



ACT Government Gazette

Gazetted Notices for the week beginning 20 August 2015

EXECUTIVE NOTICES

Chief Minister, Treasury and Economic Development

Engagement

Kirsten Thompson – Director, Corporate Management (E561) Section 72 of the Public Sector Management Act 1994

VACANCIES

ACT Teacher Quality Institute

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

Finance and Administration Officer

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 36088)

Gazetted: 26 August 2015

Closing Date: 2 September 2015

Details: An experienced finance and administration coordinator is required to fill a temporary vacancy. The successful candidate will coordinate financial services for the ACT Teacher Quality Institute in accordance with control frameworks, oversee a range of corporate service functions, review and update financial and corporate policies and assist with administrative processes and customer service enquiries relating to the Institute's professional registration, certification and accreditation activities.

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

Contact Officer: Carol Rohead (02) 6205 9283 carol.rohead@act.gov.au

Calvary Health Care ACT (Public)

Stroke Service Neurology Consultant

Staff Specialist \$147,465 - \$181,976, Canberra (PN: 6871)

Gazetted: 25 August 2015

Closing Date: 11 September 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

Endocrinology and General Medicine Fractional Staff Specialist

Staff Specialist \$147,465 - \$181,976, Canberra (PN: 7844)

Gazetted: 25 August 2015

Closing Date: 11 September 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

Palliative Care Social Worker

Health Professional Level 3 \$82,212 - \$86,626, Canberra (PN: 8691)

Gazetted: 25 August 2015

Closing Date: 25 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: Jane Etchells (02) 6264 7300 jane.etchells@calvary-act.com.au

**Manager Program of experience in the Palliative Approach (PEPA) program
Registered Nurse Level 3 \$83,146 - \$88,125, Canberra (PN: 8898)**

Gazetted: 25 August 2015

Closing Date: 25 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: Jane Etchells (02) 6264 7300 jane.etchells@calvary-act.com.au

Canberra Institute of Technology

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

CIT Student and Academic Services

CIT Student and Academic Services Management

Australian Apprenticeship Senior Project Manager

Manager Education Level 2 \$130,051, Canberra (PN: 14958)

Gazetted: 26 August 2015

Closing Date: 9 September 2015

Details: A position has become available for temporary filling for an enthusiastic and dedicated person to lead a project to review CIT's educational and administrative practices and processes with regard to Australian Apprenticeship delivery. The Senior Project Leader will be expected to lead a team to research, identify and implement changes to improve the efficiency and effectiveness of delivery and administration of Australian Apprenticeships at CIT to improve outcomes for all key stakeholders. It is expected the successful applicant will have a strong knowledge of and experience in managing Australian Apprenticeship delivery and administration, particularly in the ACT, as well as the ability to manage a high profile project to achieve key outcomes within given timeframes.

Eligibility/Other Requirements: Mandatory qualifications and/or registrations/licensing: All managers at Manager Education – Level 1 or Manager Education – Level 2 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent), and an Advanced Diploma in Adult Learning and Development (or equivalent).

Note: Where a Manager undertakes a teaching activity, the Manager must also hold vocational qualifications equal or higher to that being taught. Industry experience: Relevant industry experience is highly desirable, though this does not have to be in the discipline being supervised. Desirable: Bachelor of Education, Management or relevant higher level qualification and a strong background of experience in managing Australian Apprenticeship delivery and administrative processes within the ACT.

Note: This position is for temporary filling from 1 October 2015 to 30 June 2016 with the possibility of extension.

Contact Officer: Sue Maslen (02) 6207 4842 sue.maslen@cit.edu.au

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

Chief Minister, Treasury and Economic Development

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

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

Arts, Business, Events, Sport and Tourism Division

Director, artsACT and Events ACT

Executive Level 1.3 \$217,652 to \$228,851 depending on current superannuation arrangements, Canberra (PN: E813)

Gazetted: 25 August 2015

Closing Date: 9 September 2015

Details: The Arts, Business, Events, Sport and Tourism Division of the Chief Minister, Treasury and Economic Development Directorate are seeking a dynamic individual to undertake the role of Director, artsACT and Events ACT. The ACT Government recognises that arts, culture and events are an integral part of the lives of individuals as well as the whole social and economic fabric of Canberra. Chief Minister, Treasury and Economic Development Directorate within the ACT Government leads the ACT Public Service and provides strategic advice and support to the Chief Minister, Treasurer, Minister for Economic Development and the Cabinet on policy, financial and economic matters, service delivery and whole of government issues. The Economic Development portfolio facilitates the Territory's economic prosperity in line with the Government's commitment to sustainable development (balancing economic, social and environmental considerations). The Directorate develops policies and manages programs that promote and support economic development. The Director of artsACT and Events ACT plays a key role in providing high-level advice and support to the Minister of Economic Development, the Minister of the Arts and the Director-General of Economic Development within Chief Minister, Treasury and Economic Development Directorate on Strategic policy development, program and project delivery of the arts and major events in the ACT. The Director leads a team of 35 staff and manages budget of approximately \$24 million in GPO and \$5-10 million in capital works per annum.

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: David Dawes (02) 6207 3331 david.dawes@act.gov.au

Access Canberra

Environment Protection

Executive

Senior Manager - Reform

Senior Officer Grade A \$129,470, Canberra (PN: 17465)

Gazetted: 20 August 2015

Closing Date: 27 August 2015

Details: Provide leadership and direction to the Land Regulation and Utilities Section within the Construction, Environment and Workplace Protection Division. Manage, and as required enforce relevant legislation governing, the ACT leasehold system the building and construction industry and the technical regulation of utilities. As a Senior Manager take a strategic approach to policy, inspection and regulatory systems used to manage the responsibilities of the section. Provide high level strategic advice, leadership and support to internal stakeholders on legislative and regulatory issues. Represent the ACT Government and Access Canberra on a diverse range of local and national boards and committees.

Note: This is a temporary position available until 18 September 2015 with the possibility of extension.

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: Mark McCabe (02) 6205 0349 mark.mccabe@act.gov.au

Expenditure Review

Senior Manager

Senior Officer Grade A \$129,470, Canberra (PN: 34373)

Gazetted: 21 August 2015

Closing Date: 4 September 2015

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) are seeking Expression of Interests for a Senior Manager position within the Expenditure Review Division (ERD). ERD is responsible for expenditure and operational review activities on specific services and functions as determined by the Government. It also undertakes broader across-government reviews on discrete areas of activity or spending as requested. The role requires significant experience and skills in analysis of complex policy and financial issues and includes: planning and allocating resources to deliver the division's priorities; providing team leadership and demonstrating a high standard of behaviour in line with ACT Government Public Sector values; undertaking complex research and analysis and providing accurate, robust advice and options; identifying service delivery issues in the context of legislative, policy, community and operational drivers; undertaking significant liaison with staff of CMTEDD, other agencies and consultants supporting the reviews; and managing and preparing reports, meeting papers, submissions, and other documentation as necessary.

Eligibility/Other Requirements: Tertiary or post graduate qualifications in Business, Law, Accounting, Economics, Finance or similar field are highly desirable. Experience in leading or undertaking financial reviews of businesses, programs or functions of Government is highly desirable.

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

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: Neil Bulless (02) 6207 0264 neil.bulless@act.gov.au

Economic and Financial Group

Financial Framework Management and Insurance

Senior Policy Officer

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 33803)

Gazetted: 24 August 2015

Closing Date: 7 September 2015

Details: Financial Framework Management and Insurance is seeking an experienced officer with expertise in the provision of policy and technical advice in relation to policy formulation and legislation development. The successful applicant will be a key officer developing legislative reform in the Territory's injury insurance arrangements and will be required to give strategic and robust advice, exercise initiative, have excellent communication skills and use good judgement. The successful applicant will have well developed policy, legislation development and implementation skills, and the demonstrated capacity to work effectively in a small team environment, plan work, balance competing priorities and meet deadlines. You will have well developed written and oral communication skills, including liaison and negotiation skills.

Eligibility/Other Requirements: Tertiary qualifications in law, business or economics are highly desirable.

Contact Officer: Andrew Philip (02) 6207 0018 andrew.philip@act.gov.au

Access Canberra

Customer Coordination Services

Project Officer

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 24955)

Gazetted: 26 August 2015

Closing Date: 2 September 2015

Details: This position will lead a multi-skilled project team that has been established under the ACT 2015-16 budget to identify and design a simpler way to deliver business licensing in the ACT. The project consists of process redesign and digital transaction implementation, industry consultation and feasibility work to identify future ICT responses to simplify and improve business licence processes in the ACT. The project will work closely with the regulatory reform team, policy areas in the ACT Government and various industry groups to identify opportunities for regulatory reform across the breadth of licensing administered by Access Canberra. The successful candidate will be a highly skilled individual who possesses knowledge of the licensing schemes and regulatory arrangements in the ACT and an appreciation of the need to redesign the processes from a customer perspective. The position is responsible for delivering the following: Undertake project planning and management in accordance with best practice project management practices; Manage the development, coordination and implementation of online services across a range of licensing schemes; Undertake process re-engineering activities for business licensing in the ACT; Foster innovation, continuous improvement, reform and transition to digital services; Build and manage relationships across ACT Government, industries and business system vendors; Manage the project budget and lead a multi-functional team of staff delivering high quality, customer-focused outcomes in line with government's objectives.

