical competence and experience in the field of Gastroenterology nursing; Current CV and the names and contact details for two professional referees, one of which must be a current supervisor.

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

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

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Contact Officer: Janette Platten (02) 6244 3977

**Canberra Hospital and Health Services**

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

**Child and Adolescent Mental Health**

**Eating Disorders Program Nurse**

**Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 34324)**

Gazetted: 16 October 2014

Closing Date: 23 October 2014

Details: A Registered Nurse Level 2 is required to fill an exciting new role at ACT Health Eating Disorders Program (EDP). The EDP provides a free, public, specialist outpatient Eating Disorders Program providing Family Based Therapy, a Day Program, Individual Therapy and Consumer and Carer Support Groups. The program is unique in that it offers services to clients of all ages. The position is open to development and to create your own vision but duties will include nursing assessments of EDP consumers, education to consumers and community on medical aspects of eating disorders, making a valuable contribution to multidisciplinary team meetings and building networks in the community. Eligibility/Other Requirements: Tertiary qualification in Nursing, current registration as a Nurse with the Australian Health Practitioners Regulation Agency (AHPRA) and significant post-registration clinical experience in a health field relevant to mental health and to the health of people with an eating disorder. It is a requirement of the position to hold a current driver's licence.

Notes:

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

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

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

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Contact Officer: Jenny Lawrence (02) 6205 1519

**Service and Capital Plan**

**Health Infrastructure Program**

**Facility Planning Administration Officer**

**Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 18674)**

Gazetted: 16 October 2014

Closing Date: 23 October 2014

Details: An opportunity exists for an enthusiastic and capable candidate to provide Administrative Support the ACT Government Health Services Planning Unit (HSPU). The HSPU delivers corporate and clinical strategic planning, as well as capital and facility planning for the ACT Health Directorate. This position will contribute to the ACT Health Infrastructure Program by supporting the role of the facility planning team to develop the specifications for new and redeveloped health facilities and Models of Care and Service delivery in consultation with staff, consumer representatives and other stakeholders. As part of the Facility Planning Team, you will assist with the preparation of facility. Planning briefs for the delivery of public health facilities in the ACT. You will provide support and assistance to project teams and key meetings in relation to services and business planning requirements, prepare briefings, correspondence and reports, and manage the provision of administrative support for the Health Service Planning Unit Team. You will be flexible and adaptable, be able to hit the ground running, have professional stakeholder skills, and have a positive attitude.

Eligibility/Other Requirements: Experience in field related to health services and/or project management is desirable.

Notes: This is a temporary position available until June 2016 with the possibility of extension. The successful candidate may be selected based on written application and referee reports only. Work samples and other competency based assessment tools may be used as part of the selection process for this position.

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

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

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

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Contact Officer: Robert Bampton (02) 6174 8011

**Strategy and Corporate**

**Business and Infrastructure**

**Business Support and Development**

**Records Officer**

**Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 29444)**

Gazetted: 16 October 2014

Closing Date: 23 October 2014

Details: Expressions of interest are sought for a suitably qualified candidate to undertake the role of Records Officer. This position is located at the ACT Health Records Management, Mitchell and will work across all areas of ACT Health. We are seeking a self motivated experienced Records Officer, who will work in collaboration with the Records Management team to oversee the delivery of the ACT Health's record management program. The successful applicant will need to be a customer service focussed individual with sound administration skills and the ability to prioritise their workload. The successful applicant will have a demonstrated knowledge of, and proven experience in records management, practices and systems, in particular the Total Record Information System (TRIM).

Eligibility/Other Requirements: A current driver's licence.

Notes: This is a temporary position available for a period of six months with the possibility of extension, commencing as soon as possible.

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

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

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

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Contact Officer: Sharleen Wyer (02) 6205 0695

**Canberra Hospital and Health Services**

**Medicine**

**Resources**

**Sleep Scientist**

**Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 32757)**

Gazetted: 16 October 2014

Closing Date: 30 October 2014

Details: The Department of Respiratory and Sleep Medicine is seeking a suitably qualified individual to work in a multidisciplinary team within the Sleep Disorders Unit (SDU). The role involves performing diagnostic and treatment sleep polysomnography with analysis of these studies. In addition, the individual will assist in education of treatment strategies as part of clinical care. The successful applicant will also contribute to various quality assurance programmes and show willingness towards professional development.

Eligibility/Other Requirements: Bachelor of Science or equivalent (Physiology, Allied Health, Health Sciences). Shift Work - able to work a 12 hour overnight shift on a regular basis. A minimum of 12 months experience working in a sleep laboratory. Post-graduate qualifications in Sleep Medicine and/or professional credential from the Board of Registered Polysomnographic Technologists are 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.

Employees of ACT Health have available to them salary packaging with fringe benefits, a tax-free threshold up to \$9095 is available.

Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items.

ACT Health also provides employees with the opportunity to utilise tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards.

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Contact Officer: Derek Figurski (02) 6244 2066

### **Canberra Hospital and Health Services**

#### **Mental Health, Justice Health, Alcohol and Drug Services**

#### **ACT Wide Mental Health Services**

#### **Health Professional Officer**

#### **Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 21884)**

Gazetted: 16 October 2014

Closing Date: 23 October 2014

Details: 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 clinicians, psychiatrists and administrative support workers. This position will primarily coordinate the referral and intake process, including management and comprehensive assessments of referrals. Consideration of the successful candidate participating in a clinical management role may be given.

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

Notes: This is a temporary position available from 20 January 2015 until 15 January 2016.

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

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

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Contact Officer: Kylie Hensen (02) 6205 1954

### **Director General Reports**

#### **Population Health**

#### **Health Protection Service**

#### **Public Health Officer**

#### **Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 29638, several)**

Gazetted: 16 October 2014

Closing Date: 30 October 2014



Details: The Health Protection Service has a position available for Environmental Health Officers seeking a challenge and an opportunity to influence protection of public health in a dynamic and changing environment. If you have the appropriate qualifications consider the benefits of a position in the Health Protection Service in Canberra.

Appointment is available for Environmental Health Officers with more than 12 months professional work experience.

Eligibility/Other Requirements: Bachelor in Applied Science (Environmental Health) or Bachelor in Applied Science and a Master or graduate diploma in Environmental Health or a Bachelor of Science with a Master or graduate diploma in Environmental Health. Current driver's licence.

