



ACT Government Gazette

Gazetted Notices for the week beginning 30 July 2015

VACANCIES

Calvary Health Care ACT (Public)

Director - Social Work and Psychology

Health Professional Level 5 \$111,478 - \$125,497, Canberra (PN: 9003)

Gazetted: 04 August 2015

Closing Date: 7 August 2015

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

Contact Officer: Karen Edwards (02) 6201 6101 karen.edwards@calvary-act.com.au

New Graduate Nurse Program

Registered Nurse Level 1 \$59,874 - \$79,980, Canberra (PN: various)

Gazetted: 04 August 2015

Closing Date: 10 August 2015

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

Contact Officer: Joanne Latimer (02) 6201 6855 joanne.latimer@calvary-act.com.au

Nurse Practitioner - Diabetes

Registered Nurse Level 4 Grade 2 \$115,404, Canberra (PN: 7103)

Gazetted: 04 August 2015

Closing Date: 12 August 2015

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

Contact Officer: Hamish Jeffrey (02) 6201 6101 hamish.jeffrey@calvary-act.com.au

Stroke Fellow

Senior Registrar \$124,330, Canberra (PN: 6868)

Gazetted: 04 August 2015

Closing Date: 14 August 2015

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

Contact Officer: Tonia Alexander (02) 6264 7129 tonia.alexander@calvary-act.com.au

Wardperson

Health Service Officer Level 3 - 4 \$45,588 - \$48,870, Canberra (PN: various)

Gazetted: 04 August 2015

Closing Date: 7 August 2015

Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html>

Contact Officer: Oliver Holst (02) 6201 6891 oliver.holst@calvary-act.com.au

Registered Nurse Level 2 - Palliative Care

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

Gazetted: 04 August 2015

Closing Date: 17 August 2015

Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html>

Contact Officer: Bradley Smith (02) 6264 7300 bradley.smith@calvary-act.com.au

Canberra Institute of Technology

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

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

Health Community and Science

Community Work

Administrative Project Officer

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 19125)

Gazetted: 30 July 2015

Closing Date: 6 August 2015

Details: The Canberra Institute of Technology requires an experienced Administrative Project Officer to work in the Department of Community Work. This role works directly to the Head of Department and is responsible for supporting the functions within the Community Work Department with a particular focus on students' support, including pastoral care for International students, students' placements within the Community Sector industry. This position requires a high level of administrative support and functions and a sound knowledge of Banner and Client Relationship Management System.

Note: This is a temporary position available for a period of 12 months with the possibility of extension. Temporary employment offered as a result of this advertisement may lead to permanent appointment under the Public Sector Management Standards Section 53A - Appointment after Temporary Engagement - Canberra Institute of Technology – non-teaching offices. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvp.

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

Capital Metro

Governance and Operations

Executive Assistant

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 32509)

Gazetted: 04 August 2015

Closing Date: 11 August 2015

Details: The Capital Metro Agency (CMA) has responsibility for the design, procurement and delivery of a light rail service between Gungahlin and the City. The Governance and Operations Branch is seeking a self-starter with initiative and sound judgement to provide high level executive administrative and secretarial services to several Executive Staff and the Agency. Duties include, but are not limited to, prioritising and monitoring of tasks and activities, preparation of confidential correspondence, management of executive diaries, and supervision and mentoring of the Administrative Assistant.

Notes: This is a temporary position available for a period of 12 months.
Contact Officer: Nicole Stevens (02) 6207 8676 NicoleF.Stevens@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

Economic Development

Procurement and Capital Works

Commercial Infrastructure

Director, Commercial Infrastructure

Executive Level 1.3 \$217,652 to \$228,851 depending on current superannuation arrangements, Canberra (PN: E751)

Gazetted: 31 July 2015

Closing Date: 18 August 2015

Details: The Director, Commercial Infrastructure is a key leadership role within Procurement and Capital Works in the Chief Minister, Treasury and Economic Development Directorate. The position reports to the Executive Director, Procurement and Capital Works. The position is responsible for overseeing the delivery of commercial projects – buildings and improvements to public spaces – as well as capital upgrades and maintenance of government building assets. The position also oversees the delivery of the Asbestos Response Taskforce’s demolition and site remediation program.

Remuneration: The position attracts a remuneration package ranging from \$217,652 - \$228,851, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$172,285.

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: George Tomlins (02) 6207 8944 george.tomlins@act.gov.au

Arts, Business, Events, Sport and Tourism

Events ACT

Manager, Marketing and Communications

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 28819)

Gazetted: 30 July 2015

Closing Date: 13 August 2015

Details: A dynamic and experienced person is sought to fill the position of Manager, Marketing and Communications to lead the development and execution of fully integrated marketing and communication campaigns across a suite of major events. The successful applicant will be required to develop and manage a range of marketing activities at a local and national level, and is also required to undertake a variety of public information and communication activities. On an operational level, the successful applicant will also be responsible for managing and directing a small, dedicated, multi-disciplinary team.

Eligibility/Other Requirements: Tertiary qualifications in Marketing or Communications are desirable. Applicants should possess a current driver’s licence and have the ability to work flexible hours including weekends and public holidays.