Eligibility/Other Requirements: Experience in project management or the ACT business licensing environment would be an advantage.

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

Contact Officer: Josh Rynehart (02) 6205 3740 josh.rynehart@act.gov.au

Arts, Business, Events, Sport and Tourism

artsACT

Business Support

Assistant Business Manager

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 36049)

Gazetted: 21 August 2015

Closing Date: 28 August 2015

Details: artsACT is seeking an experienced professional to join the team as Business Manager for a period of six months with the possibility of extension. The position will operate as part of a small team and will be responsible for the financial management of artsACT and supporting the artsACT Executive and Managers in achieving budget targets. The position also has responsibility for oversight of artsACT's budget and managing financial performance. The successful applicant will have demonstrated leadership capability, enjoy working in a dynamic and complex environment and be able to work confidently both autonomously and collegiately.

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

Contact Officer: Sam Tyler (02) 6207 2384 sam.tyler@act.gov.au

Arts, Business, Events, Sport and Tourism

Sport and Recreation Services

Executive

Business Manager

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 36047)

Gazetted: 24 August 2015

Closing Date: 7 September 2015

Details: Sport and Recreation Services is seeking a highly motivated and organised officer to undertake the permanent role of Business Manager with the Executive Section of the Branch. Key duties include the coordination of financial management operations of the Branch and working with senior management in the development of budget strategies; advising senior officers in relation to financial, staffing and administration matters; coordinating human resource functions relating to recruitment and personnel issues; managing the daily operation of the Executive team, including staff performance and undertaking business analysis and complex reporting.

Contact Officer: Rebecca Kelley (02) 6207 4389 rebecca.kelley@act.gov.au

Corporate

Corporate Human Resources

Senior Human Resource Advisor, Employee Relations

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 56046)

Gazetted: 20 August 2015

Closing Date: 27 August 2015

Details: Chief Minister, Treasury and Economic Development (CMTEDD) is looking for an experienced HR professional to join Corporate, Human Resources (HR) as a Senior HR Advisor, Employee Relations. The position will operate as part of a small outcome focussed team that delivers a range of strategic industrial and employee relations related services to CMTEDD businesses. The successful applicant will have broad generalist HR experience, including knowledge of industrial and administrative frameworks governing employee relations in the ACT Public Service. They will enjoy working in a dynamic and complex environment and be able to work confidently both autonomously and collegiately.

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

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: Sophie Medved (02) 6205 4899 sophie.medved@act.gov.au

Shared Services

Business Application Management

TAMS ICT

Deputy ICT Manager – Business Applications

Senior Officer Grade C/Senior Information Technology Officer Grade C \$94,653 - \$101,888, Canberra (PN: 00923)

Gazetted: 20 August 2015

Closing Date: 3 September 2015

Details: The incumbent of this role assists Territory and Municipal Services Directorate in the application of information systems and technology. In particular they will support the advancement of business systems. A knowledge of systems architecture, business analysis and application lifecycles will be needed, along with experience in project coordination.

Contact Officer: Chris Ginman (02) 6207 3253 chris.ginman@act.gov.au

Arts, Business, Events, Sport and Tourism

Sport and Recreation Services

Sport and Recreation Facilities

Aquatics Manager

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 36046)

Gazetted: 24 August 2015

Closing Date: 7 September 2015

Details: Sport and Recreation Services is seeking a highly motivated and organised officer to undertake the permanent role of Aquatics Manager with Sport and Recreation Facilities section of the Branch. Key duties include overseeing the management contracts for ACT Government owned aquatic facilities; managing various capital upgrade projects including procurement and contractor liaison; and monitoring budget expenditure on ACT Government owned pools. Contribution to policy formulation, planning and strategy development issues relating to the planning and provision of sport and recreation facilities will also be required. An interest in the local aquatic facilities is a valuable attribute.

Contact Officer: David Jeffrey (02) 6207 5815 david.jeffrey@act.gov.au

Access Canberra

Construction and Workplace Protection

Construction Occupations & Licensing

Plumbing/Gas Inspector

Building Trade Inspector \$83,230 - \$94,653, Canberra (PN: 15138)

Gazetted: 26 August 2015

Closing Date: 9 September 2015

Details: Under broad direction, perform the function of an Inspector under: *Construction Occupations Licensing Act 2004*, *The Gas safety Act 2000*, *Water and Sewerage Act 2000* and Associated Laws. Examine plumbing, drainage and building plans for compliance with Plumbing Code of Australia, Plumbing and Drainage Standards AS/NZS 3500 and the Gas Safety Codes of Practices AS2601 and AS3814. Conduct complex inspections and testing sanitary plumbing, drainage services, gas installations and gas appliances for compliance with relevant legislation and standards. Carry out complex investigations/audits and provide technical reports and advice including maintaining associated computer and other records. Draft detailed papers, briefing notes and responses on plumbing and gas issues. Supply advice on legislation and complex technical issues.

Eligibility/Other Requirements: Possession of a Certificate of Competency as an Advanced Sanitary Drainer, Sanitary Plumber and Gasfitter or equivalent Plumbing, Drainage and Gasfitting qualifications recognised by the Australian and New Zealand Reciprocity Association. Possession of a current ACT General Gasfitters Licence. Possession of a current driver's licence.

Contact Officer: Mark Frazer (02) 6207 6261 mark.frazer@act.gov.au

Shared Services

Business Application Management

Corporate Applications and Testing

Shared Systems Administrator

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 23261)

Gazetted: 21 August 2015

Closing Date: 8 September 2015

Details: Shared Services ICT Corporate Applications and Testing are looking for an experienced Electronic Document and Records Management System (EDRMS) Administrator. The successful applicant will be responsible for the support of Shared Applications, such as HP RM8 (TRIM) and IDMS Objective in the production environment. The successful applicant will also provide project support to upgrade projects and provide secretariat support to the Whole of ACT Government HP RM8 (TRIM) and Objective User Forums.

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

Note: This is a temporary position available until 26 January 2016.

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

Applications should be sent to the contact officer.

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

Land Development and Corporate

Public Housing Renewal Taskforce

Program Manager

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 35479)

Gazetted: 25 August 2015

Closing Date: 1 September 2015

Details: The Public Housing Renewal Taskforce is seeking a motivated team member to contribute to the development of policy and program advice, manage program reporting, undertake analysis of information and provide secretariat duties for regular executive meetings with Housing ACT.

Notes: This is a temporary position available until 30 June 2019.

Contact Officer: Jessica Steele (02) 6205 8476 jessical.steele@act.gov.au

Access Canberra

WorkSafe ACT

Healthier Work

Industry Advisor

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 27645)

Gazetted: 27 August 2015

Closing Date: 10 September 2015

Details: Under the limited direction of the Manager, Workplace Health and Wellbeing Services, the occupant will be responsible for delivering services that support healthy lifestyles of ACT workers, by focusing on the preventable diseases, including physical activity, healthy eating, smoking reduction/ cessation, reduction of harmful alcohol consumption, maintenance of healthy weight and improved stress management. They will: Provide information, advice and ongoing support to ACT workplaces to assist with the implementation of workplace health and wellbeing strategies for workers. Assist in the research, develop, prepare and maintain relevant resources and tools, e.g. a website, databases, newsletters, a workplace health and wellbeing guide, that supports ACT workplaces to implement evidence-based health and wellbeing policies, programs. Support ACT workplaces to apply health promotion knowledge, principles and practices to deliver initiatives to address modifiable chronic disease risk factors to ensure that evidence based workplace health and wellbeing policies, programs are implemented and maintained. Assist with the development of strategies and support for targeted "high need" ACT Workplaces. Identify workplace and industry engagement opportunities and support targeted workplaces in the delivery of evidence-based health and well being interventions that reduce the risk of identified chronic diseases. Maintain records in accordance with the *Territory Records Act 2002*. This position does not involve direct supervision of personnel.

Eligibility/Other Requirements: Current driver's licence. Recent experience in Workplace Health Promotion would be highly desirable. Qualifications in Health Promotion would be desirable.

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

Contact Officer: Christine Spicer (02) 6207 1692 christine.spicer@act.gov.au

Access Canberra

Customer Coordination Services

Policy and Community Relations

Policy Officer

Administrative Services Officer Class 6/Senior Officer Grade C \$75,209 - \$101,888, Canberra (PN: 36060)

Gazetted: 20 August 2015

Closing Date: 27 August 2015

Details: Analyse regulatory issues and provide advice on appropriate resolution; Prepare Ministerials, briefs, minutes, forms and other documents; Develop strategies for simplification of licensing systems in Access Canberra. Provide advice in relation to operational policy matters for Licensing Systems. Maintain records in accordance with the *Territory Records Act 2002*.