Note: Please note that there may be a requirement to undertake after hours work. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

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

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Contact Officer: Lyndell Hudson (02) 6205 1700

**Canberra Hospital and Health Services**

**Rehabilitation, Aged and Community Care**

**Rehabilitation Allied Health**

**Physiotherapist**

**Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 19539, several)**

Gazetted: 16 October 2014

Closing Date: 30 October 2014

Details: Are you interested in working in a challenging and rewarding position in a supportive team environment? Several opportunities are now available for suitably qualified physiotherapists to join the Rehabilitation, Aged and Community Care (RACC) Physiotherapy Team in Canberra, ACT. The Physiotherapists in this team treat and manage adults requiring rehabilitation with a range of conditions, including neurological disorders (such as Parkinson's disease, motor neurone disease, multiple sclerosis, strokes and traumatic head injuries), amputations, musculoskeletal injuries, and the elderly. There are a wide variety of working environments across this service; the acute care of the elderly inpatient ward, the elderly sub-acute inpatient rehabilitation ward, the sub-acute neurological rehabilitation ward, musculoskeletal outpatient clinics in community health centres and a transitional rehabilitation unit.

Fortnightly education sessions and journal clubs offer ongoing professional development opportunities which are often shared with other local Physiotherapy services. A close partnership with acute support physiotherapy services ensures opportunities for close collaboration, professional support and social networks. Opportunities for Quality Improvement activities and evaluation/audit of physiotherapy interventions are plentiful.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy. Applicants must be registered with AHPRA, the Physiotherapy Board of Australia. Applicants must have a current Australian driver's licence. Applicants must have at least one year of professional work experience as a qualified Physiotherapist.

Notes: There are both full-time and part time, permanent positions available immediately. Applicants are required to have at least 12 months experience as a Physiotherapist. The successful applicants would benefit from both the stability of six monthly rotations across RACC services and the continued learning pathway offered by the wide variety of working environments. Other full-time or part-time, permanent or temporary Physiotherapy vacancies at this level, in other locations serviced by the ACT Health Directorate, may also be filled using this recruitment round. Selection

may be made based on application and referee reports only. All applicants must present two written referee reports with their application (see recruitment site for referee templates) and referees must have agreed to and be readily available for telephone contact. All applicants must address the five Selection Criteria, providing written evidence in support of their application. Applicants must also provide a CV as part of their written application.

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

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

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

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

Contact Officer: Judy Stone (02) 6174 5662

**Director General Reports**

**Population Health**

**Health Protection Service**

**Public Health Officer**

**Health Professional Level 1 \$50,899 - \$65,424, Canberra (PN: 29641)**

Gazetted: 16 October 2014

Closing Date: 30 October 2014

Details: The Health Protection Service has a position available for an Environmental Health Officer seeking a challenge and an opportunity to influence protection of public health in a dynamic and changing environment. If you have the appropriate qualifications consider the benefits of a position in the Health Protection Service in Canberra.

Environmental Health Officers with less than 12 months professional work experience are encouraged to apply.

Eligibility/Other Requirements: Bachelor in Applied Science (Environmental Health) or Bachelor in Applied Science and a Master or graduate diploma in Environmental Health or a Bachelor of Science with a Master or graduate diploma in Environmental Health. Current driver's licence.

Note: Please note that there may be a requirement to undertake after hours work. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

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Contact Officer: Lyndell Hudson (02) 6205 1700

### **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](mailto:jobs@act.gov.au)**

### **Security and Emergency Management**

#### **Senior Director, Security and Emergency Management Branch**

**Executive Level 1.2 \$193,350 to \$203,343 depending on current superannuation arrangements, Canberra (PN: E352)**

Gazetted: 13 October 2014

Closing Date: 27 October 2014

Details: Applications are being sought for the role of Senior Director, Security and Emergency Management Branch. The Senior Director will be responsible for the development of strategic policy on whole-of-government policy issues including emergency management, counter-terrorism, protective security and critical infrastructure protection. The Senior Director will also be responsible for the development, maintenance and activation of the Territory Crisis Centre and CCTV safety program.

The position is directly responsible to the Deputy Director-General of the Directorate and requires a high degree of sensitivity and confidentiality, as well as dynamic and flexible approach to tight deadlines and activities.

The primary responsibilities of the Senior Director, Security Emergency Management Branch are to:

Provide strategic policy advice on security and emergency management issues within the directorate, across government and at a national level.

Lead the development and implementation strategy for protective security across the ACT Government.

Direct, on a day-to-day basis, the financial resources of the branch and the Territory Crisis Centre.

Integrate the strategic policy and planning functions of security with emergency management.

Lead the internal and external governance arrangements for protective security and emergency management.

Provide high-level advice, briefings, reports and correspondence to the Senior Executive, the Minister and Cabinet.

Develop Directorate security and integrated emergency management policies and practices.

Manage the ACT Government national security clearance process.

Provide energetic leadership to the branch.

Develop, maintain and activate the Territory Crisis Centre.

The successful occupant will have sound understanding of the functioning of government and excellent organisational and relationship skills.

Remuneration: The position attracts a remuneration package ranging from \$193,350 to \$203,343, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$153,744.

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: All enquiries regarding this position should be directed to Ms Moira Crowhurst, A/g Deputy Director-General Community Safety on (02) 6205 3507 or via email to [moira.crowhurst@act.gov.au](mailto:moira.crowhurst@act.gov.au).

### **ACT Government Solicitor**

#### **Government Law**

#### **Principal Solicitor**

**Government Solicitor 3 \$129,169 - \$146,123, Canberra (PN: 34383, several)**

Gazetted: 14 October 2014

Closing Date: 28 October 2014

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

Solicitors with significant expertise in the provision of formal legal advice and legal representation in courts and tribunals in matters relating to one or other of the following practice areas: 1. The regulatory and licensing functions of government, inclusive of revenue; 2. Welfare and protection, inclusive of social housing and residential tenancies, protection orders and mental health; 3. FOI and privacy, inclusive of health records and public interest disclosures; and 4. Employment and industrial relations. Principal Solicitors work directly on significant matters as well as supervising the work of less senior solicitors. These positions provide exciting opportunities to work on matters of significance to the Territory and advise government at the most senior levels. Excellent client relationship skills and the ability to work as part of a team and also take on a leadership role are required.

Eligibility/Other Requirements: Applicants must be admitted (or eligible for admission) as an Australian legal practitioner.

Notes: Salary will be dependent upon relevant qualification, experience and demonstrated ability against the selection criteria.