Contact Officer: Dianne Ireland (02) 6207 5369 dianne.ireland@act.gov.au

Economic Development

Office of the Director-General/Chief Executive Officer Branch

Ministerial, Assembly and Cabinet Coordination

Senior Ministerial Liaison Officer

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 33778)

Gazetted: 31 July 2015

Closing Date: 14 August 2015

Details: The Office of the Director-General/Chief Executive Officer Branch comprises: Communications; Ministerial, Assembly and Cabinet Coordination; and LDA Business Support. The position coordinates support and advice to Ministers, including in relation to all ministerial correspondence, briefings, Cabinet and Assembly business. The position also coordinates and manages information and advice with regard to implementation of government priorities and commitments and Legislative Assembly Material. The occupant of this position will be a motivated person with an eye for detail, high level administrative and organisational skills and a sound knowledge of government policies and processes.

Notes: Selection for this process may be based on written application and referee reports only. Contact details of at least two referees and a current curriculum vitae should be included with your application.

Contact Officer: Mr Chris Wilson (02) 6205 2697 chris.wilson@act.gov.au

Shared Services

Shared Services ICT

Security

Agency Security Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 35954)

Gazetted: 05 August 2015

Closing Date: 12 August 2015

Details: The successful candidate will have an in depth working knowledge of the ACT Government Protective Security Policy Framework (PSPF).

Eligibility/Other Requirements: Must be able to obtain a Negative Vetting 1 Security Clearance.

Contact Officer: Adam Incher (02) 6205 9067 adam.incher@act.gov.au

Communications

Online Services

Online Services Project Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 33013)

Gazetted: 04 August 2015

Closing Date: 18 August 2015

Details: A temporary opportunity exists for a motivated team member with high order design, interpersonal and communication skills to work in a complex and fast paced dynamic work environment. The Online Service Team within the Communications Division is responsible for leading digital communications and community engagement capability and capacity within the Directorate and across the ACTPS. It is also responsible for the delivery of the Directorate's digital and traditional communications products, and providing communications teams across government with strategy, branding and design guidance. We're looking for an experienced designer with initiative, sound judgement and proven experience in developing and implementing design and layout materials from concept through to production. The role also provides assistance in support of online publishing.

Eligibility/Other Requirements: Experience in the use of specialised creative software e.g. Adobe Creative Suite which includes InDesign, Photoshop, Acrobat Professional and Illustrator. Experience in the use of a website content management system (preferably Squiz Matrix). Relevant tertiary qualifications highly regarded.

Notes: This is a temporary position available for up to eight months.

Contact Officer: Rohan Whitmore (02) 6205 9523 rohan.whitmore@act.gov.au

Corporate

Corporate Management

Governance

Annual Report Project Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 35903)

Gazetted: 03 August 2015

Closing Date: 11 August 2015

Details: Expressions of Interest are sought for a temporary vacancy in Corporate Management, Chief Minister, Treasury and Economic Development Directorate. The position will assist with the production and coordination of the Directorate's 2014–15 Annual Report. The position will involve collating, writing and editing of report content. Assist with the preparation of corporate related briefing material and supporting documentation for annual report committee hearings. As required, the position will also assist with other administrative and coordination tasks within the division, such as the processing of requests made under the *Freedom of Information Act 1989*.

Eligibility: We are looking for a highly motivated person with exceptional editing skills, particularly in formatting and use of styles. A high level of accuracy and attention to detail is required; and well developed interpersonal and liaison skills.

Note: This is a temporary position available until 30 October 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 one referees and a current curriculum vitae. Selection may be based on application and referee reports only.

Applications should be sent to the Contact Officer.

Contact Officer: Chris Cole (02) 6207 5883 chris.cole@act.gov.au

Business Services

Shared Services

Strategic Finance

Financial Services Officer

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 13236)

Gazetted: 31 July 2015

Closing Date: 14 August 2015

Details: A permanent full-time vacancy exists for a dynamic individual who has a strong understanding of the financial processing function in the ACT Government environment, including in Accounts Payable and Accounts Receivable. The successful candidate will be a self starter and team player and will have a very high focus on client service as well as in achieving quality outcomes. To be considered for the role, applicants will have highly developed analytical skills, will require minimal supervision and will also be flexible and adaptable in order to be able to meet changing and often challenging business conditions. Highly developed oral and written communication skills are essential in this role also as is significant experience in utilising a financial accounting system as well as in the Microsoft Office suite of applications. Other finance and administrative duties may be required from time to time to support the overall strategic finance function.

Eligibility/Other Requirements: Experience with Oracle and/or significant experience in a financial processing environment and/or post secondary qualifications or progress towards attaining a Commerce or Accounting related qualification will be viewed favourably.

Contact Officer: Eric Raaschou (02) 6205 3904 eric.raaschou@act.gov.au

Shared Services

Shared Services ICT

ICT Security

ICT Security Analyst Operations

Information Technology Officer Class 1 \$60,880 - \$69,301, Canberra (PN: 05135)

Gazetted: 30 July 2015

Closing Date: 6 August 2015

Details: The Shared Services ICT Security team is currently seeking expressions of interest for the role of a junior ICT Security Analyst Operations. Candidates should have a good knowledge of ICT in general and a keen interest in ICT Security. Under the direction of senior ICT Security Operations staff you will learn how to monitor and support Security business systems, conduct audits, reviews and contribute to operational security tasks.

Eligibility/Other Requirements: Candidates will be required to hold or be able to successfully obtain a Baseline security clearance.

Note: This is a temporary vacancy available 10 August 2015 for up to six months.

How to Apply: Expressions of interest should include a supporting statement of no more than two pages outlining experience and/or ability against the selection criteria, contact details of at least two referees and current curriculum vitae.

Applications should be sent to contact officer.