Note: This is a temporary position available for a period of six months with the possibility of extension. This position will be filled at either the Administrative Service Officer 6 or Senior Officer Grade C level, dependant on the skills and experience of the successful applicant. 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: Tania Manuel (02) 6205 3738 tania.manuel@act.gov.au

**Land Development and Corporate
Office of the Deputy Director-General
Policy and Project Officer**

Administrative Services Officer Class 6/Senior Officer Grade C \$75,209 - \$101,888, Canberra (PN: 11649)

Gazetted: 21 August 2015

Closing Date: 28 August 2015

Details: An exciting opportunity is available to undertake the position of Policy and Project Officer in the Land Development Agency (LDA). The position is responsible for preparing policy advice and papers for Senior Executives, the LDA Board, Ministers and Cabinet, developing and implementing organisational business reform strategies and liaising, collaborating and coordinating work programs with key stakeholders.

Note: This is a temporary position available three months with the possibility of extension. This position may be filled at either the Administrative Services Officer Class 6 or Senior Officer Grade C level depending on the successful applicant's skills and experience.

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: Brook Dixon (02) 6207 1991 brook.dixon@act.gov.au

**Finance and Budget Division
Social Policy Branch
Community Services & Education
Analyst**

Administrative Services Officer Class 4/5 \$62,802 - \$73,881, Canberra (PN: 35265, several)

Gazetted: 20 August 2015

Closing Date: 3 September 2015

Details: Do you want to work in a dynamic environment dealing with a broad range of issues associated with all areas of ACT Government service delivery? The Finance and Budget Division is looking for Analysts with expertise in the analysis of policy and financial information to join energetic and enthusiastic teams. The successful applicant will have the ability to exercise initiative, good judgement, well developed analytical skills, appropriate technical/computer skills and flexibility in handling financial, economic, policy and administrative issues. The ability to communicate effectively, build sound working relationships, contribute to team outcomes and prepare thorough written and financial reports is also required.

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

Note: There are several positions available for permanent and temporary filling from this process. These positions may be filled at either the Administrative Services Officer Class 4 or Administrative Services Officer Class 5 level depending on the successful applicant's skills and experience.

Contact Officer: Norman Fraser (02) 6205 3176 norman.fraser@act.gov.au

**Corporate
Corporate Management
Corporate Services
Facilities and Fleet Officer**

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 42158)

Gazetted: 21 August 2015

Closing Date: 28 August 2015

Details: Corporate Services is seeking an organised and enthusiastic officer to fill the position of Facilities and Fleet Officer. In support to the Facilities and Fleet Manager, the role provides a coordination point for Chief Minister, Treasury and Economic Development Directorate facilities and fleet matters, and maintains the register of fire

wardens and first aid officers across the Directorate. The position also supports the security management of the Canberra Nara Centre. The successful candidate will have excellent liaison and prioritisation skills.

Note: This is a temporary position available from 8 September 2015 to 26 February 2016.

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: Imogen Davis (02) 6207 7661 imogen.davis@act.gov.au

Revenue Management

Compliance, Investigations and Awareness

Inspection Officer

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 00027, several)

Gazetted: 25 August 2015

Closing Date: 8 September 2015

Details: The Compliance, Investigations and Awareness develop compliance strategies and conducts investigations aimed at achieving maximum compliance by clients in relation to their statutory obligations. The section also plays a key role in the enforcement of the ACT's revenue laws and in the protection of public revenue. The main functions of this position include undertaking investigations as an individual or as a team member into various revenue, taxation and legislative matters administered by the ACT Revenue Office. The role includes the preparation of appropriate assessments, reassessments, reports and adjustments to computer records arising from investigations.

Note: There is one permanent position and one temporary position available for six months.

Contact Officer: Louise Amos (02) 6207 0102 louise.amos@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

Director, Disability ACT

Executive Level Executive Level 1.3 \$217,652 - \$228,851 depending on current superannuation arrangements, Canberra (PN: E271)

Gazetted: 21 August 2015

Closing Date: 28 August 2015

Details: An exciting opportunity exists to develop your executive and line management skills and experience in a high performing area, leading Disability ACT in accordance with the priorities of the ACT Government and the ACT Public Service values and signature behaviours. The Director, Disability ACT is responsible for leading the 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 also contributes to 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. This position 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. The position has significant contact with Community

Services Directorate Executives and the Minister's Office. The Director will have a proven record in management of complex relationships, financial acumen and effective leadership.

Note: This is a temporary position available for the period for the period 21 September 2015 to 16 October 2015.

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 the period 21 September 2015 to 16 October 2015. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

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: Meredith Whitten (02) 6207 1475 meredith.whitten@act.gov.au

Disability ACT

Child Development Service

Senior Manager

Senior Officer Grade A \$129,470, Canberra (PN: 36086)

Gazetted: 25 August 2015

Closing Date: 1 September 2015

Details: The Senior Manager is responsible for providing strategic leadership, management and direction to ensure an efficient, seamless service to identify children at risk of developmental delay and to support their movement through the service system. The Senior Manager will represent Child Development Service (CDS) at the executive level in the Community Services Directorate. The position reports to the Executive Director, Disability ACT and is supported by a small management team of clinical leaders and a Business Manager.

Eligibility/Other Requirements: Essential: Demonstrated experience in providing leadership and supervision to staff in a multidisciplinary team. Demonstrated experience in a broad range of clinical service delivery areas. Current driver's licence. Desirable: Relevant tertiary qualifications or equivalent in a relevant Allied Health or Health Profession.

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: Meredith Whitten (02) 6207 1475 meredith.whitten@act.gov.au

Housing and Community Services

Asset Management

Business Development

Team Leader

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 10606)

Gazetted: 24 August 2015

Closing Date: 7 September 2015

Details: The position is responsible for the effective day to day operation of the Business Development (HBD) Team and reports to the Manager, HBD. Primarily the role is establishing and maintaining Housing and Community Services' local and national networks, focusing on data management and business improvement. This includes evaluation and implementation of new systems and technologies to streamline and enhance business outcomes, responsibility for access control to business systems and audit, incident management and direction to supporting units, including Shared Services ICT. The Team Leader is also responsible for the outcomes of the HBD Team, including quality and timeliness standards, informs the Executive and Business Areas of trends, identifies issues and options, ascertains areas for innovation and ensures the high standards of output of the unit. The Team Leader provides guidance and support to the Team, including advice on business integration, strategic direction, more complex configuration and reporting requirements, including the Government and National reporting requirements.

Eligibility/Other Requirements: Desirable qualifications and experience, but not essential: Appropriate experience in Information Management and/or understanding of service provision in the social housing context. A working knowledge of SQL and development/testing protocols.

Contact Officer: Megan Blair (02) 6205 0763 megan.blair@act.gov.au

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

Office for Children, Youth and Family Support

Out of Home Care Strategy

Policy and Communications Officer

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 35100)

Gazetted: 24 August 2015

Closing Date: 7 September 2015

Details: The role of Policy and Communications Officer has been established to strengthen the Taskforce's capacity to undertake extensive stakeholder engagement throughout a comprehensive multiyear, multiagency change exercise involving a range of sensitivities. The Policy and Communications Officer, Out of Home Care role reports to the Director, Out of Home Care Taskforce.

Notes: This is a temporary position available until 30 June 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: Kanchan Dutt (02) 6205 0282 kanchan.dutt@act.gov.au

Housing and Community Services

Asset Management

Business Development

Project Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 03146, several)

Gazetted: 25 August 2015

Closing Date: 8 September 2015

Details: The position contributes to the effective day to day operation of the Housing Business Development (HBD) Team and reports to the Team Leader, HBD. Primarily the role is identifying business issues and working with a variety of business units to design, configure and test changes to the key business systems to implement solutions.

Additionally, utilising SQL to extract data for standard and ad-hoc reporting needs, analysis of data to identify issues and recommend business improvements, comply with Government and National reporting requirements, assist in conducting the Social Housing Tenant survey, reporting to Executive and Ministers on housing and homelessness matters, and, providing information and advice for use in ACT and national contexts. Reviewing documentation prior to releasing to the webmaster is also required. Staff also liaise with and represent HBD and HACS in a variety of business, local and national fora, primarily focussed on data management and business/systems improvement.

Eligibility/Other Requirements: Desirable qualifications and experience, but not essential: Appropriate experience in Information Management. Experience and/or understanding of service provision in the social housing context. A working knowledge of SQL and development/testing protocols.

Contact Officer: Megan Blair (02) 6205 0763 megan.blair@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.

Service Strategy and Community Building

Corporate Services

Assistant Management Accountant

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 09148)

Gazetted: 21 August 2015

Closing Date: 4 September 2015

Details: Finance and Budget is responsible for the overall departmental budgeting and financial management. The Unit is the interface between the Department and the ACT Treasury and provides support to the Department's business units. As part of the Finance team, the position has a role in ensuring the accuracy and integrity of financial data through periodic reconciliations and reviews and assists in the preparation of monthly, quarterly and annual financial reports.

