



ACT Government Gazette

Gazetted Notices for the week beginning 21 April 2016

VACANCIES

Calvary Health Care ACT (Public)

Pharmacist

Health Professional Level 3 \$84,697, Canberra (PN: 9062)

Gazetted: 27 April 2016

Closing Date: 28 April 2016

Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <https://calvary.mercury.com.au/>

Contact Officer: Liisa Nurmi 02 6201 6269 liisa.nurmi@calvary-act.com.au

Aboriginal Liaison Officer

Administrative Services Officer Class 3.1 \$58,278, Canberra (PN: TBA)

Gazetted: 26 April 2016

Closing Date: 4 May 2016

Details: Full position details can be seen at Calvary Health Care (ACT)'s website: https://calvary.mercury.com.au

Contact Officer: Sally Fitzgerald (02) 6264 7097 sally.fitzgerald@calvary-act.com.au

Registered Nurse Level 1

Registered Nurse Level 1 \$66,718-\$82,398, Canberra (PN: Various)

Gazetted: 27 April 2016

Closing Date: 5 May 2016

Details: Full position details can be seen at Calvary Health Care (ACT)'s website: https://calvary.mercury.com.au

Contact Officer: Anne Eade anne.eade@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 Trades Skills and Vocational Learning

CIT Automotive, Metals and Logistics

Automotive Trades Teacher

Teacher Level 1 \$68,451 - \$91,334, Canberra (PN: 51954)

Gazetted: 21 April 2016

Closing Date: 6 May 2016

Details: CIT Automotive is looking for an experienced Automotive Trades Teacher. Under the general direction of the Head of Department you will teach delivery across all units of competency within the Certificate III Light Vehicle Mechanical Technology, Motorcycle Technology and Toyota TNT programs. Use flexible, innovative and blended learning tools to deliver educational programs that provide the students an opportunity to achieve required training outcomes. Development and application of valid theory, learning resources and practical assessment tools in a range of training environments to meet the needs of various clients and commercial groups. Administration tasks required by the Apprenticeship system, User Choice and ASQA to ensure contractual obligations of a Registered Training Organisation (RTO) are met, these will include completion of negotiated training plans, enrolments, delivery and assessment and reporting of progress levels to employers and funding agencies. CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Mandatory Qualifications: New Teachers at Teacher Level 1.1 to Level 1.6 must hold or complete a Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) within twelve months of engagement. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as TAE40110 or its successor) and a Diploma of Vocational Education and Training (or

equivalent). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning & Development (or equivalent). Industry Experience: All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, such as Certificate III in Light Vehicle Mechanical Technology or as specified in the applicable training package or accredited curriculum specifications. Note: This is a temporary vacancy for a period of 12 months with the possibility of extension. Contact Officer: Steve McMahon (02) 6207 3818 steve.mcmahon@cit.edu.au

**CIT Trade Skills and Vocational College
Automotive, Metals and Logistics**

**Metal Fabrication and Automotive Trades Technical Officer
Technical Officer Level 2 \$57,493 - \$65,834, Canberra (PN: 54467)**

Gazetted: 22 April 2016

Closing Date: 6 May 2016

Details: This role will work under the general direction of the Head of Department performing a mix of the following: preventative maintenance, calibration, preparation, setting up and operation of a variety of plant and equipment, identify faults, prepare repair estimates, arrange specialised servicing by contracts and also undertake some repairs. Liaison with the Departments teaching staff, specify design and prepare materials for classes and assessments, maintain a safe working environment and report on potential WHS hazards. Manage the purchasing of consumables, equipment and stock control on a database. Arrange delivery and installation and/or storage of equipment and supplies. Provide assistance and services, including manufacturing services to the College and broader CIT, including external contracts when required. CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability. Eligibility/Other Requirements: Desirable: Certificate III in Engineering Fabrication Trade. Experience in an educational or a industrial establishment.

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

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

Capital Metro

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

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

**Planning, Design and Procurement
Contract Management Office**

**Senior Document Control Manager
Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 36949)**

Gazetted: 21 April 2016

Closing Date: 6 May 2016

Details: The Capital Metro Agency (CMA) is responsible for the ongoing planning, design and procurement of a light rail service between Gungahlin and the City. The Contract Management Office is a function of the Planning, Design and Delivery branch and is responsible for project procurement/cost management, risk, issues and change management, master program management, information management, project reporting and other aspects of the project. Reporting to the Senior Manager, Project Governance, the Senior Document Control Officer will undertake a range of duties including, but not limited to, managing the CMA document management system, managing the review and distribution of project documents, auditing documents and records to ensure regulatory compliance and identify potential improvements, and providing support and training to the team on document management systems and procedures.