Contact Officer: Julian Valtas (02) 6207 1008 julian.valtas@act.gov.au

Community Services

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

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

Disability ACT

Operational

Strategic Policy and Community Development

Policy Officer, Strategic Policy and Community Development

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 34889)

Gazetted: 04 August 2015

Closing Date: 11 August 2015

Details: The Strategic Policy and Community Development Team is seeking an experienced Policy Officer to contribute to the development of Disability ACT policy and strategic priorities, preparation of Ministerial briefings and correspondence and provide support to event planning and coordination for specific projects. The position will report to the Manager, Strategic Policy and Community Development.

Eligibility/Other Requirements: Experience in Policy Development and tertiary qualifications in a Human Services' discipline are highly desirable.

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

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

Contact Officer: Melanie Kovacs (02) 6205 1566 melanie.kovacs@act.gov.au

Disability ACT

Business Support

Systems, Information and Quality

Business Support Project Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 35897)

Gazetted: 31 July 2015

Closing Date: 7 August 2015

Details: This position is responsible for providing support to the Manager of the Systems, Information and Quality team in the Business Support Unit around risk and compliance issues in Disability ACT. The successful applicant will be responsible for monthly reporting and analysis on a variety of services and will provide training on the Riskman system as required. The applicant will also be required to support the annual National Minimum Data Set (NMDA) collection process. The position incumbent will be required to demonstrate a commitment to the Disability ACT Vision and Values.

Eligibility/Other Requirements: Sound knowledge and ability to use MS Office systems in particular Word and Excel.
Notes: This is a temporary position available for a period of three months with the possibility of extension. Selection may be based on written application and referee checks 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_wwvp.

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: Heather McKeon (02) 6207 1061 heather.mckeon@act.gov.au

Education and Training

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

Office for Schools

North/Gungahlin Network

Dickson College

Principal

School Leader A \$133,402 - 160,181, Canberra (PN: 01675)

Gazetted: 04 August 2015

Closing Date: 18 August 2015

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

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

Note: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to

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

Contact Officer: Judy Hamilton (02) 6205 5428 judith.hamilton@act.gov.au

Office for Schools

Belconnen Network

Melba Copland Secondary School

Mathematics Teacher

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 35132)

Gazetted: 05 August 2015

Closing Date: 19 August 2015

Details: Mathematics educator with high level skills for teaching ACT college level courses including Specialist, Methods, Applications and Essential Mathematics. International Baccalaureate certification desirable, yet will be available to the successful applicant.

Eligibility/Other Requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

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

Contact Officer: Suzanne Langshaw (02) 6142 0300 suzanne.langshaw@ed.act.edu.au

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

Office for Schools

North/Gungahlin Network

Gold Creek School

Humanities Classroom Teacher

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 07575)

Gazetted: 04 August 2015

Closing Date: 18 August 2015

Details: Gold Creek School is a P-10 school in the Gungahlin area that supports individualised learning through the implementation of International Baccalaureate programmes as a framework for teaching the Australian Curriculum. We are committed to professional learning opportunities, collaboration, differentiation, inclusivity and working with our community. An opportunity exists for an experienced Humanities Teacher to join our Senior campus team, working closely with others to maximise student potential. Desired areas of strength include student directed learning, differentiation, collaborative learning, and formative and summative assessment. The successful applicant will have the skills in using the Australian Curriculum to meet the individual learning needs of all students.

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

Notes: This is a temporary position available until 18 December 2015. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Priscilla Wray (02) 6205 1814 priscilla.wray@ed.act.edu.au

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

Environment and Planning

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

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

Strategic Planning

Planning

Master Plans

Senior Urban Planner/Designer

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 15193)

Gazetted: 31 July 2015

Closing Date: 18 August 2015

Details: The Strategic Planning Division in Environment and Planning Directorate is seeking a Senior Urban Planner/Designer to assist in the delivery of key government priority projects. As part of the implementation of the ACT Planning Strategy and Transport for Canberra, the position will be involved in the development and delivery of urban planning and transport projects, programs and projects like the City Plan implementation, Northbourne Avenue corridor, master plans, greenfields planning and other land use and transport planning work. Candidates should have

proven oral and written communication skills, the ability to provide strategic planning advice and a sound understanding of project management.

Note: This is a temporary position available until 23 September 2016 with the possibility of a further 12 month extension. Selection may be based on application and referee reports only.

Eligibility/Other Requirements: Qualifications and experience in Urban Planning or Urban Design or Architecture or Landscape Architecture would be highly desirable.

Contact Officer: Ben Riches (02) 6207 1836 ben.riches@act.gov.au

Strategic Planning

ACT Heritage

Team Leader - Advice

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 16005)

Gazetted: 30 July 2015

Closing Date: 13 August 2015

Details: The Strategic Planning Division is looking for a suitably qualified and experienced Team Leader to provide leadership in the provision of heritage advice on places and objects nominated and registered to the ACT Heritage Register and in providing secretariat services to the ACT Heritage Council. The ACT Heritage Register includes natural, Aboriginal and historic heritage places and objects. The position would suit a professional with strong experience in and knowledge of heritage conservation and management principles, and their application in a statutory context. Strong leadership and representation skills are required, as are excellent time management and communication skills. Eligibility/Other Requirements: Relevant experience or qualifications in Cultural Heritage Management, Heritage Architecture and/or Archaeology are highly desirable.

Contact Officer: Fiona Moore (02) 6205 9974 fionaf.moore@act.gov.au

Strategic Planning Division

Planning Branch

Planning Policy

Policy Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 15097)

Gazetted: 31 July 2015

Closing Date: 18 August 2015

Details: The Planning Branch within Strategic Planning is looking for a motivated and dynamic individual to undertake and manage a diverse strategic planning agenda. The Branch is responsible for centre master planning, greenfields planning, planning policy, social planning and the implementation of the ACT Planning Strategy.