Contact Officer: Derek Kettle (02) 6207 0635 derek.kettle@act.gov.au

**ACT Government Solicitor  
Litigation and Dispute Resolution  
Principal Solicitor**

**Government Solicitor 3 \$129,169 - \$146,123, Canberra (PN: 19641, several)**

Gazetted: 14 October 2014

Closing Date: 28 October 2014

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders. For its Litigation and Dispute Resolution Section, the ACTGS seeks Principal Solicitors with significant experience and expertise in the provision of formal legal advice and legal representation in courts and tribunals in matters relating to one or other of the following practice areas: 1. Claims, Inquests and Inquiries (CII) and; 2. Dispute Resolution (DR) focusing on commercial litigation. The CII practice deals with claims including, personal injury claims, property damage claims, medical negligence, public liability, insurance law, coronial inquests and inquiries. The DR practice deals with commercial litigation including contractual disputes, arbitrations, mediations, land disputes, debt recovery and insolvency. Principal Solicitors work directly on significant matters as well as supervising the work of less senior Solicitors. These positions provide exciting opportunities to work on matters of significance to the Territory and advise government at the most senior levels. Excellent client relationship skills and the ability to work as part of a team and also take on a leadership role are required.

Eligibility/Other Requirements: Applicants must be admitted (or eligible for admission) as an Australian legal practitioner.

Notes: Salary will be dependent upon relevant qualification, experience and demonstrated ability against the selection criteria.

Contact Officer: Lisa Manzoney (02) 6207 0628 lisa.manzoney@act.gov.au

**Office of Regulatory Services  
Transport Regulation  
System and Reforms  
Senior Manager**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 19918)**

Gazetted: 15 October 2014

Closing Date: 29 October 2014

Details: Provide high quality advice, management and implementation of national and local reform initiatives. Enhance and maintain business applications and a program management framework for the Office of Regulatory Services (ORS). Advise, coordinate and manage the delivery in the ORS of: New business systems, enhancements to current business systems and infrastructure upgrades. Build and manage complex cross directorate relationships with users, technical staff, vendors, management and customers to determine and resolve issues with project/program implementation. Prepare reports, submissions, high level briefs, and correspondence as required. Negotiate, liaise and represent the directorate at a senior level with other government agencies, industry and the public. Report to the ORS ICT Steering

Committee on the status of the program management plan. Maintain records in accordance with the *Territory Records Act 2002*.

Contact Officer: David Snowden (02) 6207 9828 david.snowden@act.gov.au

**ACT Government Solicitor  
Property and Commercial  
Solicitor**

**Government Solicitor 2 \$102,920 - \$123,495, Canberra (PN: 19438, several)**

Gazetted: 15 October 2014

Closing Date: 28 October 2014

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders. ACTGS invites applications from admitted practitioners with legal experience in: 1. Commercial law, as relevant to government procurement and contracting, and including ICT, IP and utilities; 2. Construction law; and/or 3. Property law, including commercial property leasing and development. The successful applicants will have the opportunity to work as part of a team on a range of complex and interesting projects of significance for the Territory.

Eligibility/Other Requirements: Applicants must be admitted (or eligible for admission) as an Australian legal practitioner.

Notes: Salary will be dependent upon relevant qualification, experience and demonstrated ability against the selection criteria.

Contact Officer: Michael Deasey (02) 6207 0653 michael.deasey@act.gov.au

**Corporate  
Governance  
Ministerial Services Unit  
Directorate Liaison Officer**

**Senior Officer Grade A/Senior Officer Grade B/Senior Officer Grade C \$93,254 - \$127,557, Canberra (PN: 19247)**

Gazetted: 09 October 2014

Closing Date: 16 October 2014

Details: An opportunity exists for a suitably experienced officer to work as part of the Ministerial Services Unit (MSU) team, based in the Attorney-General's Office. The position is located in the ACT Legislative Assembly Building (London Circuit, City). The role of the Directorate Liaison Officer (DLO) is to: Proactively manage information flow between the Minister's office and Justice and Community Safety (JACS) to ensure JACS meets the Minister's needs. Critically examine Ministerial correspondence and briefings, including entry and management on Trim. Deal with enquiries made by members of the public in relation to the responsibilities of the Minister and liaise with JACS for the provision of associated responses. Liaise closely with the Director-General and Deputy Directors-General of JACS, the Minister's personal staff and the MSU to ensure a coordinated approach to Ministerial and Legislative Assembly business. Attend JACS meetings/functions with the Minister as required, which includes organising Minister/Directorate meetings and associated secretariat functions. Other duties as required by the Minister or his Office, and the Directorate. The successful applicant should have a good knowledge of the functions of the Directorate and have, or be able to quickly acquire, a good knowledge of Cabinet and Assembly protocol and procedures. Demonstrated exceptional leadership and organisational abilities, attention to detail and commitment to working as part of a number of teams, are also important attributes for undertaking the role of DLO. Prior to commencement, the successful applicant would spend some time familiarising themselves with the work of MSU and other parts of the Directorate. This would be an exceptional opportunity for the right applicant.

Eligibility/Other Requirements: An understanding and experience in the Directorate, of Cabinet, Ministerial, Legislative Assembly and machinery of government processes.

Notes: This is a temporary position available for a period of 12 months and will be offered at either a Senior Officer Grade A or Senior Officer Grade B or Senior Officer Grade C level, depending on the skills qualifications and experience of the successful applicant.

Contact Officer: Danielle Krajina (02) 6207 4813 danielle.krajina@act.gov.au

## **ACT Corrective Services**

### **Throughcare Unit**

#### **Coordinator, Throughcare**

#### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 31523)**

Gazetted: 15 October 2014

Closing Date: 10 November 2014

Details: An outstanding career opportunity has arisen within ACT Corrective Services for a values-driven professional to be part of a leadership team committed to supporting the implementation and evaluation of the ACT Government's Throughcare Initiative. In the ACT, 'Throughcare' is the name given to an approach that underpins support arrangements that are designed to assist improved outcomes amongst a cohort of individuals as they transition from custody and integrate into the community. Enabling these individuals to be active participants in their lives, and become positive contributors to the community from which they have been isolated, supports the primary function of the Throughcare Unit, which is to reduce the likelihood of reoffending. Working closely with the Manager, Throughcare, and the Senior Manager, Offender Services and Programs, the Coordinator will support a team of dedicated and highly skilled case workers to develop and maintain effective and productive relationships with a wide range of internal and external stakeholders. The Coordinator will also lead and contribute to a variety of projects, including the implementation and periodic review of policies, procedures, contracts, agreements and services. Further, the Coordinator will identify and provide advice on new and emerging strategic issues that impact on the operating environment. To be successful in this role you will be able to demonstrate an understanding of and commitment to contemporary best practice in relation to transition and reintegration. You will also be able to demonstrate a significant capacity for developing and nurturing relationships with a wide variety of government and non-government stakeholders. As this is a supervisory position, you will possess a demonstrable capacity to effectively and efficiently manage staff and resources. You will also be willing to apply your significant leadership capacity with authenticity and humility in your dealings with your colleagues in the Throughcare Unit, more broadly across ACT Corrective Services and the Directorate, and beyond.