Eligibility/Other Requirements: Accounting qualifications or progress towards an accounting degree is highly desirable.

Contact Officer: Damien Kell (02) 6205 2817 damien.kell@act.gov.au

Housing and Community Services

Housing ACT

Housing Initiatives

Trainee Housing Manager

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 25858, several)

Gazetted: 25 August 2015

Closing Date: 9 September 2015

Details: Housing ACT is looking for enthusiastic, results driven people to join the Trainee Housing Manager Program. The program will provide a pathway for the successful candidates to undertake accredited training and work towards the completion of the Certificate IV in Social Housing. The Trainee Housing Managers will experience a dynamic supportive work environment and a chance to work in a variety of work areas within Housing ACT. The successful candidates will need to demonstrate a commitment to undertaking the full responsibilities of the Traineeship Program. On successful completion of the Traineeship individuals will be promoted to an Administrative Services Officer Class 5 Housing Manager position.

Eligibility/Other Requirements: There are a total of three positions available, two positions are identified and are restricted to Aboriginal and Torres Strait Islander People only as per Section 29 of the Public Sector Management Standards 2006. A current driver's licence is essential. Experience in using a range of IT business and office applications.

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: Joe Schembri (02) 6207 1936 joe.schembri@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.

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

South/Weston Network

Alfred Deakin High School

Executive Teacher: Humanities and Social Sciences/Special Education

School Leader C \$104,319, Canberra (PN: 02199)

Gazetted: 24 August 2015

Closing Date: 7 September 2015

Details: As a member of the Executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* 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: Belinda Bartlett (02) 6142 3888 belinda.bartlett@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.

**Education Strategy
Learning and Teaching
Curriculum**

Assistant Manager

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 33308)

Gazetted: 25 August 2015

Closing Date: 1 September 2015

Details: Expressions of Interest are sought for a temporary vacancy in the Curriculum Section, Learning and Teaching, ACT Education and Training Directorate. The position will be responsible for coordinating and managing a diverse range of projects. We are looking for someone with demonstrated experience in project management including experience in procurement and an understanding of the requirements of writing for government. The candidate must possess high level negotiation, liaison and consultation skills with the ability to exercise sound judgement.

Eligibility/Other Requirements: Successful applicant may be selected from application and referee reports only.

Notes: This is a temporary position available for a period of three months with the possibility of extension. 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 addressing the Selection Criteria, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Emma Taber (02) 6205 6869 emma.taber@act.gov.au

**Education Strategy
Learning and Teaching
Office of the Director**

Assistant Manager

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 00161)

Gazetted: 26 August 2015

Closing Date: 9 September 2015

Details: Applications are sought from a dynamic, motivated and high performing individual for the position of Assistant Manager, Learning and Teaching Branch. The successful applicant will manage and coordinate tasks and meet deadlines, often within tight timeframes to progress Branch priorities, and provide high level support to the Director, Learning and Teaching. Liaise closely with senior managers, teams and key internal and external stakeholders to support workplace objectives. Prepare high quality advice including briefing papers, speeches and correspondence. Provide quality assurance and ensure deadlines are met.

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: Emma Taber (02) 6205 6869 emma.taber@act.gov.au

Environment and Planning

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

Environment

Executive Director, Environment

Executive Level Executive Level 2.4 \$224,220 - \$256,966 depending on current superannuation arrangements, Canberra (PN: E757)

Gazetted: 21 August 2015

Closing Date: 28 August 2015

Details: The Environment and Planning Directorate is responsible for developing and implementing sustainability policies and programs, including those relating to climate change, energy, nature conservation, transport planning, heritage and water. The Directorate is also responsible for spatial planning, planning approvals, sustainable urban design and administers the Territory Plan. As the Executive Director, Environment, you will take a Senior Executive role within the Directorate. Your application will illustrate leadership and executive management skills backed with the ability to support the culture and direction of the Directorate. In framing your application you should establish capabilities in administration, inter-governmental relations and regulation and enforcement of laws related to natural resource management, natural environment, water resource management and environment protection. Experience at an Executive level in financial management and people management, as well as superior skills in stakeholder engagement, collaborative partnerships and issue management.

Note: This is a temporary position available from 14 September 2015 to 8 October 2015. The successful candidate may be selected from application and referee reports only.

Remuneration: The position attracts a remuneration package ranging from \$244,220 - \$256,966, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$196,091.

Contract: The successful applicant will be engaged under a performance based contract for the period 14 September 2015 to 8 October 2015. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

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: Dorte Ekelund (02) 6207 8359 dorte.ekelund@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

Women, Youth and Children

Womens and Babies

Obstetrics and Gynaecology

Staff Specialist Band 1-5 \$147,465-\$181,976, Canberra (PN: 27511)

Gazetted: 27 August 2015

Closing Date: 3 September 2015

The Position: An 18 month temporary position is available. This opportunity suits a highly skilled clinician with extensive experience in the practice of evidence based Obstetrics and Gynaecology. The successful candidate will provide leadership, and work as a team member while demonstrating a commitment to teaching medical students, residents, registrars as well as nursing/midwifery and allied health professionals. Demonstrated commitment to all aspects of clinical governance, high level communication, interpersonal skills and experience in conducting research and audit in relevant areas of practice are essential criteria. The Specialist will be required to manage inpatients referred to the Obstetrics and Gynaecology service at the new Centenary Hospital for Women and Children and the Canberra Hospital, participate on the on-call Obstetrics and Gynaecology roster, conduct outpatient antenatal clinics and contribute to the teaching program of ANU Medical School. The Department of Obstetrics and Gynaecology at Canberra Hospital provides tertiary level obstetrics and gynaecological services to the ACT and surrounding regions. Canberra Hospital has more than 3,300 births per year and is a level 6 referral centre for high risk pregnancies for the region. It is the only tertiary care peri natal unit between Sydney and Melbourne and has a busy Fetal Medicine Unit. Canberra Hospital's Centre for Newborn Care has over 650 admissions per year. The Department provides gynaecological services to the same region with support for gynaecological oncology from Royal Women's Hospital Randwick. The new Centenary Hospital for Women and Children at the Canberra Hospital has expanded facilities which co-locate Maternity, Gynaecology, Neonatal, Paediatric and adolescent services with enhanced models of care to meet the needs of the ACT and surrounding region. The department has a well supported RANZCOG training programme including those rotated to other metropolitan and rural rotations. There is an active junior doctor programme which is producing quality trainees interested in continuing in Obstetrics and Gynaecology. Involvement in departmental teaching and research is encouraged and supported.

Salary, Remuneration and Conditions:

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

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

Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$242,052 - \$294,520.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency and Fellowship of the Royal Australasian College of Physicians or an equivalent higher specialist qualification.

Note: This position is a temporary position for 18 months.

Contact Officer: Assoc Prof Boon Lim (02) 6174 7591 boon.lim@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

Population Health

Health Improvement

Policy Research and Evaluation

Senior Manager

Senior Officer Grade A \$129,470, Canberra (PN: 18730)

Gazetted: 27 August 2015

Closing Date: 10 September 2015

Details: ACT Health, Health Improvement Branch, is looking for a skilled Senior Manager to lead the Research, Evaluation and Nutrition team. This position primarily provides leadership across the Whole of Government Healthy Weight Initiative for evaluation and the food environment Implementation Groups. To be successful, you will have proven experience providing strategic direction and high level management in whole of government projects, as well as population health research and evaluation programs. You will also have proven team management, communication and negotiation skills.

Eligibility/Other Requirements: Relevant tertiary qualifications and postgraduate experience in social policy, or population health research or evaluation are highly desirable.

Notes: This is a temporary position available for a period of 12 months with the possibility of extension or permanency depending on funding.

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: Joanne Greenfield (02)6205 9440

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Radiation Oncology

Radiation Therapist Area Supervisor

Radiation Therapist Grade 4.2 \$115,683 - \$118,594, Canberra (PN: 11989)

Gazetted: 27 August 2015

Closing Date: 10 September 2015

Details: The Department of Radiation Oncology, Canberra Hospital is seeking applications for a permanent full-time Radiation Therapist Grade 4.2, Radiation Therapist Area Supervisor position. The Department is located in the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for ACT and regional cancer patients. The Department is currently equipped with the latest technology including four Varian linear accelerators with IGRT/IMRT/Stereotactic options, two dedicated CT Simulators, SXRT, Pinnacle 3D RTTPS, iPlan SRS planning system, ExacTrac imaging system, HDR brachytherapy and ARIA Oncology Information System.

Eligibility/Other Requirements: A tertiary qualification in Radiation Therapy and be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). ACT Radiation Council License to operate radiation emitting apparatus used for radiation therapy purposes.