Contact Officer: Gareth Burdon (02) 6207 0282 gareth.burdon@act.gov.au

**Planning, Design and Procurement
Contract Management Office**

Senior Project Governance Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 36948)

Gazetted: 21 April 2016

Closing Date: 6 May 2016

Details: The Capital Metro Agency (CMA) is responsible for the ongoing planning, design and procurement of a light rail service between Gungahlin and the City. The Contract Management Office is a function of the Planning, Design and Delivery branch and is responsible for project procurement/cost management, risk, issues and change management, master program management, information management, project reporting and other aspects of the project. Reporting to the Senior Manager, Project Governance, the Senior Project Governance Officer will undertake a range of duties including, but not limited to, managing internal project reporting processes to CMA and the Project Board, Liaising with the Project Director, Governance and Operation team and various stakeholders in relation to project input and reporting, and managing reporting processes, timeframes and distribution.

Contact Officer: Gareth Burdon (02) 6207 0282 gareth.burdon@act.gov.au

Chief Minister, Treasury and Economic Development

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

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

Communications

Communications

Senior Communications Officer

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 19773, several)

Gazetted: 27 April 2016

Closing Date: 18 May 2016

Details: The Chief Minister Treasury and Economic Development Directorate leads the ACT public sector and works collaboratively within Government and with the community. The Directorate's Communications Division is responsible for directorate and whole-of-government communications (including digital), stakeholder engagement; branding and strategic public affairs advice also coordinates protocol advice, briefs, ministerial, hospitality and special events for the Chief Minister, and provides secretariat services to the Head of Service for ACT and National Honours and Awards. Within the directorate, the strategic and media unit offers a high performing team responsible for supporting business units in an account manager model. This includes engagement with the media and delivery of media releases and issues management, communications and engagement strategy development and implementation, speech writhing, digital communications, advertising and providing public affairs advice. The unit is also responsible for the provision of media training to ACTPS Executives and Coordinated Communications Network, as well as providing communications support in times of a Territory emergency. As one of five strategic Communications Officers reporting to the Senior Manager, you will take a front of house role in enhancing the division's approach to proactive engagement with its stakeholders delivering a high quality communications service. We are seeking out smart, savvy, hard-working environment that grasps what really matters in executing strategic communications. Backed by a solid ability to write for a range of audiences, you have developed superior relationship, negotiations and influencing skills. You are focused on strategic approaches and outcomes and enjoy working as part of a team. You know how to manage deadlines and anticipate needs under pressure. You use your initiative and are known for you reliability and resourcefulness. You will be committed to the ACT Government's values, behaviours and policies which can be viewed in more detail at <http://www.cmd.act.gov.au/employment-framework>.

Eligibility/Other Requirements: Relevant tertiary qualifications highly regarded and/or experience in a similar role.

Notes: To enquire about this position please contact the Contact Officer. All communications is subject to the strictest confidentiality. All employment to the ACT Government subject to detailed reference and police checks.

Contact Officer: Sarah-Jane Dartnell (02) 6221 9410 sj@sjandpeople.com

Long Service Leave Authority

Operation's Team

Compliance Officer

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 55810)

Gazetted: 22 April 2016

Closing Date: 29 April 2016

Details: The Compliance Officer will conduct site inspections, employer visits, debt collection processes and provide assistance to the compliance manager and manage the Compliance Support Officer. The Authority provides staff with flexible working arrangements, access to a range of roles and training that is tailored to their career goals. Staff working within the Authority are expected to demonstrate quality customer service and team work skills, be willing to continuously improve, be outcome focused and accountable for their actions. Further information relating to the ACT Long Service Leave Authority can be found at [http://www.actleave.act.gov.au/Eligibility/Other Requirements](http://www.actleave.act.gov.au/Eligibility/Other%20Requirements): Current driver's licence.

Contact Officer: Goran Josipovic (02) 6247 3900 goran.josipovic@actleave.act.gov.au

Policy and Cabinet

Cabinet Office

Administrative/Executive Support Officer

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 36835)

Gazetted: 21 April 2016

Closing Date: 28 April 2016

Details: Chief Minister, Treasury and Economic Development (CMTEDD) is seeking a highly motivated officer to join the Policy and Cabinet Division as an Administrative/Executive Support Officer. The successful applicant will work collaboratively with executives and staff across the Division; be able to deliver high quality work, with a focus on attention to detail, in a busy environment with minimal supervision.

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

Contact Officer: David Ferguson (02) 6207 5989 david.ferguson@act.gov.au

Procurement Capital Works

Goods and Services Procurement

SMS Program Management Office

HR Project Manager

Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 36952)

Gazetted: 26 April 2016

Closing Date: 10 May 2016

Details: An exciting opportunity exists for an accomplished and motivated HR Project Manager at the Senior Officer Grade B level to join the Smart Modern Strategic (SMS) Procurement Reform Program. Working with the SMS Program Director, the successful applicant will develop and implement SMS Projects aimed at achieving better procurement outcomes across government and deliver budget savings. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply. Eligibility/Other Requirements: Tertiary qualifications and five+ years' experience in HR is desirable.