Eligibility/Other Requirements: A tertiary qualification in Urban Planning, Social Planning or similar would be highly regarded.

Note: This is a temporary position available until 24 December 2015 with the possibility of extension or permanency.

Contact Officer: Trina McFarlane (02) 6207 1920 trina.mcfarlane@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>

Strategy and Corporate

Business and Infrastructure

Security and Emergency Preparation

Director, Client Services, Security and Emergency

Senior Officer Grade A \$129,470, Canberra (PN: 09735)

Gazetted: 06 August 2015

Closing Date: 13 August 2015

Details: ACT Health's Business and Infrastructure Branch is seeking expressions of interest for a dynamic program leader in the Client Services, Security and Emergency section. Demonstrated achievement delivering in a larger and complex organisation is required. The successful candidate will have recent experience and responsibility for delivering a diverse range of client services and compliance with legislation. This position requires an in-depth understanding of customer service, business acumen and experience providing support services to the clinical environment. A proven track record in the management of significant human and financial resources within a changing environment is a must. Eligibility/Other Requirements: Tertiary qualifications in a relevant field for the position highly desirable.

Notes: This is a temporary vacancy for up to six months with the possibility of extension. Applicants are required to submit a two page expression of interest addressing the selection criteria, along with a current CV and details of two recent referees. The successful applicant may be selected based on written application and referee reports only. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

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

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

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

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

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

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Gary Wright (02) 6205 0606 gary.wright@act.gov.au

Strategy and Corporate

People Strategy and Services

Health Workforce Australia

Coordinator - Simulated Learning Environment

Registered Nurse Level 3.2 \$107,764, Canberra (PN: 35885)

Gazetted: 06 August 2015

Closing Date: 13 August 2015

Details: This is a Commonwealth Department of Health funded role, located in ACT Health and is responsible to the Director of the ACT Region Integrated Clinical Training Network (ICTN) to coordinate the Simulated Learning Environment (SLE) activity across the region. An understanding of professional entry student clinical training assessment requirements will assist you in this role. If you are a person centred and enjoy networking with people, have a capacity to assist in the pickup and delivery of SLE equipment and collaborate with senior clinicians on the development of simulation scenarios, understand the quality cycle, have office administration skills, and a good understanding of databases including Microsoft applications and willing to learn other information management systems, then this is the right job for you.

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

Note: This is a temporary position available until the 31 March 2016 with the possibility of extension. Selection may be based on written applications and referee reports only.

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

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

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Contact Officer: Christine Waller (02) 6207 5275

**Canberra Hospital and Health Services
Rehabilitation Aged and Community Care
Community Care Program**

Podiatrist

Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 21615)

Gazetted: 06 August 2015

Closing Date: 20 August 2015

Details: There is an exciting opportunity for a suitably qualified and experienced Podiatrist to join the Rehabilitation, Aged and Community Care (RACC) Podiatry Team. This position will provide patient centred care from Community Health Centres. Scope of practice includes screening and evaluation of risk, general podiatry treatment, nail surgery, biomechanical assessment and orthotic therapy, wound management and health promotion. We pride ourselves on our continual drive for high quality patient care. In this role you will be part of a friendly and engaging interprofessional program. The podiatry team has strong peer support and supervision structures.

Eligibility/Other Requirements: Appropriate Degree in Podiatry or recognised equivalent qualifications. Registered with the Podiatry Board of Australia. Current driver's licence is desirable.

Notes: This is a full time temporary position for a period of six months with the possibility of extension. This position may be required to participate in an overtime, on call, and/or rotation roster. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

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: Kerry Maher (02) 6205 1496

**Canberra Hospital and Health Services
Executive Director of Medical Services
Specialist Facility and Safety Officer**

Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 30426)

Gazetted: 06 August 2015

Closing Date: 20 August 2015

Details: The Health Professional Officer Level 3 will provide specialised technical support to Biomedical Research in the Canberra Hospital, Physical Containment Laboratories and Animal Facility. In addition to the above they will work with the Director of Research Operations to continue to enhance workplace safety by providing professional guidance to managers, staff and students relating to the interpretation, application and integration of health and safety principles, strategies and legislation with a focus on genetic manipulation, bio-safety, chemical safety and general health and safety to ensure compliance with legislative requirements.

Eligibility/Other Requirements: Tertiary Science qualification and experience working in a biomedical science research laboratory or in a university or hospital or similar environment is essential. A certificate IV or higher in WHS (OHS) held by the applicant is desirable or willingness to undertake further training. Current driver's licence.

Notes: Selection may be based on application and referee reports only. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

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

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

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

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

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

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

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Hannah Clarke (02) 6244 2618

Canberra Hospital and Health Services

Critical Care

Emergency

Registered Nurses - Emergency Department

Registered Nurse Level 1 \$59,874 - \$79,980, Canberra (PN: 24533, several)

Gazetted: 06 August 2015

Closing Date: 20 August 2015

Details: An opportunity is available for suitably qualified Registered Nurses to apply for several positions within the Emergency Department at Canberra Hospital.

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

Note: These positions are temporary, available for a period of 12 months. The successful applicants 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 (maximum two pages) and upload this as part of your application, along with a current curriculum vitae and the contact details of two professional referees. Selection may be based on application and referee reports only. 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

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Contact Officer: Jennifer Rochow (02) 6244 3753

Canberra Hospital and Health Services

Medicine

Medical Resource

Graduate Sleep Scientist

Health Professional Level 1 \$54,591 - \$69,555, Canberra (PN: 21962)

Gazetted: 06 August 2015

Closing Date: 20 August 2015

Details: The Department of Respiratory and Sleep Medicine is seeking an individual to join the multidisciplinary team within the Sleep Disorders Unit (SDU). The role involves performing overnight 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 ongoing professional development. Appropriate training to fulfil the role will be provided.