**Salary:** Your starting salary will range between \$93,254 and \$100,382 per annum, plus 9.25% superannuation and four weeks annual leave. Senior Officer Grade C positions are also entitled to generous flex arrangements.

**Work-Life Balance:** You will enjoy up to four weeks annual leave per annum with attractive flex arrangements.

**Learning and Development:** You will be provided with a range of ongoing learning and development opportunities.

**Sites:** You will work from an office in Canberra City as well as other 'satellite' offices in the ACT. There is also an outreach component.

**Eligibility/Other Requirements:** Experience liaising and negotiating with government and non-government stakeholders, as well as experience working with people who have come into contact with the criminal justice system, will be highly regarded. Tertiary qualifications in criminology, justice, law, community development or other related disciplines will also be highly regarded. There are five stages to this recruitment process: (1) initial application assessment; (2) psychometric (psychological aptitude) assessment (please note, we are unable to provide feedback about the results of the psychometric assessment); (3) communication scenario assessment; (4) interview; and (5) referee assessment. Candidates who successfully complete each stage will be offered a position subject to the outcome of a criminal history check. Candidates offered permanency will be required to complete a six month probationary period. Current ACT Corrective Services staff will be required to undertake each stage of the recruitment process; however, progression from one stage to the next is not assured and will depend on performance compared to all other candidates, including external candidates, assessed at each stage. Candidates who have recently applied for this position and who have confirmed they wish to be considered as part of this current process, only need to submit a copy of their Working with Vulnerable People Card, or evidence they have submitted an application (see below), to satisfy the requirements of the initial application assessment. Should any of these candidates progress beyond the initial application assessment, they will be required to undertake each subsequent stage (depending on their success at each stage). To be eligible for permanent appointment, you must be an Australian citizen or a permanent resident of Australia (includes New Zealand citizens). Current registration issued under the *Working with Vulnerable People (Background Check) Act 2011* is required. For further information on Working with Vulnerable People registration, refer to [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp). A current driver's licence is desirable.

Notes: Applicants are required to submit six items: (1) ACT Government Application Cover Sheet; (2) Statement of Claims against the Selection Criteria (maximum four pages); (3) current resume; (4) the names and contact details of two referees; (5) a copy of their Working with Vulnerable People Card (or evidence that they have submitted an application with the ACT Office of Regulatory Services); and (6) a copy of their driver's licence (if they have one). Unless you applied last time this position was advertised, and have confirmed you wish to be considered as part of this current process, please ensure you submit all six items. Ideally, one of the referees should be a current supervisor. Candidates who are not currently working may use an immediate past supervisor. Candidates who are self-employed may use two customers to whom they have provided a service in the last 18 months. The recruitment process takes approximately three months. You will be notified if you do not progress from one stage to the next. Applications close 10 November 2014.

ACT Corrective Services will be hosting two information evenings for individuals interested in learning more about these opportunities. Senior ACT Correctives Services staff will team up with current custodial staff to talk about ACT Corrective Services and what it is like to work in a correctional environment. Staff from the AMC Offender Services and Programs Unit will talk about what it is like to provide case management services to detainees in custody, and staff from our innovative Throughcare Unit will talk about what it is like to support detainees to plan for transition and reintegration. Staff from Community Corrections will also be on hand to talk about working with offenders in the community (not currently subject to a recruitment process).

Northside: 18:00pm - 19:00pm, Tuesday 21 October 2014, Canberra Labor Club, Belconnen.

Southside: 18:00pm - 19:00pm, Monday 27 October 2014, Hellenic Club, Woden.

Registration: You must register to attend one of the information evenings. Please telephone (02) 6205 1754 or email [BSWDT@act.gov.au](mailto:BSWDT@act.gov.au).

Contact Officer: Ben Naughton (02) 6207 4265 or 0412 975 835 [ben.naughton@act.gov.au](mailto:ben.naughton@act.gov.au)

#### **ACT Corrective Services**

##### **Alexander Maconochie Centre**

##### **Offender Services and Corrections Programs**

##### **AMC Case Manager**

##### **Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 47899, several)**

Gazetted: 15 October 2014

Closing Date: 10 November 2014

Details: A number of outstanding case management opportunities have arisen within ACT Corrective Services. We are looking for values-driven professionals to be part of a highly skilled team committed to providing effective case management for detainees. Working closely with other Alexander Maconochie Centre (AMC) Case Managers, and under the direction of the Classification and Case Management Coordinator, you will deliver case management for offenders in the AMC with a view to identifying and reducing risk while supporting rehabilitation and community integration on release from custody. You will also deliver case management in line with international best practice. Further, you will have the opportunity to provide professional advice, input and support in relation to all aspects of offender management within the AMC. Additionally, you will participate in multi-disciplinary meetings to develop individual case plans and facilitate group programs designed to maximise rehabilitative opportunities for offenders. To be successful in this role you will be able to demonstrate an understanding of and commitment to contemporary best practice in relation to case management. You will also be able to demonstrate significant skill and expertise (or a capacity to quickly develop relevant skill and expertise) in developing, implementing and monitoring individualised case plans. You will also be able to demonstrate a capacity for developing useful relationships with detainees to enable the accurate identification of risks and needs.

Salary: Your starting salary will range between \$74,098 and \$84,803 per annum, plus 9.25% superannuation and four weeks annual leave. AMC Case Manager positions are also entitled to generous flex arrangements.

Work-Life Balance: You will enjoy up to four weeks annual leave per annum with attractive flex arrangements.

Learning and Development: In addition to a range of ongoing learning and development opportunities, you will be supported to build essential skills relevant to working with domestic violence offenders, sex offenders and people with drug and alcohol abuse issues (among other things).