Note: This is a temporary vacancy for a period of 12 months with the possibility of extension or permanency from this process.

Contact Officer: Tony Martin (02) 6205 3957 tony.j.martin@act.gov.au

Community Services

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

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

Housing and Community Services

Housing ACT

Gateway Services

Senior Manager

Senior Officer Grade A \$133,383, Canberra (PN: 12132)

Gazetted: 26 April 2016

Closing Date: 10 May 2016

Details: The Senior Manager Gateway Services is a key position in Housing and Community Services and manages the strategic direction of a busy frontline area that is responsible for providing housing assistance. The successful applicant will be responsible for providing leadership and direction to staff, clients and stakeholders accessing services from Housing ACT. The role requires decision making on a range of diverse and often complex issues involving support to applicants for public housing. The Senior Manager is required to develop and maintain networks and collaborative working relationships with community service organisations to assist clients to access appropriate housing and community support services. The successful applicant will need to demonstrate that they have strong management experience at a senior level and a record of achievement in leadership, the ability to think strategically in a busy operational environment and possess excellent interpersonal, organisational and communication skills.

Eligibility/Other Requirements: Significant experience working in a Human Services field is essential. Relevant tertiary qualifications in Social Work, Community Development or a related field are desirable but not essential.

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 - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Frank Duggan (02) 6207 5026 frank.duggan@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

Programming

CTC Program Producer

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 3564)

Gazetted: 27 April 2016

Closing Date: 4 May 2016

We are looking for a highly motivated person to join the Programming team in the position of Producer Programs. The Program Producer will provide administrative support to the Program Manager and under limited supervision assist the Program Manager with the delivery of CTC Programs. You will need to have: Demonstrated ability to work as part of a small team within an arts administration environment to achieve outstanding results. High level experience in contract management and deal negotiation. High level organisational skills and a demonstrated ability to manage several projects simultaneously. Experience working to tight deadlines. Excellent written and verbal communication skills. Minimum of ten years experience working in the performing arts industry.

Note: Applicants must provide a written statement addressing the selection criteria. This position is part-time at four days per week. Salary will be pro rata of the advertised salary. This is a three year contract position.

Contact Officer: Gill Hugonnet (02) 6243 5708 gill.hugonnet@act.gov.au

Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email CFC.HR@act.gov.au

Canberra Theatre Centre

Marketing

Marketing Coordinator

Administrative Services Officer Class 3 \$58,278- \$62,720, Canberra (PN: 3504)

Gazetted: 27 April 2016

Closing Date: 11 May 2016

Here's your opportunity to join the Canberra Theatre Centre's vibrant and fast-paced marketing department. Mix your love of live entertainment with your marketing experience. We're seeking a team player to look after our VIP nights, poster distribution in-house and external as well as a variety of administrative duties while assisting our media buyer, publicist and digital team. You'll need to be able to shuffle shifting deadlines and priorities efficiently and have knowledge of how a marketing campaign is structured and implemented. If this sounds like you, let us know.

Eligibility/Other Requirements: Degree or equivalent qualification in marketing is essential. Experience in the arts industry, knowledge of ticketing systems and knowledge of email systems are desirable.

Note: Applicants must provide a written statement addressing the selection criteria. This position is a one year temporary contract with the possibility of a two year extension.

Contact Officer: Suzanne Hannema (02) 6243 5706 suzanne.hannema@act.gov.au

Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email CFC.HR@act.gov.au

Education

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

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

Office for Schools

North and Gungahlin Network

Gungahlin College

Student Services Officer

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 27233)

Gazetted: 21 April 2016

Closing Date: 28 April 2016

Details: Gungahlin College is seeking applications from suitable Student Services Officers. The successful applicant will: Provide support in developing and maintaining the student record systems for the College. Work as part of a team to provide operational, administrative, technical or professional support to the College's Student Services Department. Provide computer tasks including input of student information onto Departmental databases, absences records, collecting data and information and preparing reports as required. Provide appropriate advice and support to staff on routine Year 12 Certificate accreditation and student related matters. Provide a confidential customer focus and high level of client service. Supervise, plan and coordinate the provision of student support services which include but are not limited to keyboarding, photocopying, record keeping, database management: undertake responsibility for staff training in these matters. Liaise and communicate with professional staff, students, parents, community members, departmental personnel and other persons providing services to the College.