Eligibility/Other Requirements: Bachelor of Science or equivalent (Physiology, Allied Health, Health Sciences).

Experience with Compumedics PSG system would be highly regarded. The successful applicant must be able to work a regular rotational shift roster up to 12 hours when needed.

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: Derek Figurski (02) 6244 2066

Strategy and Corporate

Business and Infrastructure

Security and Emergency Preparation

Switchboard Operator

Administrative Services Officer Class 2/3 \$49,927 - \$60,880, Canberra (PN: 21398)

Gazetted: 06 August 2015

Closing Date: 13 August 2015

Details: The Switchboard Operator is responsible for providing excellent customer service by answering and transferring telephone callers to appropriate personnel and services and backfilling areas across the section at level,

including Main Reception/Patient Enquiries. The successful candidate will have excellent customer service skills, a positive approach to their work and work as a positive team member.

Notes: This position is required to work flexible hours, including shift work, public holidays, weekend rosters and occasionally solo night shifts.

New employees commence as Administrative Services Officer 2 level then can apply to be assessed as competent to be paid as Administrative Services Officer 3 level after 12 months full-time equivalent employment.

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: Rohan Samara (02) 6174 7793

Canberra Hospital and Health Services

Clinical Support Services

Ward Services

Hospital Assistants

Health Service Officer Level 3 \$45,588 - \$47,070, Canberra (PN: 26127, several)

Gazetted: 06 August 2015

Closing Date: 13 August 2015

Details: Would you like to work in a challenging and rewarding environment? Do you enjoy the excitement of working in a variety of areas that provide you with the opportunity to broaden your skills? If the answer is "yes", then an excellent opportunity is available as a Hospital Assistant to work within Ward Services, Clinical Support Services. Canberra Hospital. Ward Services plays a vital role in the delivery of essential support services to all areas of the Canberra Hospital. Ward Services offers: Ongoing training and education through Staff Development Unit (SDU); Rotating Rosters; Ward Services are looking for energetic, motivated, committed people with strong interpersonal and communication skills.

Eligibility/Other Requirements: Ability to work Monday to Friday, shift work as required including, evenings, mornings and nights on a shift roster that may include weekend work and Public Holidays within all hospital areas.

Notes: Permanent full-time or part-time positions available. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

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

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

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

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Contact Officer: John Villatobas (02) 6244 2301

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

Legislation, Policy and Programs

Civil

Senior Policy Advisory

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 44045)

Gazetted: 03 August 2015

Closing Date: 10 August 2015

Details: Applications are sought for an experienced Senior Policy Officer in Civil Law, Legislation, Policy and Programs. This position undertakes a leadership role in the Civil Law team and will be required to deputise for the Director from time to time. The successful applicant will be required to contribute to the strategic direction of the team, as well as manage and supervise specific projects. The Civil Law group administers a wide range of legislation and provides legal policy advice over a wide range of areas, including courts and tribunals, property law, relationship laws, public law, privacy and human rights.

Eligibility/Other Requirements: Experience in policy development at a senior level is essential. Highly desirable - A degree in Laws from an Australian tertiary institution or a comparable overseas qualification which, in the opinion of the Director-General is appropriate to the duties of the office, and experience in developing legislation and an understanding of a wide range of civil law and human rights matters.

Notes: This is a temporary position available from 25 August 2015 to 26 August 2016.

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

Legislation, Policy and Programs

Restorative Justice Unit

Senior Convenor

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 35916)

Gazetted: 31 July 2015

Closing Date: 14 August 2015

Details: Restorative Justice is a process whereby parties with a stake in a specific offence collectively resolve how to deal with the aftermath of the offence and its implications for the future. In the ACT, the *Crimes (Restorative Justice) Act 2004* sets out the principles and goals that guide restorative justice processes in ways that promote safe and satisfying conferencing for people affected by crime. The ACT's Restorative Justice Unit (RJU) is the dedicated government agency responsible for assisting the voluntary personal involvement of the people affected by a crime (victims, offenders and their families and communities) to provide a social context for addressing the crime and its impacts and how to put things right. The RJU is expanding in March 2016 to manage referrals for serious offences for adults as well as young people and less serious offences for both adults and young people, (including domestic violence and sexual offences at a later date). The RJU is seeking a person for this full-time position with extensive experience working with offenders and/or victims, a thorough understanding of the principles and processes of restorative justice and a strong empathy and understanding of the impacts on clients exposed to trauma and violence. The ideal applicant will have a sound knowledge of the broader criminal justice legislation and its impacts on offenders and victims. The person will have excellent communication and conflict resolution skills, the ability to manage high

emotions in group processes and the ability to adhere to the principles of restorative justice to encourage outcomes that are safe, ethical and constructive. The person in this position will display strong leadership and creativity and provide ongoing support for other convenors and Unit objectives. As the Unit will be accepting referrals for domestic violence and sexual offences at a later date, it is highly desirable that applicants for this position have demonstrated experience in these areas to ensure the safe and professional assessment, preparation, conferencing and follow up of these complex matters.