Work Sites: You will work from the AMC in Hume.

Eligibility/Other Requirements: Tertiary qualifications in criminology, justice, law, community development or other related disciplines will be highly regarded. There are five stages to this recruitment process: (1) initial application assessment; (2) psychometric (psychological aptitude) assessment (please note, we are unable to provide feedback about the results of the psychometric assessment); (3) communication scenario assessment; (4) interview; and (5) referee assessment. Candidates who successfully complete each stage will be offered a position subject to the outcome of a criminal history check. Candidates offered permanency will be required to complete a six month probationary period. Current ACT Corrective Services staff will be required to undertake each stage of the recruitment process; however, progression from one stage to the next is not assured and will depend on performance compared to all other candidates, including external candidates, assessed at each stage. To be eligible for permanent appointment, you must be an Australian citizen or a permanent resident of Australia (includes New Zealand citizens). Current registration issued under the *Working with Vulnerable People (Background Check) Act 2011* is required. For further information on Working with Vulnerable People registration, refer to [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp). A current driver's licence is desirable.

Notes: Applicants are required to submit six items: (1) ACT Government Application Cover Sheet; (2) Statement of Claims against the Selection Criteria (maximum four pages); (3) current resume; (4) the names and contact details of two referees; (5) a copy of their Working with Vulnerable People Card (or evidence that they have submitted an application with the ACT Office of Regulatory Services); and (6) a copy of their driver's licence. Please ensure you submit all six items. Ideally, one of the referees should be a current supervisor. Candidates who are not currently working may use an immediate past supervisor. Candidates who are self-employed may use two customers to whom they have provided a service in the last 18 months. The recruitment process takes approximately three months. You will be notified if you do not progress from one stage to the next.

Applications close 10 November 2014.

ACT Corrective Services will be hosting two information evenings for individuals interested in learning more about these opportunities. Senior ACT Correctives Services staff will team up with current custodial staff to talk about ACT Corrective Services and what it is like to work in a correctional environment. Staff from the AMC Offender Services and Programs Unit will talk about what it is like to provide case management services to detainees in custody, and staff from our innovative Throughcare Unit will talk about what it is like to support detainees to plan for transition and reintegration. Staff from Community Corrections will also be on hand to talk about working with offenders in the community (not currently subject to a recruitment process).

Northside: 18:00pm - 19:00pm, Tuesday 21 October 2014, Canberra Labor Club, Belconnen.

Southside: 18:00pm - 19:00pm, Monday 27 October 2014, Hellenic Club, Woden.

Registration: You must register to attend one of the information evenings. Please telephone (02) 6205 1754 or email [BSWDT@act.gov.au](mailto:BSWDT@act.gov.au).

Contact Officer: Megan Valler (02) 6205 8032 [megan.valler@act.gov.au](mailto:megan.valler@act.gov.au)

## **Justice and Community Safety**

### **ACT Emergency Services Agency**

#### **Bushfire Planning and Coordination Unit**

##### **Community Education Officer**

##### **Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 13123)**

Gazetted: 14 October 2014

Closing Date: 21 October 2014

Details: This four month role will be responsible to the Manager of Community Education for the coordination of community education and awareness initiatives for the Emergency Services Agency, specifically the coordination of a door knock community engagement program targeting those living in high risk bushfire prone areas in the ACT.

Eligibility/Other Requirements: To be successful in this role you will need to demonstrate sound interpersonal and communication skills, and relevant work experience or qualifications relevant to the duties and responsibilities for the position (see position description). Applicants must hold a driver's licence and be able to assist in setting up promotional displays and distribute promotional material relevant to the community education programs. Applicants must be able to work after hours and on weekends where required. Experience working in government and/or working with volunteers would be an advantage.



Notes: This vacancy is a temporary available asap for a period of four months. Selection may be based upon the written application and referee reports only. Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 may be required. For further information on Working with Vulnerable People registration refer to -

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wwwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwwvp).

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 to fulfil the duties and responsibilities of the position as outlined in the position description, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Tony Hanson (02) 6207 0278 [tony.hanson@act.gov.au](mailto:tony.hanson@act.gov.au)

## **Office of Regulatory Services**

### **Transport Regulation**

#### **Audit**

##### **Audit Supervisor**

##### **Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 21239)**

Gazetted: 09 October 2014

Closing Date: 23 October 2014

Details: Under general direction of the Manager, Compliance: Supervise staff as required and provide training where necessary. Issue and monitor AES and ADI audit programs and report on activities and outcomes. Provide assistance to less senior officers in relation to more complex matters. Be responsible for the auditing of transactions conducted at the Canberra Connect Shopfronts. Develop, implement and revise procedures and processes for conducting audits. Identify areas of concern and liaise with management and appropriate staff to initiate appropriate action. Prepare reports on the findings and resulting outcomes of audits as necessary. Liaise with the AFP and other government agencies as needed to investigate matters of concern.

Contact Officer: Rebecca Wilson (02) 6207 9729 [rebecca.wilson@act.gov.au](mailto:rebecca.wilson@act.gov.au)

## **ACT Corrective Services**

### **Custodial Operations**

#### **Correctional Officer Class 2**

##### **Correctional Officer Class 2 \$67,313 - \$72,254, Canberra (PN: 13710, Several)**

Gazetted: 15 October 2014

Closing Date: 10 November 2014

Details: ACT Corrective Services is pleased to announce an exceptional career opportunity for individuals interested in becoming Area Supervisors (Correctional Officer Class 2) in 2015. We would like to hear from people who are interested in: community safety; leading a team to promote and maintain safety and security in a custodial environment; and supporting improved rehabilitative outcomes amongst individuals and groups of individuals in custody. If you take pride in your work, believe you are an effective communicator, and value professionalism and integrity, we would like to hear from you. In this role you will assist with the day to day operations of ACT correctional facilities, including supervision and management of Correctional Officers (Class 1), allocation of resources, case loads and monitoring work flow. You will also participate in case management, promoting rehabilitation by encouraging participation and pro social activities amongst detainees. To be successful in this role, you will be able to demonstrate an understanding of and commitment to best practice detainee management. You will also be able to demonstrate a significant capacity for developing and nurturing relationships with a wide variety of internal and external stakeholders. As this is a supervisory position, you will possess a demonstrable capacity to effectively and efficiently manage staff and resources. You will be willing to apply your leadership skills with authenticity and humility in all your dealings with detainees and colleagues. Additionally, you will possess written communication skills of a high standard. Salary: Your starting salary will range between \$67,313 and \$72,254 per annum, plus the potential for significant allowances.