Note: Applicants will be shortlisted on the basis of written application, which must address the selection criteria. Current curriculum vitae and written referee reports must accompany the application. 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: Brett Fittler or Janelle Hawkins (02) 6244 2218

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

RACC Executive

UCPH Project Officer

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 36016)

Gazetted: 27 August 2015

Closing Date: 3 September 2015

Details: The Project Officer will be responsible for assisting the ACT Health Division of Rehabilitation, Aged and Community Care in the implementation of their Model of Care at the new University of Canberra Public Hospital (UCPH). This will be done with assistance and support of Health Planning and Infrastructure. The University Of Canberra Public Hospital is a part of the Health Infrastructure Program (HIP) and will provide a range of new and expanded sub-acute health services including: Rehabilitation and Aged Care Inpatient and Rehabilitation and Aged Care Ambulatory Services. Without the added pressures of acute services such as an emergency department, intensive care unit and surgery, the UCPH will be able to focus on delivering these sub-acute services as well as alleviating pressure on the acute facilities in the ACT region.

Notes: This is a temporary position available until June 2016 with the possibility of extension.

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

To complete your application you must prepare responses to the selection criteria 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: Todd Kaye (02) 6244 2852 todd.kaye@act.gov.au or Hazel Hurrell (02) 6244 2205

hazel.hurrell@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Mental Health Director of Nursing

Manager of Service Development

Health Professional Level 5 \$111,478 - \$125,497, Canberra (PN: 13804)

Gazetted: 27 August 2015

Closing Date: 3 September 2015

Details: Applications are called from appropriately qualified, well motivated and experienced Occupational Therapists/Nurses/Psychologists and Social Workers for the position of Manager of Service Development for the Mental Health, Justice Health and Alcohol and Drug Services Division of ACT Health. The Manager of Service Development provides operational support to the Executive in ensuring that Divisional workforce planning and support strategies are consistent with the service development objectives of the Divisional Business Plan and the Directorate Workforce Plan and that the learning and development needs of staff are well managed through the Divisions staff training program. The position also leads various Divisional workplace and service development initiatives. Eligibility/Other Requirements: Nurse/Occupational Therapist/Psychologist: Tertiary qualifications or equivalent with current unconditional registration and/or eligibility for registration through the Australian Health Practitioner Regulation Agency (AHPRA). Social Worker: Graduate of an accredited Social Work Degree course that provides eligibility for membership of the Australian Association of Social Workers. Overseas applicants must have their qualification favourably assessed by the AASW. Current motor vehicle driver's licence. Desirable: Tertiary Qualifications with relevant experience in service and organisation development, workforce development, training and staff education.

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

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

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

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

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

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

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: Kevin Kidd (02) 6205 5134 kevin.m.kidd@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Registered Nurse

Registered Nurse Level 3.1 \$95,326 - \$99,249, Canberra (PN: 26358)

Gazetted: 27 August 2015

Closing Date: 3 September 2015

Details: An exciting opportunity has arisen with the Belconnen Mental Health Service. Belconnen Mental Health Team is a contemporary evidence-based service providing high quality Mental Health care that is guided by the principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under minimal supervision, high quality advanced clinical nursing skills, leadership and care to achieve sound outcomes for consumers with moderate to severe mental illnesses. You will be required to undertake professional development and clinical supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers and Consultant Psychiatrists.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Minimum of five years post registration experience working in mental health and a post graduate qualifications in Mental Health is desirable.

Note: This is a temporary position available for a period of six months with the possibility of extension. Please submit a current copy of your Resume and two professional referee contacts as well as a brief response against the selection criteria (no more than 2 pages).

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: Helen Kirkwood (02) 6205 1523 helen.kirkwood@act.gov.au

Health, Planning and Infrastructure

Health Service Planning

Capital Upgrade Program

Project Officer, Capital Upgrade Program

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 34531)

Gazetted: 27 August 2015

Closing Date: 3 September 2015

Details: This position will undertake activities to support the delivery of the ACT Health Capital Upgrade Program (CUP). The Project Officer will be responsible for managing a number of Health related projects within the CUP, ensuring that they are delivered on time and within budget, whilst minimising any delays and reductions in the services offered across the various ACT Health Facilities. Accurate project reporting is vital, with monthly finance and program updates required to ensure that key projects milestones and performance indicators are met. The Project Officer will be required to engage with stakeholders and manage stakeholders' expectations to deliver agreed project outcomes. When relevant, the position will utilise processes and strategies utilised by the Health Infrastructure Program to facilitate quality, integrated and efficient service delivery.

Eligibility/Other Requirements: Tertiary qualifications in project management or a building related discipline or a building trade qualification, and/or at least five years of building related project management experience are desirable.

Note: This is a temporary position available until June 2017, with the possibility of extension. Selection for this position may be 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*.

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: James Walsh (02) 6174 7783

Strategy and Corporate

Business and Infrastructure

Security and Emergency Preparation

Security and Switchboard Manager

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 11723)

Gazetted: 27 August 2015

Closing Date: 3 September 2015

Details: Reporting to the Senior Manager Protective Security, this position is a multi-disciplinary management role responsible for ACT Health / Canberra Hospital operational security requirements. This role is responsible for the management of the Security Operations sub-units, including the Security Administration Office, Switchboard Services and Main Reception/Patient Enquiries by: Developing and managing all aspects of daily operational security activities across ACT Health including guarding services and electronic security systems; Developing and managing the operational activities of the sub-units through effective management of human resources and change management practices for the delivery of high level customer service to ACT Health services and clients; and Effective contract management of all sub-unit contracts and effective financial management of the unit's budget and expenses.

Eligibility/Other Requirements: Ability to hold a Class 'A' security licence in accordance with ACT legislation. Current driver's licence. Certificate IV or equivalent in one of the following disciplines: Security and Risk Management, Protective Security or an industry equivalent.

Notes: This is a temporary position available until 30 June 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.

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: Peter Butler (02) 6244 4070

Canberra Hospital and Health Services

Women, Youth and Children

Children, Youth and Women's Health Program

Senior Social Worker/Manager Allied Health

Health Professional Level 4 \$94,653 - \$101,888, Canberra (PN: 28649)

Gazetted: 27 August 2015

Closing Date: 10 September 2015

Details: Do you have a passion for working with women and families in the perinatal period? Do you have comprehensive knowledge of and extensive experience in therapeutic counselling and have a trauma informed perspective? Would you relish the opportunity to combine your Social Work skills with managing a small team of Allied Health professionals? Then this might be the position for you. Applications are invited for this permanent Health Professional 4 position as Senior Social Worker/Manager Allied Health with the Women, Youth and Children Community Health Programs. As Senior Social Worker you will be responsible for the clinical and operational governance of a team of six Social Workers providing services across the ACT. As Manager Allied Health you will also provide operational management and support for Physiotherapists and Orthoptists as part of the Allied Health team. This position is full-time and based at Tuggeranong Health Centre, but staff are based at various centres across the ACT.

Eligibility/Other Requirements: Appropriate Degree in Social Work. Eligibility for membership of the Australian Association of Social Workers. Current driver's licence. This position(s) may be required to participate in an overtime, on call, and/or rotation roster.

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

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

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

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

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

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: Christine Long (02) 6205 5028

Canberra Hospital and Health Services

Medicine

Medicine Unit

Diabetes Nurse Educator

Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 28377)

Gazetted: 27 August 2015

Closing Date: 3 September 2015

Details: The ACT Health Diabetes Service is seeking a skilled and motivated diabetes educator to fill a permanent full time position within our service. Part time applications will not be considered due to operational requirements. The successful applicant will provide high quality care and self management education and support to individuals and patient groups at risk of or affected by diabetes encouraging optimal self management using evidence based practices. Our service, provided by a multidisciplinary team of medical, nursing and allied health staff, is both community and hospital based.

The Registered Nurse Level 2 Diabetes Nurse Educator will be responsible to the relevant Clinical Nurse Consultant within the area of the ACT Health Diabetes Service.

Eligibility/Other Requirements: Registered with Australian Health Practitioner Regulation Agency (APHRA) as a Registered Nurse. Is an Australian Diabetes Educators Association (ADEA) credentialed diabetes educator or is working towards a post-graduate certificate in Diabetes Education. Must hold and maintain a current driver's licence.

Note: This position(s) maybe required to participate in overtime, on call and/or rotation roster.

To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

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

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/>

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: Vicki Mahood (02) 6174 7929 vicki.mahood@act.gov.au

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Nursing

Rapid Assessment of the Deteriorating Aged at Risk (RADAR)

Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 23934)

Gazetted: 27 August 2015

Closing Date: 3 September 2015

Details: An exciting opportunity exists for a Registered Nurse Level 2 to work full-time with Rapid Assessment of the Deteriorating Aged at Risk (RADAR). The RADAR team is a multidisciplinary team, based at the Canberra Hospital, and provides short term assistance to GPs in their clinical management of older adults in the community. This is a wonderful opportunity to expand your practice and work with an enthusiastic team dedicated to providing care and support to the elderly in their place of residence with the aim of preventing hospitalisation. The Registered Nurse undertakes comprehensive nursing assessments of the older person and will be required to have an understanding of the common aetiology and clinical manifestations within this aged client group.

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Current driver's licence. Desirable: Post Graduate tertiary Nursing qualification in Aged Care or similar. Experience in working with the aged care client group in the acute and community settings and/or dementia specific experience would be an advantage.