Eligibility/Other Requirements: Criminal history check and current driver's licence. Experience and or qualifications in conflict resolution; mediation; relevant social/behavioural studies and/or the criminal justice area will be highly regarded. Experience working directly with victims and offenders, and knowledge of the dynamics and impacts of gendered violence is highly desirable. This position is not a designated Aboriginal and or Torres Strait Islander position but Aboriginal and or Torres Strait Islander applicants are encouraged to apply.

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

Contact Officer: Amanda Lutz (02) 6207 0041 amanda.lutz@act.gov.au

Legislation, Policy and Programs

Criminal Law Group

Senior Policy Officer

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 42684)

Gazetted: 31 July 2015

Closing Date: 7 August 2015

Details: The Criminal Law team in Legislation, Policy and Programs is seeking applications for the position of Senior Policy Officer, to support ACT Government efforts to strengthen responses to domestic and family violence. The team is responsible for criminal law policy and legislation in the ACT. The successful applicant will be required to cover a diverse range of legal and policy issues that impact on the criminal justice and service systems in the ACT. Functions will include, preparing advice and related reports and correspondence for the Attorney General and Minister for Justice, and the Coordinator-General for Domestic and Family Violence, managing justice related projects, engaging in consultation with the community and government and participating in local and national forums. The successful candidate will also be expected to contribute to the strategic direction of the team.

Eligibility/Other Requirements: Experience in the area of administration of criminal justice will be well regarded.

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

Contact Officer: Victor Martin (02) 6205 0245 victor.martin@act.gov.au

Legislation, Policy and Programs

Restorative Justice Unit

Convenors

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 35914, several)

Gazetted: 31 July 2015

Closing Date: 14 August 2015

Details: Restorative Justice is a process whereby parties with a stake in a specific offence collectively resolve how to deal with the aftermath of the offence and its implications for the future. In the ACT, the *Crimes (Restorative Justice) Act 2004* sets out the principles and goals that guide Restorative Justice processes in ways that promote safe and satisfying conferencing for people affected by crime. The ACT's Restorative Justice Unit (RJU) is the dedicated government agency responsible for assisting the voluntary personal involvement of the people affected by a crime (victims, offenders and their families and communities) to provide a social context for addressing the crime and its impacts and how to put things right. The RJU is expanding in March 2016 to manage referrals for serious offences for adults as well as young people and less serious offences for both adults and young people, (including domestic violence and sexual offences at a later date). The RJU has 2 full-time Administrative Service Officer 6 convenor positions and is seeking people with experience working with offenders and/or victims, and with a good understanding of applying the principles and processes of Restorative Justice. The ideal applicant will have a sound knowledge of the

broader criminal justice legislation and its impacts on offenders and victims. The person will have excellent communication and conflict resolution skills, the ability to manage strong emotions in group processes and the ability to adhere to the principles of Restorative Justice to encourage outcomes that are safe, ethical and constructive. This person in this role is expected to work collaboratively, providing support for other convenors and Unit objectives and must have a strong empathy and understanding of the impacts on clients exposed to trauma and violence. As the Unit will eventually be accepting referrals for domestic violence and sexual offences, it is advantageous for applicants to have experience and or qualifications in these complex areas.

Eligibility/Other Requirements: Police check. Current drivers licence. Experience and or qualifications in conflict resolution; mediation; relevant social/behavioural studies and/or the criminal justice area will be well regarded. Experience working directly with victims and offenders, and knowledge of the dynamics and impacts of gendered violence is highly desirable. This position is not a designated Aboriginal and or Torres Strait Islander position but Aboriginal and/or Torres Strait Islander applicants are encouraged to apply.

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

Contact Officer: Amanda Lutz (02) 6207 0041 amanda.lutz@act.gov.au

Legislation, Policy and Programs

Restorative Justice Unit

Operational Support Officer

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 35913)

Gazetted: 31 July 2015

Closing Date: 14 August 2015

Details: Restorative Justice is a process whereby parties with a stake in a specific offence collectively resolve how to deal with the aftermath of the offence and its implications for the future. In the ACT, the *Crimes (Restorative Justice) Act 2004* sets out the principles and goals that guide restorative justice processes in ways that promote safe and satisfying conferencing for people affected by crime. The ACT's Restorative Justice Unit (RJU) is the dedicated government agency responsible for receiving referrals from legislated criminal justice referring entities, assisting the voluntary personal involvement of the people affected by crime (victims, offenders and their families and communities) to provide a social context for creative justice-needs related solutions. The RJU is expanding to manage conferencing for adults and serious offences as well as young people and less serious offences, including domestic violence and sexual offences at a later date. An energetic and conscientious person is sought to fill the role of Operational Support Officer. The ideal applicant for this full time position will have excellent communication skills and an ability to relate to a diverse client group. The person in this position needs to have a sound level of computer technology skills to support the management of the RJU database and provide accurate statistics reporting functions. This person will liaise with the ACT Courts to provide information to referring entities and clients to facilitate the referral of individuals to the Unit. This person will also assist the smooth functioning of the RJU including assisting convenors with aspects of pre and post conference management. A good level of emotional intelligence, experience and or qualifications in the criminal justice field and a good knowledge of the issues and needs of victims and offenders is desirable. Applicants must have a strong empathy and understanding of the impacts on clients exposed to trauma and violence. A sound knowledge of the dynamics of gendered violence would be an advantage.

Eligibility/Other Requirements: Experience of restorative justice practices would be an advantage. National Police Check, Pre-Employment Health Assessment, Current driver's licence. This position is not a designated Aboriginal and or Torres Strait Islander position but Aboriginal and or Torres Strait Islander applicants are encouraged to apply.