Training: In your first weeks on the job you may participate in training related to ACT-specific legislation and policies and procedures, as well as report writing (among other things).

Work-Life Balance: You will enjoy attractive shift-work arrangements and conditions of service.

Learning and Development: You will receive ongoing training in a range of matters relevant to custodial operations in the ACT, including an opportunity to complete a Certificate IV in Correctional Practice.

Permanent Opportunities: A number of permanent opportunities are available.

Work Sites: Correctional Officers work across three work sites: (1) Alexander Maconochie Centre, Hume; (2) Court Transport Unit, located at the ACT Magistrate's Court, Canberra City; and (3) Periodic Detention Centre, Symonston.

Successful candidates will be placed at one of these work sites. Placements depend on operational requirements.

Eligibility/Other Requirements: There are five stages to this recruitment process: (1) initial application assessment; (2) psychometric (psychological aptitude) assessment (please note, we are unable to provide feedback about the results of the psychometric test); (3) communication scenario assessment; (4) interview; and (5) referee assessment.

Candidates who successfully complete each stage will be offered a position subject to the outcome of: (1) a medical assessment; and (2) a criminal history check. Current Correctional Officers of ACT Corrective Services will be required to undertake each stage of the recruitment process except the psychometric assessment and the medical assessment; however, progression from one stage to the next is not assured and will depend on performance compared to all other candidates, including external candidates, assessed at each stage. To be eligible for permanent appointment, you must be an Australian citizen or a permanent resident of Australia (includes New Zealand citizens). Current registration issued under the *Working with Vulnerable People (Background Check) Act 2011* is required. For further information on Working with Vulnerable People registration, refer to

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wvvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp). A current driver's licence is also required.

Notes: Applicants are required to submit six items: (1) ACT Government Application Cover Sheet; (2) a one page statement detailing: (i) why they would like the job; and (ii) why they think they would be good at the job; (3) a current resume; (4) the names and contact details of two referees; (5) a copy of their Working with Vulnerable People Card (or evidence that they have submitted an application with the ACT Office of Regulatory Services); and (6) a copy of their driver's licence. Please ensure you submit all six items. Ideally, one of the referees should be a current supervisor.

Candidates who are not currently working may use an immediate past supervisor. Candidates who are self-employed may use two customers to whom they have provided a service in the last 18 months. The recruitment process takes approximately three months. You will be notified if you do not progress from one stage to the next.

Applications close 10 November 2014.

ACT Corrective Services will be hosting two information evenings for individuals interested in learning more about these opportunities. Senior ACT Correctives Services staff will team up with current custodial staff to talk about ACT Corrective Services and what it is like to work in a correctional environment. Staff from the AMC Offender Services and Programs Unit will talk about what it is like to provide case management services to detainees in custody, and staff from our innovative Throughcare Unit will talk about what it is like to support detainees to plan for transition and reintegration. (This may be of interest to individuals interested in positions in these areas that are being advertised and recruited simultaneously with the Correctional Officer positions.) Staff from Community Corrections will also be on hand to talk about working with offenders in the community (not currently subject to a recruitment process).

Northside: 18:00pm - 19:00pm, Tuesday 21 October 2014, Canberra Labor Club, Belconnen.

Southside: 18:00pm - 19:00pm, Monday 27 October 2014, Hellenic Club, Woden.

Registration: You must register to attend one of the information evenings. Please telephone (02) 6205 1754 or email [BSWDT@act.gov.au](mailto:BSWDT@act.gov.au).

Contact Officer: Jeremy Boland (02) 6205 1314 [jeremy.boland@act.gov.au](mailto:jeremy.boland@act.gov.au)

## **ACT Government Solicitor**

### **Property and Commercial**

#### **Solicitor**

**Government Solicitor 1 \$65,582 - \$98,203, Canberra (PN: 31102, several)**

Gazetted: 14 October 2014

Closing Date: 28 October 2014

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders. ACTGS invites applications from legal practitioners to work in commercial and/or property law legal practice, relevant to government procurement and contracting, construction

and/or commercial property leasing and development. Experience in one or more of these areas is preferred but not mandatory. The successful applicants will have the opportunity to work as part of a team on a range of complex and interesting projects of significance for the Territory.

Eligibility/Other Requirements: Applicants must be admitted (or eligible for admission) as an Australian legal practitioner.

Notes: Salary will be dependent upon relevant qualification, experience and demonstrated ability against the selection criteria.

Contact Officer: Michael Deasey (02) 6207 0653 michael.deasey@act.gov.au

## **Justice and Community Safety**

### **Office of Regulatory Services**

#### **Registrations and Fair Trading - Land Titles**

##### **Client Services Officer**

##### **Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 45888, several)**

Gazetted: 14 October 2014

Closing Date: 21 October 2014

Details: Under the general direction of the Manager; Provide high level client service, either at the counter, over the phone, or in writing. Where delegated, prepare, arrange and complete a range of licences, registrations and permits administered by the office. Where delegated, critically examine documents for registration and reconcile relevant cash and trust accounts. Resolve more complex issues for clients and staff. Accept and account for a range of fees by exercising responsibilities as a collector of public monies. Assist with the supervision, management, training and development of other staff within a business unit. Maintain accurate records managed in a variety of databases and manual registers. Contribute to Office of Regulatory Services operations and perform other duties as directed.

Maintain records in accordance with the *Territory Records Act 2002*. Contribute to efficient work practices and sound corporate governance. Contribute to workplace diversity, participative work practices and promote Occupational Health and Safety principles. Assist senior staff members with work in the unit to ensure objectives are achieved.

Eligibility/Other Requirements: This position may be required to rotate through other Business Units within Registration and Client Services. Current driver's licence is desirable.