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

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

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: Kathryn Judge (02) 6174 7757

Canberra Hospital and Health Services

Women, Youth and Children

Children, Youth and Women's Health Program

Maternal and Child Health Nurse

Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 20212, several)

Gazetted: 27 August 2015

Closing Date: 10 September 2015

Details: We are looking for experienced Maternal and Child Health Nurses to join our professional nursing team. Come and join us to work in partnership with families and children, from birth to five years, in the Canberra Community.

Eligibility/Other Requirements: Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

Hold a current driver's licence. Post graduate qualifications in Child and Family Health or equivalent.

Notes: Full time or part time hours are available. There are several positions available, full-time, part-time or casual negotiable following initial orientation period.

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: Louise Murphy (02) 6205 1827

Canberra Hospital and Health Services

Medicine

Cardiology

Cardiac Catheter Laboratory Nurse

Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 17706)

Gazetted: 27 August 2015

Closing Date: 10 September 2015

Details: The successful applicant should have good knowledge of the cardiac disease process, experience in acute care and Cardiac Catheter Laboratory. Shifts are rostered to cover the operational hours of 07:00 hours to 18:00 hours.

After six months you would be expected to participate in an on call roster to service Primary Angioplasty.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. A Registered Nurse or Midwife whose qualification meets the minimum standard for registration in Australia, with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field; or Registered Nurse or Midwife whose qualification meets the minimum standard for registration in Australia, who holds a post-graduate qualification, eligible for recognition through remuneration of a qualification allowance, with a minimum of 12 months full-time equivalent (FTE) experience in the relevant field.

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

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

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

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

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

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: Lynette Divorty (02) 6244 3691

Population Health

Health Protection Service

Pharmaceutical Services

DAPIs Data Administrator

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 33923)

Gazetted: 27 August 2015

Closing Date: 10 September 2015

Details: The Pharmaceutical Services Section of the Health Protection Service (HPS) is responsible for regulating the supply of medicines, poisons and therapeutic goods in the ACT in accordance with local legislation. It is also responsible for regulating community pharmacy ownership and premises in the ACT. Pharmaceutical Services also acts as the Territory Recall Co-ordinator for distributing information across the ACT community about recalled medicines and medical devices. The Pharmaceutical Services Section is seeking an experienced and capable Data Administrator to manage and maintain the Drugs and Poisons Information System (DAPIs), which has been recently implemented in the HPS. As this is a new system, the role will be required to develop and implement new procedures for managing the database to ensure its smooth and efficient operation. The DAPIs is a regulatory tool used to monitor the prescribing and supply of controlled medicines in the ACT. In the ACT, pharmacies are required to submit reports of every controlled medicine supplied to the HPS each week. At present, all ACT pharmacies are submitting this information via an online web portal which is recorded in DAPIs. DAPIs is also used by the HPS to record information about approvals issued to prescribers to prescribe a controlled medicine. The HPS monitors the information in DAPIs in order to detect and respond to issues of concern relating to the prescribing or supply of controlled medicines that may pose a health risk to patients or the broader public. This may include issues of excessive prescribing, abuse, misuse or diversion of controlled medicines, for example.

Note: This is a permanent part-time position at 22.03 hours per week. 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: Vivien Bevan (02) 6205 0961 vivien.bevan@act.gov.au

**Population Health
Health Improvement
Health Promotion
Project Officer**

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 24191)

Gazetted: 27 August 2015

Closing Date: 3 September 2015

Details: Health Promotion is seeking an experienced Project Officer to develop, implement and evaluate population health campaigns promoting healthy lifestyle behaviours. They would demonstrate the ability to build effective relationships with key internal and external stakeholders in order to develop integrated campaigns for the Canberra community. The successful officer would demonstrate skills in digital marketing including website content management and social media. This is a permanent position, with full time candidates preferred.

Eligibility/Other Requirements: A tertiary qualification and/ or strong demonstrable experience working as a project officer is highly desirable. Experience working within the public health, community or government sectors is 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 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: Yvonne Poels (02) 6207 4439

**Population Health
Health Protection Service
Environment Health Management
Customer Service Officer**

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 34462)

Gazetted: 27 August 2015

Closing Date: 10 September 2015

Details: The Health Protection Service has a Customer Service Officer position available within the Environmental Health team. The position is responsible for providing high level customer service and management regarding public health legislation and requirements within the Australian Capital Territory. The position is also responsible for quality assurance and management of public health complaints within the Environmental Health section.

Notes: This is a temporary part-time job share position available at 14:42 hours per week, Monday and Tuesdays for a period of six months with the possibility of extension.

This is a temporary part-time job share position available Monday and Tuesdays each week for a period of six months with the possibility of extension. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria 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: Lyndell Hudson (02) 6205 0956

Officer of Director General

Internal Audit

Audit and Risk Management

Audit and Risk Management Support Officer

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 29799)

Gazetted: 27 August 2015

Closing Date: 10 September 2015

Details: ACT Health Audit and Risk Management Branch is looking for a dynamic individual with strong and effective verbal and written communication skills to fill the position of Audit and Risk Management Support Officer. The successful applicant will also have a strong customer focus and the ability to work as part of a small team.

Eligibility/Other Requirements: Current driver's licence. Relevant experience or qualifications in either audit or risk management would be an advantage.

Notes: This is a temporary position available for a period of six months with the possibility of extension and/or permanency from this process. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining relevant compliance experience and/or ability required in the selection criteria, contact details of at least two referees and current curriculum vitae.

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: Christopher Borg (02) 6205 4687

Canberra Hospital and Health Services

Critical Care

Critical Care Administration

Personal Assistant

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 22047, expected vacancy)

Gazetted: 27 August 2015

Closing Date: 3 September 2015

Details: The Intensive Care Unit (ICU) is a tertiary referral unit, servicing a population base of 650 thousand and admits 1800 patients annually. Within the ICU is a High Dependency Unit (HDU), which caters for major complex elective surgical cases and patients from the ward requiring an enhanced level of monitoring and interventions, but not requiring ICU admission. The Division of Critical Care Administration team is seeking an enthusiastic and professional individual to temporarily fill the role of Personal Assistant to the Clinical Director, Intensive Care Unit. The successful applicant must be able to: Provide a high level of administrative support to the Clinical Director, Intensive Care Unit; Effectively prioritise work and meet deadlines; Be a proactive, enthusiasm and strong communicator; Work independently and as member of the administrative team; Be adaptable and responsive; Be able to quickly acquire knowledge and understanding of situations and subject matter; and Build and maintain professional relationships in this pioneering and collaborative team. This is a great opportunity to develop your administrative skills in a busy clinical working environment.

Eligibility/Other Requirements: Medical terminology and knowledge of the TRIM system is desirable.

Notes: This is a temporary position available for a period of 12 months with the possibility of permanency. Candidates are invited to submit an application against the selection criteria to a maximum of one page per criteria. Candidates are also required to submit a current Curriculum Vitae and one written referee report.

The successful applicant may be based on selection criteria, CV 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: Daniel Ingram (02) 6244 4500

Canberra Hospital and Health Services

Women, Youth and Children

Child, Youth and Women's Health Program

Maternal and Child Health Nurses

Registered Nurse Level 1 \$59,874 - \$79,980, Canberra (PN: 16064, several)

Gazetted: 27 August 2015

Closing Date: 10 September 2015

Details: The Women's Youth and Children's Community Health Program is offering a Professional Development opportunity for suitably qualified and experienced Nurses who aspire to work as Maternal and Child Health Nurses. These temporary positions support and transition staff to work autonomously within Maternal and Child Health.

Eligibility/Other Requirements: Registered Nurse with The Australian Health Practitioner Regulation Agency (AHPRA) or eligible for registration. Hold a current drivers licence. Holds or nearing completion of, postgraduate qualifications in Maternal, Child or Family Health. Qualifications and recent experience in Midwifery/ Paediatrics or related primary health setting is highly desirable

Notes: These are temporary positions available for a period of up to six months. Full-time and part-time positions are negotiable, however commitment to work full-time for the initial training period is required.

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

To complete your application you must prepare responses to the selection criteria and upload this as part of your 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: Louise Murphy (02) 6205 1827

Canberra Hospital and Health Services

Medicine

Cardiology

Registered Nurse

Registered Nurse Level 1 \$59,874 - \$79,980, Canberra (PN: 23132)

Gazetted: 27 August 2015

Closing Date: 10 September 2015

Details: Applications are invited from an enthusiastic and motivated registered Nurse to work as a team member in the Cardiac Catheter Laboratory at the Canberra Hospital. The successful applicant needs some knowledge of the cardiac disease process and experience in acute care.

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

Note: Following a period of training it is expected the applicant will participate in an on-call roster for primary PCI. 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: Lynette Divorty (02) 6244 3691

Population Health

Health Protection Service

Environment Health Management

Environment Health Support Officer

Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 25770)

Gazetted: 27 August 2015

Closing Date: 10 September 2015

Details: The Health Protection Service has a position available within the Environmental Health team to assist Public Health Officers in various tasks such as undertaking quality assurance activities, conducting research and providing response to public health information requests and collecting recreation and potable water samples. The position is also responsible for providing administrative duties to support both the Environmental Health team and ACT Analytical Laboratories.