Eligibility/Other Requirements: This position requires a high understanding of student administration in a college and a range of computer applications, including Maze. Applicants are strongly encouraged to contact the Business Manager for further information regarding this position. A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

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

Contact Officer: Chantelle Lawson (02) 6142 1000 chantelle.lawson@ed.act.edu.au

Office for Schools

Tuggeranong Network

Wanniassa School

Building Service Officer 3

General Service Officer Level 8 \$62,304 - \$65,835, Canberra (PN: 36438)

Gazetted: 27 April 2016

Closing Date: 11 May 2016

Details: Wanniassa School is seeking an energetic, organised and self-motivated person to undertake the duties of the Building Services Officer. In accordance with Directorate policies and under general/limited supervision, the successful applicant will assume responsibility for the security of the school buildings, furniture, fittings and equipment; and the maintenance of the school buildings and day to day grounds maintenance. The successful applicant will manage the schools' maintenance programs and contractors, undertake regular inspections to determine priorities, perform or organise and oversee emergency repairs and support the school's sustainability initiatives. The successful applicant will assist with stocktakes and receipt of stores and equipment.

Eligibility/Other Requirements: Desirable: This position requires a good understanding of computer systems or a willingness to undertake additional training if required. An understanding of the school environment. Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to:

www.worksafe.act.gov.au/health_safety. Mandatory Training in other WHS procedures will be required during employment: for example Working at Heights, Sharps. Prior to commencing in this role, a current registration issued under the *Working With Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

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

Contact Officer: Maddie Mackay (02) 6205 6200 maddie.mackay@ed.act.edu.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

Strategic Planning

Planning

Greenfield Planning

Urban Planner

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 19296)

Gazetted: 27 April 2016

Closing Date: 13 May 2016

Details: The Strategic Planning Division of the Environment and Planning Directorate is seeking a highly motivated officer to assist in progressing key government greenfield and urban projects and policy development in a multi-disciplinary work environment. Candidates should have experience in undertaking and contributing to research, analysis and policy development on a range of contemporary urban and greenfield planning issues; managing a range of greenfield and urban planning related projects; preparing written material including submissions, briefs and correspondence; and consulting and liaising with government agencies, stakeholders, community groups and the general public.

Eligibility/Other Requirements: Tertiary qualifications in Urban Planning, Urban Design or another relevant professional area including Geography or Landscape Architecture would be highly desirable.

Note: This is a temporary position available until 24 December 2016.

Contact Officer: Steven Gianakis (02) 6207 1741 steven.gianakis@act.gov.au

Sustainability and Climate Change

Sustainability and Government

Business Unit

Program Support Officer

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 35595)

Gazetted: 26 April 2016

Closing Date: 3 May 2016

Details: An experienced and enthusiastic program officer is required to support the delivery of the Actsmart Business Public Event program. Under general direction, the officer will provide sound and accurate advice and information to management and public event holders through various media; support delivery and evaluation of an energy and water component of the existing Actsmart Public Event Program; deliver project to agreed outcomes, scope, deliverables and timeframe within an approved and appropriately managed budget; undertake appropriate stakeholder consultation, presentation and representation as necessary; promote the Actsmart brand and programs through events and forums.

Eligibility/Other Requirements: Essential: sustainability program experience and a driver's licence.

Note: The position is a part-time temporary position at 16:30 hours per week available until 30 June 2018 with the possibility of extension up to two years. After hours and weekend work required. Selection may be based on application and referee reports only.

Contact Officer: Kylie Hobday (02) 6207 1668 kylie.hobday@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>

Director General Reports

Financial Management

Financial Operations Support

Finance Manager

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 19025)

Gazetted: 28 April 2016

Closing Date: 5 May 2016

Details: Applications are invited from suitably experienced candidates to join the Financial Operations Support team as a part-time Finance Manager. The team provides financial support and advice to Senior Executives and Management within the organisation on matters related to budgeting, reporting, complex analyses and financial compliance issues. The ideal candidate will be degree qualified, working towards a CA/CPA qualification and will have experience in Financial/Management Accounting. Given the consultative nature of the role it is essential that the candidate has a strong focus on effective communication and internal stakeholder management. This position will suit a confident professional who is capable of leading and influencing others and is adaptable to a changing environment.

Notes: This is a temporary part-time position available for 12 months with the possibility of extension. Hours worked are negotiable up to a maximum of 25 hours per week. Selection may be based on application and referee reports only. Applications may be used to create a merit list for future recruitment.

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

ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

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

ACT Health is a smoke free environment, across all buildings, grounds and vehicles.

ACT Government employees enjoy excellent employment conditions. More Information is available at:

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

ACT Health also offers attractive salary packaging arrangements. Many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9,095, 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.

Reimbursement of many relocation costs is available if you are successful and move 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 three hours away by road. For more information on our great city and your future, visit:

<http://www.canberrayourfuture.com.au/>

Contact Officer: Judith Knight (02) 6244 4069 judith.knight@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Services

Senior Food Service Dietitian

Health Professional Level 4 \$97,514 - \$104,967, Canberra (PN: 31092)

Gazetted: 28 April 2016

Closing Date: 5 May 2016

Details: The Canberra Hospital is seeking a Dietitian with keen interest and skills in food service dietetics. The Senior Food Service Dietitian will work with senior management and staff of the Nutrition Department and other ACT Health Nutrition Teams to provide guidance and support to the food service department. Knowledge of food service management systems, trends in food service delivery and high level dietetic skills are essential. This role will also assist with the management of the Special Diet Service and Infant Feeding Service. The Senior Food Service Dietitian also undertakes a team leader role for Nutrition Technicians and Dietitians undertaking food service roles within the Nutrition Department.