Notes: This vacancy is a temporary position available from 1 November 2014 until 31 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: Sandra Salcedo (02) 6207 0481 sandra.salcedo@act.gov.au

## **Office of Regulatory Services**

### **Registrations and Fair Trading**

#### **Rental Bonds**

##### **Client Services Officer**

##### **Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 16358, several)**

Gazetted: 14 October 2014

Closing Date: 21 October 2014

Details: Under the general direction of the Manager; Provide high level client service, either at the counter, over the phone, or in writing. Receive and process lodgements for a range of licences, registrations, permits or refunds administered by the office. Undertake cashier duties in accordance with the *Financial Management Act 1996*, including managing cash and daily balancing. Undertake responsibilities of data entry, scanning, indexing and searching databases to provide client services. Undertake other administrative functions as required, which may include opening and distributing mail and courier duties. Be the first point of contact for clients. Answer, screen and transfer telephone calls. Provide administrative support. Contribute to Office of Regulatory Services operations and perform other duties as directed. Maintain records in accordance with the *Territory Records Act 2002*. Contribute to efficient work practices and sound corporate governance. Contribute to workplace diversity, participative work practices and promote

Occupational Health and Safety principles. Assist senior staff members with work in the unit to ensure objectives are achieved.

Eligibility/Other Requirements: This position may be required to rotate through other Business Units within Registration and Client Services. Current driver's licence is desirable.

Notes: This position is a temporary vacancy available from 1 November 2014 until 31 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: Sandra Salcedo (02) 6207 0481 [sandra.salcedo@act.gov.au](mailto:sandra.salcedo@act.gov.au)

## **ACT Corrective Services**

### **Custodial Operations**

#### **Trainee Correctional Officer (upon successful completion of training a Correctional Officer Grade 1)**

#### **Correctional Officer Class 1 \$53,417 - \$64,102, Canberra (PN: 32699, Several)**

Gazetted: 15 October 2014

Closing Date: 10 November 2014

Details: ACT Corrective Services is pleased to announce an exceptional career opportunity for individuals interested in becoming Correctional Officers in 2015. We would like to hear from people who are interested in: community safety; working as part of a team promoting and maintaining safety and security in a custodial environment; and supporting improved rehabilitative outcomes for those in custody. If you take pride in your work, believe you are an effective communicator, and value professionalism and integrity, we would like to hear from you.

Salary: Successful applicants will receive a training salary of \$38,535 for the first nine weeks. Your starting salary following this training period will range between \$53,417 - \$64,102 per annum, plus the potential for significant allowances.

Training: The training you will require to begin work as a Correctional Officer will be provided during the first nine weeks of your employment.

Work-Life Balance: You will enjoy attractive shift work arrangements and conditions of service.

Learning and Development: In addition to a range of ongoing learning and development opportunities, you will receive support to complete your Certificate III in Correctional Practice during your first 12 months.

Permanent and Casual Opportunities: A number of permanent and casual opportunities are available. Should you progress through the recruitment, you may be offered a permanent position or a casual position.

Work Sites: Correctional Officers work across three facilities: (1) Alexander Maconochie Centre, Hume; (2) Court Transport Unit, located at the ACT Magistrate's Court, Canberra City; and (3) Periodic Detention Centre, Symonston.

Upon completion of the initial nine week training course, you will be placed at one of these facilities. Placements depend on operational requirements and each facility comprises different conditions of service.

Eligibility/Other Requirements: There are five stages to this recruitment process: (1) initial application assessment; (2) psychometric (psychological aptitude) assessment (please note, we are unable to provide feedback about the results of the psychometric test); (3) communication scenario assessment at the AMC; (4) interview; and (5) referee assessment. Candidates who successfully complete each stage will be offered a position subject to the outcome of: (1) a medical assessment; and (2) a criminal history check. Candidates offered permanency on successful completion of the training program will be required to complete a 12 month probationary period and a Certificate III in Correctional Practice. Candidates offered casual employment on successful completion of the training program will also be required to complete a Certificate III in Correctional Practice within the first 12 months. Current Correctional Officers of ACT Corrective Services will be required to undertake each stage of the recruitment process except psychometric assessment; however, progression from one stage to the next is not assured and will depend on performance compared to all other candidates, including external candidates, assessed at each stage. To be eligible for permanent appointment, you must be an Australian citizen or a permanent resident of Australia (includes New Zealand citizens). For casual employment this is not a requirement. Current registration issued under the *Working with Vulnerable People (Background Check) Act 2011* is required. For further information on Working with Vulnerable People registration, refer to [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp). A current driver's licence is also required.

Notes: Applicants are required to submit six items: (1) ACT Government Application Cover Sheet; (2) a one page statement detailing: (i) why they would like the job; and (ii) why they think they would be good at the job; (3) a current resume; (4) the names and contact details of two referees; (5) a copy of their Working with Vulnerable People Card (or evidence that they have submitted an application with the ACT Office of Regulatory Services); and (6) a copy of their driver's licence. Please ensure you submit all six items. Ideally, one of the referees should be a current supervisor. Candidates who are not currently working may use an immediate past supervisor. Candidates who are self-employed may use two customers to whom they have provided a service in the last 18 months. The recruitment process takes approximately three months. You will be notified if you do not progress from one stage to the next.

Applications close 10 November 2014.

ACT Corrective Services will be hosting two information evenings for individuals interested in learning more about these opportunities. Senior ACT Correctives Services staff will team up with current custodial staff to talk about ACT Corrective Services and what it is like to work in a correctional environment. Staff from the AMC Offender Services and Programs Unit will talk about what it is like to provide case management services to detainees in custody, and staff from our innovative Throughcare Unit will talk about what it is like to support detainees to plan for transition and reintegration. (This may be of interest to individuals interested in positions in these areas that are being advertised and recruited simultaneously with the Correctional Officer positions.) Staff from Community Corrections will also be on hand to talk about working with offenders in the community (not currently subject to a recruitment process).

Northside: 18:00pm - 19:00pm, Tuesday 21 October 2014, Canberra Labor Club, Belconnen.

Southside: 18:00pm - 19:00pm, Monday 27 October 2014, Hellenic Club, Woden.

Registration: You must register to attend one of the information evenings. Please telephone (02) 6205 1754 or email [BSWDT@act.gov.au](mailto:BSWDT@act.gov.au).

Contact Officer: Megan Vincent (02) 6205 1754 [megan.vincent@act.gov.au](mailto:megan.vincent@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](mailto:jobs@act.gov.au)**

#### **Directorate Services Division**

##### **Finance**

##### **Senior Budget Officer**

##### **Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 33120)**

Gazetted: 13 October 2014

Closing Date: 20 October 2014

Details: This position provides support to management accountants responsible for financial management of the Parks and City Services Division of the Territory and Municipal Services Directorate. The key roles are to: undertake costing activities; quality control through ledger and system maintenance; production of end of month and end of year reports; activity reporting; and a range of minor support services.

Eligibility/Other Requirements: Relevant and long term government accounting experience is desirable.