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

Contact Officer: Tracey Blundell (02) 6207 0505 tracey.blundell@act.gov.au

Legislation, Policy and Programs

Criminal Law Group

Senior Legal Policy Officer

Legal 1 \$58,213 - \$117,241, Canberra (PN: 03206)

Gazetted: 31 July 2015

Closing Date: 7 August 2015

Details: The Criminal Law team in Legislation, Policy and Programs is seeking applications for a Legal 1, at the high range of the classification. The team is responsible for criminal law policy and legislation in the ACT. The successful applicant will be required to cover a diverse range of legal and policy issues that impact on the criminal justice system in the ACT. Functions will include, preparing advice and related reports and correspondence for the Attorney General and Minister for Justice, managing justice related projects, engaging in consultation with the community and government and participating in local and national forums. The successful candidate will also be expected to contribute to the strategic direction of the team.

Eligibility/Other Requirements: Degree in Law from an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Director-General, is appropriate to the duties of the office. Experience in developing legislation and an understanding of a wide range of civil law and human rights law matters is highly desirable. Experience in the area of administration of criminal justice will also be well regarded.

Note: This is a temporary position available for 12 months. Due to the required level of competence, the position will be filled at the Legal 1.8 - Legal 1.10 increment points depending on relevant experience. Two written referee reports should be provided with your application. The successful candidate may be determined on the basis of written applications and referee reports only.

Contact Officer: Victor Martin (02) 6205 0245 victor.martin@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.

Territory and Municipal Services

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

Infrastructure Roads and Public Transport

Asset Information Management Services

Asset Information Group

Spatial Integration Architect

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 23568)

Gazetted: 30 July 2015

Closing Date: 13 August 2015

Details: The position reports directly to the Spatial Infrastructure Manager. The position is a subject matter specialist responsible for solution delivery of the integration of spatial and related information. Operational Support's managed and administered business systems include the Corporate Geographic Database (CGD) and Integrated Asset Management System (IAMS).

Eligibility/Other Requirements: Experience and knowledge of ESRI platform and spatial tools such as FME. Experience and knowledge of Databases (Oracle, Access) and related tools such as SQL, TOAD. A tertiary level qualification appropriate to the scope of activities to be performed is highly desirable.

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

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

Parks and Territory Services

Libraries ACT

Content and Engagement

Marketing Coordinator

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 26001)

Gazetted: 31 July 2015

Closing Date: 10 August 2015

Details: Libraries ACT is looking for an experienced Marketing Coordinator to develop, implement and provide advice on marketing and communication strategies and activities, including digital. This is an opportunity to be involved in marketing from start to finish. If you are a pro-active, organised, creative person who can work both independently and as part of a team, this could be the job for you. You will coordinate development, design and printing of marketing collateral, drive social media campaigns, update website content, coordinate distribution of community information, participate in event management (including preparation of briefs and speaking notes), liaise with stakeholders including government communications teams and the media, and organise participation in outreach events.

Eligibility/Other Requirements: Appropriate tertiary qualifications in Marketing, Public Relations, Communications or a related field, or a minimum of three years relevant experience is essential. Graphic design skills and copy writing skills or experience in both are desirable. Libraries ACT operates seven days a week and at multiple locations, so willingness to work at any library location and on occasional evenings or weekends as required is essential. Good physical fitness and stamina and the ability and willingness to undertake physical and repetitive tasks requiring pushing, lifting and bending and being on your feet for long periods. Aboriginal and Torres Strait Islander people are encouraged to apply. Applicants for this position will undertake a process assessing their resilience and judgement.

Note: This is a part-time position at 22 hours per week.

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

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

Parks and Territory Services

Libraries ACT

Public Libraries

Community Liaison Officer / Librarian

Professional Officer Class 1 \$53,100 - \$73,627, Canberra (PN: C05220, several)

Gazetted: 05 August 2015

Closing Date: 12 August 2015

Details: Libraries ACT is looking for a Librarian who would like to help create lifelong learners, deliver and support literacy programs, story time, giggle and wiggle, facilitate information-sharing with the community, and provide access to computers, the internet and inclusive spaces.

Eligibility/Other requirements: Libraries ACT is a seven day service and applicants will be required to work weekends. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Note: This is a temporary position available until 1 July 2016. 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.

Contact Officer: Cally Earnshaw (02) 6207 5107 cally.earnshaw@act.gov.au

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

Parks and Territory Services

Parks and Conservation Service

Urban Reserves

Environmental Offsets Implementation Coordinator

Senior Officer Grade C \$94,653-\$101,888, Canberra (PN: 35861)

Gazetted: 31 July 2015

Closing Date: 18 August 2015

Details: The Parks and Conservation Service (PCS) is a Branch within the Parks and City Services Division and is responsible for the planning and management of parks and reserves and the public domain. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and maintains the look of the city and its environments. We are seeking a highly motivated self-driven senior professional to provide direction and coordination in implementing a range of natural and cultural resource management programs associated with the delivery of environmental offsets. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: This position is classified as a Designated Fire Position under the TAMS Collective Agreement. Applicants must be willing and physically capable to undertake incident management duties, including participation in fire standby, fire suppression and fire training, work at any location throughout the reserve estate, wear a uniform and hold a current driver's licence. Relevant Tertiary qualifications in Natural and Cultural Resource Management/Park Management; or proven and extensive land management experience.