Eligibility/Other Requirements: Eligible to hold Dietitians Association of Australia Accredited Practising Dietitian credential. Current driver's licence. Commitment to furthering qualifications in an area/s relevant to the position as appropriate.

Note: This is a temporary part-time position available for 15 to 22 hours or two to three days per week from May 2016 for 12 months with the possibility of extension. This is a part-time position however expressions of interest to undertake additional clinical dietetic duties to take the role to full time will be considered.

The successful applicant will be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. This position(s) may be required to participate in overtime, on call, and/or rotation roster. To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application.

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ACT Health is a smoke free environment, across all buildings, grounds and vehicles.

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

ACT Health also offers attractive salary packaging arrangements. Many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9,095, 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.

Reimbursement of many relocation costs is available if you are successful and move to Canberra.

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Contact Officer: Narelle Luff (02) 6244 2567 narelle.luff@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Program

Manager - Counselling Team

Health Professional Level 4 \$97,514 - \$104,967, Canberra (PN: 27580)

Gazetted: 28 April 2016

Closing Date: 12 May 2016

Details: The Alcohol and Drug Program has a permanent position for a Manager of a counselling team located in community settings. The Alcohol and Drug Program is a multidisciplinary service within the Division of Mental Health, Justice Health, Alcohol and Drug Services, providing a range of specialised services for people affected by alcohol and other drug use. This position will lead and manage a team of counsellors to provide a range of psychotherapeutic supports and services to the community in outpatient settings, including community health centres. This position will also work within a multidisciplinary team of health professionals to ensure appropriate and timely access to people affected by alcohol and other drugs. The successful applicant will be required to have extensive health service delivery experience along with highly developed management skills.

Eligibility/Other Requirements: Previous clinical and management experience is essential. Tertiary qualification in Social Work. Eligibility for membership of the Australian Association of Social Workers. Or a minimum of a four or five year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1). General Psychology registration with the Psychology Board of Australia (AHPRA). Psychology Board of Australia approved Principal and Secondary supervisor for 4+2 Internship and 5+1 program. Or eligible qualification pathways. Pathway 1 Minimum five-year full-time (or part-time equivalent) sequence of

study made up of: (i) Minimum three-year undergraduate Bachelor-level accredited degree in a health-related discipline (Psychology, Social Work, Occupational Therapy or other discipline considered relevant). AND (ii) Minimum two-year full-time (or part-time equivalent) post-graduate study in counselling via a Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA) accredited course; OR (iii) Three-year part-time Australian and New Zealand Association of Psychotherapy (ANZAP) training in the Conversational Model. Pathway 2: Minimum three-year undergraduate Bachelor of Counselling degree via a PACFA or ACA accredited course. And (i) Minimum one-year full-time (or part-time equivalent) post-graduate study in counselling via a PACFA or ACA accredited course. OR (ii) Three-year part-time ANZAP training in the Conversational Model.

Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3. Desirable: Preparedness to attain alcohol and other drug competencies as required by the Minimum Qualifications Strategy. Current driver's licence.

Notes: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the selection criteria and upload this as part of your application. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>. Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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Contact Officer: Jill Hughes (02) 6205 0947 jill.hughes@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Registered Nurse - Primary Health Team

Registered Nurse Level 2 \$85,659 - \$90,789, Canberra (PN: 14266)

Gazetted: 28 April 2016

Closing Date: 5 May 2016

Details: The Justice Health Primary Health Team is part of Justice Health Services (JHS) which is part of the Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) Division. JHS is a contemporary evidence based service providing high quality care. The Primary Health Team provides high quality primary healthcare to people located within the Alexander Maconochie Centre (AMC), Symonston Detention Centre and young people at Bimberi Youth Justice Centre (BYJC). It is expected that you will complete induction assessments, planning, implementing and discharge care of clients using a collaborative primary health care model within a custodial setting. You will be required to work at various JHS sites and provide nursing care to people accessing healthcare at Hume Health Centre, Bimberi Youth Justice Centre and the Symonston Detention Centre. You will also be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Registered Nurse Level 1 and Enrolled Nurses. You will also be responsible for a portfolio that has delegated in agreement with the Team Leader.

Eligibility/Other Requirements: Registered or eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Authority. Driver's licence is essential. Highly desirable: Previous experience within a corrections/forensics/sexual health/alcohol and drug/chronic disease environment. Tertiary or postgraduate qualifications and experience in clinical nursing practice.

Note: To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application. ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. ACT Health is a smoke free environment,

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<http://www.canberrayourfuture.com.au/>.