Notes: This is a temporary position available for a period of seven months with the possibility of extension and/or permanency from this process.

Contact Officer: Gary Spencer (02) 6207 6339 [gary.spencer@act.gov.au](mailto:gary.spencer@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.

#### **Business Enterprises**

##### **Capital Linen Service**

##### **Dispatch Supervisor**

##### **Capital Linen Service Band 5 \$60,818 - \$67,195, Canberra (PN: 27230)**

Gazetted: 15 October 2014

Closing Date: 22 October 2014

Details: Capital Linen Service is seeking an appropriately skilled, experienced and motivated person to fill the position of Dispatch Supervisor. The role is responsible for and assists with operational planning, workforce and performance management, compliance, Work, Health and Safety monitoring and business improvement.

Contact Officer: Peter Chamberlain (02) 6207 6954 peter.chamberlain@act.gov.au

## **Parks and City Services**

### **National Arboretum**

#### **Horticultural Ranger**

#### **General Service Officer Level 5/6 \$45,647 - \$50,446, Canberra (PN: 30924)**

Gazetted: 14 October 2014

Closing Date: 28 October 2014

Details: The National Arboretum is seeking a motivated and well organised Horticulturalist with demonstrated horticultural and/or aborcultural skills to join the team. The successful candidate will be an officer who is willing to undertake a variety of physical tasks associated with the management and development of the National Arboretums living collections. The officer will be self motivated and will be able to demonstrate a high customer service focus, a strong work ethic and the ability to work independently and in a small team environment.

Eligibility/Other Requirements: Current driver's licence.

Contact Officer: Leigh Taafe (02) 6207 8483 leigh.taafe@act.gov.au

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

## **APPOINTMENTS**

### **Canberra Institute of Technology**

#### **Teacher Band 1 \$62,403 - \$83,963**

Matthew Leonard 820-80373, Section 68(1), 14 October 2014

### **Chief Minister, Treasury and Economic Development**

#### **Senior Officer Grade A \$127,557**

Bradley Burch 844-02372, Section 68(1), 9 October 2014

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

Matthew John Carmona 827-48046, Section 68(1), 29 September 2014

#### **Senior Officer Grade C \$93,254 - \$100,382**

My Linh Hardham 844-79839, Section 68(1), 10 November 2014

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

Caitlin Little 836-09208, Section 68(1), 14 October 2014

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

Penny Pantelitsa Peyiotou 836-10460, Section 68(1), 16 October 2014

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

Kishore Sreetharan 836-07800, Section 68(1), 16 October 2014

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

Mursal Walizada 836-06701, Section 68(1), 16 October 2014

**Community Services**

**Administrative Services Officer Class 3/4 \$55,732 - \$66,997**

Victor Vitolino Teofilo 836-03498, Section 68(1), 16 October 2014

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

Gayle Scott: 884-77411, Section 68 (1), 13/10/2014

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

Imrana Yasin 844-77403, Section 68(1), 30 September 2014

**Education and Training**

**General Service Officer Level 8 \$56,611 - \$59,939**

Stuart Austen 843-33426, Section 68(1), 9 October 2014

**School Assistant 4 \$56,823 - \$61,529**

Shannah Louise 843-26971, Section 68(1), 13 October 2014

**General Service Officer Level 8 \$56,611 - \$59,939**

Trent William Neddrie 835-24423, Section 68(1), 13 October 2014

**Health**

**Assistant in Nursing \$45,381 - \$46,917**

Gerald Bayanni 844-80020, Section 68(1), 23 October 2014

**Assistant in Nursing \$45,381 - \$46,917**

Alison Coppock 844-80004, Section 68(1), 9 October 2014

**Registered Nurse Level 2 \$81,918 - \$86,823**

Cheryl Cuthbertson 844-81023, Section 68(1), 13 October 2014

**Assistant in Nursing \$45,381 - \$46,917**

Benny Devassy 844-80039, Section 68(1), 9 October 2014

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

Preethu Geevarghese 834-44343, Section 68(1), 10 October 2014

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

Cheryl Martine 843-91335, Section 68(1), 9 October 2014

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

Amy Werts 842-88995, Section 68(1), 9 October 2014

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

Pui Sheung Yeung 839-27812, Section 68(1), 16 October 2014

**Justice and Community Safety**

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

Mark Bonato 843-89550, Section 68(1), 13 October 2014

**Territory and Municipal Services**

**General Service Officer Level 5/6 \$45,647 - \$50,446**

Mathew Grant 836-02137, Section 68(1), 9 October 2014

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

Amelia Murphy 835-69074, Section 68(1), 10 October 2014

**PROMOTIONS**

**Chief Minister, Treasury and Economic Development**

**Revenue Management**

**Revenue Accounts**

**Daniel Ng: 835-88208**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 05766) (Gazetted 31 January 2014)

**Education and Training**

**Office for Schools**

**Belconnen Network**

**University of Canberra Senior Secondary College, Lake Ginninderra**

**Stephen Hood: 785-53131**

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

Education and Training

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 02011) (Gazetted 4 August 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/Weston Network**

**Arawang Primary School**

**Roslyn Macafee: 772-17590**

From: School Assistant 2 \$41,826 - \$46,188

Education and Training



To: Administrative Services Officer Class 3 \$55,732 - \$59,980  
Education and Training, Canberra (PN. 31058) (Gazetted 3 September 2014)

### **Justice and Community Safety**

#### **ACT Corrective Services**

##### **Finance and Budgets**

##### **Administration**

##### **Yanlei Wang: 799-95257**

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

Community Services

To: †Senior Professional Officer Grade B \$106,086 - \$119,426

Justice and Community Safety, Canberra (PN. 34265) (Gazetted 16 July 2014)

### **Territory and Municipal Services**

#### **Parks and City Services**

##### **City Services**

##### **Place Management**

##### **Peter Bourke: 827-30065**

From: General Service Officer Level 3/4 \$40,973 - \$44,935

Territory and Municipal Services

To: †General Service Officer Level 5/6 \$45,647 - \$50,446

Territory and Municipal Services, Canberra (PN. 33865) (Gazetted 5 June 2013)

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.

#### **Directorate Services**

##### **Human Resources**

##### **Employee Relations**

##### **Kim-Marie Ivens: 608-20043**

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

Territory and Municipal Services

To: †Senior Officer Grade B \$109,831 - \$123,642

Territory and Municipal Services, Canberra (PN. 21750) (Gazetted 30 August 2013)

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.