Eligibility/Other Requirements: 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.

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: Lyndell Hudson (02) 6205 1700

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation, Aged and Community Care Nursing

RADAR Administration Officer

Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 32549)

Gazetted: 27 August 2015

Closing Date: 3 September 2015

Details: The RADAR (Rapid Assessment of the Deteriorating Aged at Risk) service provides outreach services to older people in the ACT. This position is required to undertake a range of administrative duties to support RADAR /ROM services.

Eligibility/Other Requirements: Completion of Medical Terminology Course.

Notes: This is a part-time position available at 22:05 hours per week.

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: Kathryn Judge (02) 6174 7757

Canberra Hospital and Health Services

Medicine

Cardiology

Cardiac Technologist

Health Professional Level 1 \$54,591 - \$69,555, Canberra (PN: 30623)

Gazetted: 27 August 2015

Closing Date: 10 September 2015

Details: An exciting opportunity exists as a Cardiac Technologist in the Cardiology Department of the Canberra Hospital. The Cardiology Department is looking for an enthusiastic and motivated Cardiac Technologist to join a busy and exciting team environment. The successful applicant would be involved in the performance of invasive and non-invasive cardiology diagnostic testing. The successful applicant will preferably have experience as a Cardiac Technologist in a hospital setting. They will have patient care as their focus as well as a passion for lifelong learning. Eligibility/Other Requirements: Bachelor of Science/Applied Science or equivalent. Prior experience as a Cardiac Technologist is highly desirable.

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

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: Christine Brown (02) 6244 6292 christine.brown@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Service

Allied Health Assistant

Allied Health Assistant 2 \$47,147 - \$54,052, Canberra (PN: 14772)

Gazetted: 27 August 2015

Closing Date: 3 September 2015

Details: There is an exciting opportunity for an Allied Health Assistant to work in the Acute Support Physiotherapy team based at Canberra Hospital.

Eligibility/Other Requirements: Applicants must have completed a Certificate III in Allied Health Assistance or equivalent qualification.

Note: This is a full-time temporary position available to 10 February 2016. Recruitment 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 together and provide completed referee reports and upload these 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: Kerry Boyd (02) 6244 2154

Justice and Community Safety

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

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

ACT Emergency Services Agency

Commissioner's Office

Manager, Executive Support

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 14949)

Gazetted: 25 August 2015

Closing Date: 8 September 2015

Details: The Emergency Services Agency (ESA) is seeking a suitably qualified and experienced person to undertake the role of Manager, Executive Support. The Manager, Executive Support leads and manages the ESA's ministerial services and associated engagement with the Justice and Community Safety Directorate and other Directorates within the Territory. This includes Ministerial, Cabinet correspondence, associated briefings and other requests for information, often within tight timeframes. The Manager, Executive Support also leads the preparation of high quality correspondence and replies to Parliamentary Questions, Ministerial representations and other briefing material as required by the *Emergencies Act 2004*. The position plays a key role in ensuring the efficient and cohesive management of the Commissioner's office.

Eligibility/Other Requirements: This is a designated security assessed position. Confirmation of appointment is subject to the satisfactory outcome of the security clearance. An understanding of Cabinet, Ministerial, Legislative Assembly and machinery of Government processes.

Contact Officer: Andrew Baker (02) 6207 6835 andrew.baker@act.gov.au

Legislation, Policy and Programs

Justice Planning and Safety Programs

Legal Policy Officer

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 42750)

Gazetted: 21 August 2015

Closing Date: 4 September 2015

Details: The Legislation, Policy and Programs Branch, seeks a motivated Legal Policy Officer to join the Justice Planning and Safety Programs Group. The Justice Planning and Safety Programs Group is responsible for developing policy and programs related to: Regulatory licencing; Road safety; Transport regulation; Policing services for the ACT; Crime prevention; Justice Statistics; Aboriginal and Torres Strait Islander Justice; Victims of Crime; and, Sexual Assault.

Additionally the Group is responsible for secretariat support for numerous National Forums and other bodies. The successful applicant will work within the Regulatory licencing area developing regulatory and licencing reforms.

Eligibility/Other Requirements: Relevant tertiary qualifications or significant study towards gaining qualifications, or experience within a Justice or Community Safety environment would be highly desirable.

Contact Officer: Andrew McIntosh (02) 6207 0550 andrew.mcintosh@act.gov.au

Legislation, Policy and Programs

Administration

Administrative Officer

Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 42681)

Gazetted: 21 August 2015

Closing Date: 28 August 2015

Details: Legislation, Policy and Programs are seeking a motivated person to provide administrative assistance. The successful applicant will be required to perform a wide variety of administrative tasks including prepare accounts payable, manage and maintain database systems, address general administrative requests relating to the office and IT equipment, administer cabcharge, support the delivery and sorting of mail and more. This position is also required to provide relief to the Executive Assistant to the Executive Director and Deputy Executive Director. The successful applicant should be well organised, work accurately and have good communications skills.

Note: This is a temporary position available until 5 February 2016.

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: Cathy Millett (02) 6205 3743 cathy.millett@act.gov.au

Territory and Municipal Services

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

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

Parks and Territory Services

ACT Parks and Conservation Service

Fire, Forests and Roads

Senior Fire Management Officer - Planning

Senior Professional Officer Grade C \$144,232, Canberra (PN: 14638)

Gazetted: 20 August 2015

Closing Date: 3 September 2015

Details: The ACT Parks and Conservation Service (PCS) is a Branch within the Parks and Territory Services Division that is responsible for the sustainable management of the ACT's national parks, nature reserves, commercial softwood

forests and rural lands, including management of Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Googong Foreshores, water catchment areas and commercial pine plantations. PCS implements a broad range of natural and cultural resource management programs both on and off reserve that support sustainable environmental conservation land management and heritage outcomes. The management of bushfires is a core function of the Parks and Conservation Service across the land that it is responsible for. PCS is seeking applications from suitably qualified and experienced people to perform the role of Senior Planner in the Fire, Forests and Roads Section. The successful applicant will possess extensive knowledge of bushfire behaviour and demonstrated experience in the development and delivery of fuel management plans and activities, and ideally, will hold nationally recognised qualifications in a functional role under the Australasian Inter-service Incident Management System(AIIMS). Eligibility/Other Requirements: This position is a designated Fire position under the ACT Public Sector Technical and Other Professional Enterprise Agreement, and bushfire related activities, including bushfire suppression and rostered standby, are a mandatory component of the position. Applicants should note that bushfire suppression involves strenuous and physically demanding activity, often in remote locations. Accordingly, Appointment / promotion / transfer to the position is conditional upon passing a pre-employment medical and successful completion of the nationally recognised fire fighting fitness assessment. Applicants must possess a relevant tertiary qualification in Land Management, Forestry or other relevant discipline.

Note: Applicants must be prepared to work a shift roster, weekends, public holidays or evening shifts at any site on an "as needs" basis and be prepared to wear a uniform.

Contact Officer: Neil Cooper (02) 6207 2488 neil.cooper@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.

Infrastructure, Roads and Public Transport

Public Transport

Network and Systems

Systems Project Manager

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 35989)

Gazetted: 21 August 2015

Closing Date: 28 August 2015

Details: The Public Transport Branch is seeking a dynamic individual with demonstrated experience in Information System Design and Implementation. The successful applicant will be required to manage a small team delivering Information and Technology Infrastructure within a Public Transport environment. Knowledge of ICT assets management and assets lifecycle management will be required. This person will have strong communication, analytical and strategic thinking skills, and will be capable of solving complex technical problems. Further, a demonstrated knowledge of public transport ticketing systems would be advantageous. The ACT Public Service is committed to building a culturally diverse workforce and 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: Qualifications in Information Technology (Computing, IT/Systems) or equivalent experience will be highly regarded. Experience with several of the following systems: Hastus, MyWay Ticketing, NetBi, Customer Information Management, Real Time Passenger Information System and project management skills will be highly regarded.

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

Contact Officer: Ian McGlenn (02) 6207 8000 ian.mcglinn@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.

Infrastructure, Roads and Public Transport

ACTION

Organisational Development and WHS

Manager, Employee Relations

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 35980)

Gazetted: 24 August 2015

Closing Date: 7 September 2015

Details: ACTION Buses is seeking a dynamic individual with demonstrated experience in human resource management, particularly employee/industrial relations and recruitment activities. The successful applicant will be required to assist the Manager Organisational Development and Work Health and Safety, manage all facets of the employee/industrial relations and recruitment activities in a public transport environment. Strong knowledge of government legislation and policy relating to these areas would be advantages. Further, experience in the administration and development of enterprise agreements is essential. The ACT Public Service is committed to building a culturally diverse workforce and 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: Tertiary studies &/or extensive relevant experience in a human resources related discipline is highly desirable. Current driver's licence.