Contact Officer: Cheryl Cuthbertson (02) 6207 2843 cheryl.cuthbertson@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Womens and Babies

Registered Nurse/Midwife - Birthing Unit

Registered Nurse Level 2 \$85,659 - \$90,789, Canberra (PN: 22495)

Gazetted: 28 April 2016

Closing Date: 12 May 2016

Details: The Birthing Unit of the Centenary Hospital for Women and Children is seeking an experienced midwife to fill a Senior Registered Nurse/Midwife Level 2 position. The Birthing Unit is a dynamic environment and this position requires established team leader skills and excellent clinical knowledge.

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

Notes: The position may be offered either at full-time or part-time hours and works a seven day a week rotating roster. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the selection criteria and upload this as part of your application. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>. Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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Contact Officer: Wendy Alder (02) 6174 7660 wendy.alder@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Services

Audiologist

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 20262)

Gazetted: 28 April 2016

Closing Date: 5 May 2016

Details: The Canberra Hospital is looking for a suitably qualified Audiologist to undertake comprehensive audiology assessment within adult and paediatric populations. This position will work closely with the permanent Audiologist, Ear, Nose and Throat doctors and the Newborn Hearing Screening (NBHS) program. Duties include

provision of diagnostic audiology assessment with paediatrics and adults with the successful applicant demonstrating a thorough understanding of newborn infant assessment techniques and childhood development. Eligibility/Other Requirements: Mandatory qualifications apply. Recognised tertiary qualification in Audiology. Eligibility for full practicing membership with Audiology Australia, current Certificate in Clinical Practice highly desirable.

Notes: This is a part-time temporary position available at 7:21 per week, for a period of three months, with the possibility of permanency from this process. An order of merit will be created from this process that may be used to fill future temporary and permanent positions at level over the next 12 months.

To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application, including CV and two written referee reports.

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Contact Officer: Felicity Martin (02) 6244 2230 felicity.martin@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug

ACT Wide Mental Health Services

Case Manager

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 16183)

Gazetted: 28 April 2016

Closing Date: 12 May 2016

Details: The Mobile Intensive Treatment Team is a contemporary evidence-based service providing high quality mental health care that is guided by principles of Recovery. The Supported Accommodation Team will provide intensive clinical input for up to 20 mental health consumers living with significant chronic and severe mental health issues in various supported accommodations. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to all staff participating in the roster and support the Team Leader in change processes. You will be required to undertake professional development and supervision; participate in quality initiatives and contribute to the multidisciplinary team processes. In this position you are also expected to uphold the ACT Health Values of Care, Excellence, Collaboration and Integrity.

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

Notes: This is a part-time position three days per week at 22:03 hours per week. To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application. ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. The successful applicant may be required to be registered under the *Working with*

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Contact Officer: Kristine Taylor (02) 6205 0513 kristine.taylor@act.gov.au

Director General Reports

Financial Management

Financial Operations Support

Assistant Finance Manager

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 01764)

Gazetted: 28 April 2016

Closing Date: 5 May 2016

Details: Applications are invited from suitably experienced candidates to join the Financial Operations Support team as an Assistant Finance Manager. The role of the Assistant Finance Manager is to support and assist the team with matters related to budgeting, reporting, complex analyses and other financial processes. Effective communication and stakeholder management skills are essential as this position will be involved in providing support and advice to Senior Executives and Management. The ideal candidate will be degree qualified and will have some experience in Financial/Management Accounting. The position would suit a dynamic thinker who enjoys working in a team environment and may be looking to transition to the Senior Officer Grade level in the near future.

Notes: This is a temporary position available for 12 months with the possibility of extension. Selection may be based on application and referee reports only. Applications may be used to create a merit list for future recruitment.

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

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Contact Officer: Judith Knight (02) 6244 4069 judith.knight@act.gov.au

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Cancer Stream Administration

Community Health Intake Nurse

Registered Nurse Level 1 \$61,683 - \$82,398, Canberra (PN: 34009)

Gazetted: 28 April 2016

Closing Date: 5 May 2016

Details: The central Intake service for community based services; Community Health Intake (CHI) is seeking applications for a Registered Nurse Level 1 (RN1). This diverse role contributes to the intake, assessment and referral of consumers to facilitate access to comprehensive, quality health care within community based settings. This role would suit Registered Nurses who have a broad understanding of community based services, or an interest in learning more about them. You would be supported by a knowledgeable team of Registered Nurses and administration staff.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Notes: The position involves working Monday to Friday, with public holidays off.

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Contact Officer: Karen Faichney (02) 6174 8510 karen.faichney@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community and Older Persons Mental Health

Clinical Manager

Health Professional Level 2 \$59,971 - \$82,328, Canberra (PN: 19763)

Gazetted: 28 April 2016

Closing Date: 5 May 2016

Details: The Allied Health position is based in the City Mental Health Team, a multidisciplinary team that is part of Adult Community Mental Health Services. Allied health staff working within Mental Health, Justice Health, Alcohol and Drug Services are required to support people to achieve their personal recovery goals as identified in their Recovery Plan. Adult Community Mental Health Services provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT, with a strong focus on the provision of timely and effective mental health interventions.