Contact Officer: Stuart Jeffress (02) 6205 2881 stuart.jeffress@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

Chief Minister, Treasury and Economic Development

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

Satish Rajesh 846-89190, Section 68(1), 10 August 2015

Community Services

Administrative Services Officer Class 3 \$56,568 - \$60,880

Breanne McQuarrie 836-05960, Section 68(1), 29 July 2015

Administrative Services Officer Class 3 \$56,568 - \$60,880

Olivia Tzavalas 846-90204, Section 68(1), 3 August 2015

Education and Training

Administrative Services Officer Class 3 \$56,568 - \$60,880

Jessica Read 835-39879, Section 68(1), 3 August 2015

Health

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

Julie Brownrigg 843-89809, Section 68(1), 24 July 2015

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

Lois Comber 829-57366, Section 68(1), 1 September 2015

Allied Health Assistant 2 \$47,147 - \$54,052

Jessica Cooper 834-44861, Section 68(1), 1 August 2015

Health Service Officer Level 3 \$45,588 - \$47,070

Edwin Cossart 843-89024, Section 68(1), 31 July 2015

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

Jomon John 840-51437, Section 68(1), 31 July 2015

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

Rajat Lahoria 829-57382, Section 68(1), 27 July 2015

Registered Nurse Level 4.1 \$107,764

Nicole Larkin 840-50792, Section 68(1), 31 July 2015

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

Claire MacDowell 845-19490, Section 68(1), 31 July 2015

Nurse Practitioner \$115,404

Adam McCavery 846-88905, Section 68(1), 3 August 2015

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

Lorena Miralles 846-89596, Section 68(1), 5 August 2015

Senior Specialist \$199,231

Karen Mizia 829-57024, Section 68(1), 3 August 2015

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

Reinette Nell 846-90378, Section 68(1), 3 August 2015

Health Service Officer Level 3 \$45,588 - \$47,070

Mitchell Scott 842-90198, Section 68(1), 30 July 2015

Health Service Officer Level 3 \$45,588 - \$47,070

Matthew Seymour 842-88362, Section 68(1), 31 July 2015

Allied Health Assistant 2 \$47,147 - \$54,052

Ryan Taylor 846-89852, Section 68(1), 3 August 2015

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

Myfanwy Yorke 609-35502, Section 68(1), 23 July 2015

Justice and Community Safety

Legal 2 \$127,379 - \$132,615

Gregory Burn 846-90327, Section 68(1), 26 August 2015

Territory and Municipal Services

General Service Officer Level 3/4 \$44,365 - \$48,446

Michael Guillot 836-07798, Section 68(1), 29 July 2015

General Service Officer Level 3/4 \$44,365 - \$48,446

Bruce Hallam 844-77323, Section 68(1), 29 July 2015

Professional Officer Class 2 \$75,209 - \$86,075

Richard Milner 836-12167, Section 68(1), 29 July 2015

General Service Officer Level 3/4 \$44,365 - \$48,446

John Oliver 835-79096, Section 68(1), 29 July 2015

TRANSFERS

Chief Minister, Treasury and Economic Development

Jamie Andrew Regan: 827-37443

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 17046) (Gazetted 27 May 2015)

Health

Jodie Coghlan: 786-53001

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

Health

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

Health, Canberra (PN. 29232) (Gazetted 16 July 2015)

Junice Logan: 762-81080

From: Administrative Services Officer Class 2 \$58,212

Health

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

Health, Canberra (PN. 13310) (Gazetted 28 May 2015)

PROMOTIONS

Environment and Planning

Planning Directorate

Development Assessment

Murray Nichol: 844-8469

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

Environment and Planning

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

Environment and Planning, Canberra (PN. 15952) (Gazetted 11 June 2015)

Health

Canberra Hospital and Health Services Cancer Ambulatory and Community Health Support Community Health Support

Sandra Burgess: 786-48261

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

Health

To: †Registered Nurse Level 3.2 \$107,764

Health, Canberra (PN. 28276) (Gazetted 25 June 2015)

Strategy and Corporate People, Strategy and Services Staff Development

Belinda Manners: 786-45159

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

Health

To: †Registered Nurse Level 3.1 \$95,326 - \$99,249

Health, Canberra (PN. 26328) (Gazetted 18 June 2015)

Canberra Hospital and Health Services Cancer Ambulatory and Community Health Support Cancer Allied Health

Eileen Theresa McNally: 845-20934

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

Calvary Health Care ACT (Public)

To: †Health Professional Level 4 \$94,653 - \$101,888

Health, Canberra (PN. 18945) (Gazetted 16 June 2015)

Canberra Hospital and Health Services

Critical Care

Emergency

Danielle Miinchow: 827-59968

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

Health

To: †Registered Nurse Level 3.1 \$95,326 - \$99,249

Health, Canberra (PN. 12077) (Gazetted 11 June 2015)

Canberra Hospital and Health Services

Women, Youth and Children

Children, Youth and Women's Health Program

Catherine Oswald: 824-32527

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

Health

To: Administrative Services Officer Class 3 \$56,568 - \$60,880

Health, Canberra (PN. 30674) (Gazetted 25 June 2015)

Canberra Hospital and Health Services

Carolyn Thomas: 827-22241

From: Enrolled Nurse Level 1 \$54,303 - \$58,018

Health

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

Health, Canberra (PN. 32870)

Note: This promotion is from a non-advertised vacancy in accordance with subclause 72.1 of the ACT Public Service Nursing and Midwifery Enterprise Agreement 2013-2017

Territory and Municipal Services

Roads and Public Transport

Roads ACT

Road Maintenance

Mark Smith: 836-04300

From: General Service Officer Level 5/6 \$49,180 - \$54,124

Territory and Municipal Services

To: General Service Officer Level 8 \$60,476 - \$63,903

Territory and Municipal Services, Canberra (PN. 03137) (Gazetted 2 June 2015)