Contact Officer: Jeremy Smith (02) 6207 2322 ian.mcglinn@act.gov.au

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

Parks And City Services

City Services

Place Management

Lakes Officer

Technical Officer Level 3 \$65,150 - \$73,627, Canberra (PN: 33126)

Gazetted: 25 August 2015

Closing Date: 8 September 2015

Details: Place Management, a business unit within City Services, Parks and City Services is responsible for the management of urban parks and the public domain, including, lakes, shopping centres, playgrounds, public open space and city places. It maintains the look of the city and its environs and promotes recreational use of our urban parks and public places through sustainable land management. The successful applicant should possess the following skills: Demonstrated technical knowledge and experience in urban open space and/or lakes and waterways and associated built asset management including cost estimating and asset condition assessment. Demonstrated knowledge and experience in contract management and administration including contractor performance monitoring. Demonstrated ability to review and provide technical advice on landscape plans and development applications. Demonstrated resource, time and project management skills Demonstrated communication (oral and written), liaison, negotiation and conflict resolution skills and the ability to work as a member of a team. Demonstrated ability to consistently display high quality customer service principles practices and to liaise with community groups, other government agencies and stakeholder groups. Demonstrated knowledge and commitment to ACT Government policies and legislative requirements in the workplace, including the ACT Public Service Respect Equity and Diversity Framework and Code of Conduct, workplace health and safety procedures and programs, and staff development and training. Eligibility/Other Requirements: Applicants must be physically able and willing to undertake incident management duties, including participation in fire standby, fire suppression and fire training. Hold a current manual driver's licence. A current First Aid Certificate or willingness to obtain one. Certificate IV in Contract Management highly desirable. Tertiary qualifications in environmental management, urban park management, Trade Certificate in Horticulture or equivalent essential.

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

APPOINTMENTS

Canberra Institute of Technology

Aboriginal and Torres Strait Islander Trainee \$44,366 - \$48,805

Joshua Moran 846-91354, Section 68(1), 17 August 2015

Chief Minister, Treasury and Economic Development

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

Sophie Bell 836-11367, Section 68(1), 5 September 2015

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

Megan Bobos 846-84058, Section 68(1), 25 August 2015

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

Geoffrey Stephen Fietz 843-98932, Section 68(1), 27 August 2015

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

Jessica Gosling 844-82085, Section 68 (1), 25 August 2015

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

Jacqueline Harris 844-00334, Section 68(1), 25 August 2015

Aboriginal and Torres Strait Islander Trainee \$44,366 - \$48,805

Hayden Ross 846-91338, Section 68(1), 17 August 2015

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

Ashleigh Maree Savage 846-91282, Section 68(1), 18 August 2015

Aboriginal and Torres Strait Islander Trainee \$44,366 - \$48,805

Tori Thomas 846-91426, Section 68(1), 17 August 2015

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

Barbara Winkel 846-90538, Section 68(1), 24 August 2015

Community Services

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

Beverley Gardner 827-47641, Section 68(1), 25 August 2015

Education and Training

Aboriginal and Torres Strait Islander Trainee \$44,366 - \$48,805

Justine Bamblett 846-91469, Section 68(1), 17 August 2015

Aboriginal and Torres Strait Islander Trainee \$44,366 - \$48,805

Deane Carroll 846-91370, Section 68(1), 17 August 2015

Aboriginal and Torres Strait Islander Trainee \$44,366 - \$48,805

Kateena Clarke 846-91389, Section 68(1), 17 August 2015

Aboriginal and Torres Strait Islander Trainee \$44,366 - \$48,805

Samara Cummings 846-91442, Section 68(1), 17 August 2015

Aboriginal and Torres Strait Islander Trainee \$44,366 - \$48,805

Susan McArthur 846-91434, Section 68(1), 17 August 2015

Aboriginal and Torres Strait Islander Trainee \$44,366 - \$48,805

Blake William Sherer 846-91450, Section 68(1), 17 August 2015

Environment and Planning

Aboriginal and Torres Strait Islander Trainee \$44,366 - \$48,805

Jessika Tona Spencer 846-91362, Section 68(1), 17 August 2015

Health

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

Emma Christina Blair Bishop 845-20512, Section 68(1), 20 August 2015

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

Andrew Deacon 829-57470 Section 68(1), 17 August 2015

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

Erin Faye Fitzgerald 846-89721, Section 68(1), 24 August 2015

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

Madonna Lapeze 844-34526, Section 68(1), 18 August 2015

Senior Stores Supervisor Level 2 \$62,802 - \$64,728

Richard Reid 846-90431, Section 68(1), 24 August 2015

Aboriginal and Torres Strait Islander Trainee \$44,366 - \$48,805

Ashley Robert Robson 846-91346, Section 68(1), 17 August 2015

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

Jinsu Sebastian 834-45821, Section 68(1), 20 August 2015

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

Stephanie Turkich 846-89705, Section 68(1), 20 August 2015

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

Felicity Williams 788-07728, Section 68(1), 12 August 2015

Justice and Community Safety

Aboriginal and Torres Strait Islander Trainee \$44,366 - \$48,805

Ambrose Ewing 846-91397, Section 68(1), 17 August 2015

Aboriginal and Torres Strait Islander Trainee \$44,366 - \$48,805

Amy-Lee Rose Hope 846-91477, Section 68(1), 17 August 2015

TRANSFERS

Chief Minister, Treasury and Economic Development

Daniel Ruecroft: 787-71200

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

Education and Training

To: Information Technology Officer Class 2 \$75,209 - \$86,075

Chief Minister, Treasury and Economic Development, Canberra (PN. 15206) (Gazetted 15 June 2015)

Community Services

Jason Feldner: 813-01963

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

Education and Training

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

Community Services, Canberra (PN. 03365) (Gazetted 17 July 2015)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Economic Financial Group

Macroeconomics Branch

Rapinah Worcester: 799-8368

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 33079) (Gazetted 20 March 2015)

Director of Public Prosecutions

Cassandra Arcidiacono: 827-42242

From: Paralegal Grade 3 \$64,728 - \$68,002

Director of Public Prosecutions

To: Paralegal Grade 4 \$69,797 - \$76,432

Director of Public Prosecutions, Canberra (PN. 04334) (Gazetted 28 May 2015)

Carla Louise Brown: 821-18183

From: Paralegal Grade 1 \$49,927 - \$55,130

Director of Public Prosecutions

To: Paralegal Grade 3 \$64,728 - \$68,002

Director of Public Prosecutions, Canberra (PN. 27960) (Gazetted 28 May 2015)

Education and Training

Office for Schools

Tuggeranong Network

Theodore Primary School

Corinne Follett 779-27242

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

Education and Training

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 03597) (Gazetted 23 June 2015)

Office for Schools

South and Weston Network

The Woden School

Tabatha Jane Kellett 711-03744

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

Education and Training

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 02679) (Gazetted 26 May 2015)

Office for Schools

South and Weston Network

Telopea Park School

Maria Magdic 836-00852

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

Education and Training

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 03785) (Gazetted 1 July 2015)

Environment and Planning

Planning Delivery

Development Assessment

Lisa Louise Van Vucht: 844-75790

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

Environment and Planning Directorate

To: †Senior Officer Grade B \$111,478 - \$125,497

Environment and Planning, Canberra (PN. 19876) (Gazetted 19 June 2015)

Health

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

ACT-Wide MHS

Cheanyong Ashurst: 762-88442

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

Health

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

Health, Canberra (PN. 28967) (Gazetted 2 July 2015)

Canberra Hospital and Health Services

Executive Director of Medical Services

Sally Cuff: 821-07724

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

Health

To: Administrative Services Officer Class 5 \$69,797 - \$73,881

Health, Canberra (PN. 19513) (Gazetted 25 June 2015)

Canberra Hospital and Health Services

Kathryn McMaster: 261-62147

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

Health

To: †Radiation Therapist Grade 3.2 \$95,503 - \$105,728

Health, Canberra (PN. 22399) (Gazetted 18 June 2015)

Canberra Hospital and Health Services

Deputy Director General Canberra Hospital and Health Services

Michelle Ramsay: 827-24546

From: Administrative Services Officer Class 2/3 \$49,927 - \$60,880

Health

To: Administrative Services Officer Class 5 \$69,797 - \$73,881

Health, Canberra (PN. 16101) (Gazetted 9 July 2015)

Justice and Community Safety

Office of Regulatory Services

Registrations and Fair Trading

Background Screening

Vittoria Gioffre: 827-45953

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

Chief Minister, Treasury and Economic Development

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

Justice and Community Safety, Canberra (PN. 45222) (Gazetted 27 August 2015)

CORRIGENDA

Canberra Hospital and Health Services

Medicine

Eunice Logan: 843-90113

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

Health

From: Health Professional Level 2 \$58,212 - \$79,912
Health, Canberra (PN. 13310) (Gazetted 28 May 2015)

Note: Amendment to given name originally notified in the Gazette on 6 August 2015