Eligibility/Other Requirements: Mandatory Qualifications: Bachelor of Social Work and eligible for membership of the Australian Association of Social Work.

Degree (or recognised equivalent) in Occupational Therapy and registered with AHPRA, eligible for professional membership of Occupational Therapy Australia.

General Psychology registration with AHPRA.

Prior to commencement successful candidates will be required to undergo a pre-employment Police check.
Current driver's licence.

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

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Contact Officer: John Acs (02) 6205 1338 john.acs@act.gov.au

Health Planning and Infrastructure

Health Infrastructure Program Support

Personal Assistant, Project Delivery

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 27980)

Gazetted: 28 April 2016

Closing Date: 5 May 2016

Details: The Health Infrastructure Group directs and manages ACT Health's, Health Infrastructure Program. It is also responsible for strategic accommodation, the Capital Upgrades Program and the Arts in Health Program. In relation to health infrastructure projects, the Project Delivery Division provides project direction inclusive of design, construction and commissioning. The Personal Assistant is responsible for providing high level administrative support to the Executive Director, Project Delivery within the Health Infrastructure Group. The position supports the Executive Director on day-to-day matters, and is part of the Executive support team with the Executive Officer, Project Delivery. Applications are sought from suitable candidates who have experience in providing high level personal/executive assistant support to the Executive Director level, or equivalent. Applicants should be receptive and adaptive to change within a busy office environment.

Eligibility/Other Requirements: Desirable: Recent experience providing high level support to an Executive Director is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary full-time position until 30 June 2017 with the possibility of extension. The successful applicant may be found suitable on the basis of written applications and referee reports only.

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

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Contact Officer: Alice Fawcett (02) 6174 8010

Health Infrastructure Program

Health Infrastructure Program Support

Administration Support Officer

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 31029, several)

Gazetted: 28 April 2016

Closing Date: 5 May 2016

Details: The Administration Support Team, within Health Infrastructure (HI), provides administrative support to health infrastructure project and is currently looking for a suitably experienced administration officer to fill the role of Administration Support Officer. The Administration Support Officer within HI provides administration support to health infrastructure project teams and other staff within the branch, with a focus on duties such as: High level secretariat support to HIP project governance committees; Liaising with internal and external stakeholders, including ACT Health Executives and their PA's, consumer representatives and other external organisations; Arranging meetings, booking facilities and ordering catering; Maintaining records in accordance with ACT Government and project requirements; and Other administrative duties as required.

Eligibility/Other Requirements: Desirable: Recent experience in providing high level secretariat support to committees. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available until 31 December 2016, with the possibility of extension. A merit list will be developed from this recruitment, and may be used to fill vacancies over the next 12 months. Selection may be based on written applications and referee reports only.

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

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Contact Officer: Kristy Thompson (02) 6174 5931

Canberra Hospital and Health Services

Clinical Support Services

Ward Services

Ward Clerk

Administrative Services Officer Class 3 \$58,278 - \$62,720, Canberra (PN: 01156, several expected vacancies)

Gazetted: 28 April 2016

Closing Date: 5 May 2016

Details: The suitable occupant will support and accurately maintain the ACT Patient Administration System, and undertake a wide range of clerical duties in support of the clinical unit. The successful applicant will learn and undertake the full admission and discharge process in a timely manner.

Eligibility/Other Requirements: A sound knowledge and understanding of the Health Care System and the ability to provide high quality customer service, and proficient keyboard skills is desirable. Provide a proven knowledge of high quality customer service and ability to deliver to a diverse client population. Ability and willingness to participate in a rotating roster, including weekends, evening and a variety of shifts. Ability to work well under direction and independently whilst engaging as part of the Ward Clerk team. Ward Clerk services provide a 24 hour, 7 day a week service to the Inpatient Wards at The Canberra Hospital.

Note: Several part-time (and possible full -time) permanent positions are available which, include weekend and evening work. Please note that selection may be based on application and referee reports only. An order of merit will be established from this process and maybe utilised to fill identical full-time, part-time, temporary and casual positions which may occur within the next 12 months. Two referee reports must be submitted at the time of application. If the response to the selection criteria is not complete applications will not be considered. To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application. ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Government employees enjoy excellent employment conditions. More Information is available at: <http://health.act.gov.au/employment/enterprise-agreements/>. ACT Health also offers attractive salary packaging arrangements. Many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9,095, 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. Reimbursement of many relocation costs is available if you are successful and move to Canberra.

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Contact Officer: Gail Slater (02) 6244 3277 gail.slater@act.gov.au

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Support

Canberra Region Cancer Centre Operational Management

Administration Officer

Administrative Services Officer Class 3 \$58,278 - \$62,720, Canberra (PN: 22930)

Gazetted: 28 April 2016

Closing Date: 5 May 2016

Details: A permanent position has become available within the Administration Team of the Canberra Region Cancer Centre (CRCC). The Canberra Region Cancer Centre facilitates improved cancer treatment and other related services in the ACT and surrounding region by drawing together and integrating services, research and teaching programs within a single building. The administration team provides essential support to clinicians, nursing staff patients and the public.

Eligibility/Other Requirements: Ability to work varying start/finish times between 7:30am and 6:00pm to meet the operational requirements of the centre.

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Contact Officer: Drielle Field (02) 6174 8562 drielle.field@act.gov.au

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

Community Care Program

Enrolled Nurse

Enrolled Nurse Level 1 \$55,944 - \$59,772, Canberra (PN: 24264)

Gazetted: 28 April 2016

Closing Date: 12 May 2016

Details: An opportunity exists with the Tuggeranong Community Nursing team for a motivated and enthusiastic Enrolled Nurse. Experience in the community setting is preferred however a supportive orientation and training program will be provided.

Eligibility/Other Requirements: Registered as an Enrolled Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence.

Notes: This is a permanent part-time position available at 24 hours per week and includes some weekend work.

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

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Contact Officer: Wendy Woodman (02) 6205 2717 wendy.woodman@act.gov.au

Justice and Community Safety

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

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

ACT Corrective Services

Custodial Operations

Alexander Maconochie Centre

Correctional Operations Manager

Correctional Officer Grade 4 \$98,570 - \$105,125, Canberra (PN: 19248)

Gazetted: 22 April 2016

Closing Date: 25 May 2016

Details: A career opportunity has arisen in ACT (Australian Capital Territory) Corrective Services for an experienced, highly motivated, career-oriented Correctional Operations Manager. Canberra, being the capital of Australia, is located three hours drive south of Sydney and is home to Australia's first prison built within the legislative environment of the *Human Rights Act 2004* (ACT). The successful applicant will report to the Deputy General Manager, Custodial Operations, and provide support in managing all aspects of the day-to-day operations of the Alexander Maconochie Centre (AMC). The successful applicant will also ensure operational activities are carried out effectively and in accordance with relevant policies, procedures and legislation. Other key functions and skills include, but are not limited to: providing high-level strategic advice and leadership; operational support to the Deputy General Manager relating to correctional management; excellent communication and motivational skills; ability to manage detainees from diverse backgrounds providing innovative correctional solutions in a complex environment; managing and reporting on all aspects of finance and service delivery for Custodial Operations and supporting organisational and government priorities. On a day to day basis, the successful applicant will provide advice and support to correctional staff across the whole of Custodial Operations. This will include identifying and implementing professional development and training opportunities to ensure all correctional staff are sufficiently skilled to perform their duties. This will also include managing the development, evaluation and implementation of new policies and operating procedures to maintain the effective capability of the AMC. To be successful, you will demonstrate significant experience as a custodial manager, having managed all aspects of a complex correctional centre. You will also demonstrate a passion for people and a commitment to the healthy prison concept and rehabilitative outcomes for incarcerated individuals. Further, you will demonstrate exceptional judgement and an ability to develop, implement and evaluate key performance criteria. The position classification is Correctional Officer Class 4 and is based at the AMC in Hume, about 10 minutes drive from Canberra's main CBD. The position attracts a salary between \$98,570 and \$105,125 plus 10% superannuation and a 30% loading in lieu of penalty payments. The package also includes five weeks annual leave plus additional hours in lieu of public holidays. The successful applicant may be required to work varying shifts, including 12 hour rotational rostered shifts, and provide after hours on-call support and/or advice as per operational requirements. To apply, applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified selection criteria (no more than five pages); (3) a current resume; (4) the names and contact details of two referees (one should be a current Supervisor/Manager); and (5) a copy of their driver's licence. Please ensure you submit all five items.

Eligibility/Other Requirements: Relevant custodial experience. Certificate III and IV in Correctional Practice (Custodial), or equivalent, essential. Tertiary qualifications in Correctional Management, Management, Law, Criminology or other behavioural science, highly desirable. Current unrestricted manual driver's licence and Senior First Aid Certificate are essential requirements. There are four stages to this recruitment process: (1) initial application assessment; (2) psychometric (psychological aptitude) testing (please note, we are unable to provide feedback about the results of the psychometric test); (3) interview; and (4) referee assessment. Candidates who successfully complete each stage will undergo a medical assessment and a criminal history check and will be required to have a current Working with Vulnerable People Clearance upon commencement. To be eligible for permanent appointment, you must be an Australian citizen or a permanent resident of Australia (includes New Zealand citizens).

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Don Taylor (02) 6207 0040 don.taylor@act.gov.au

ACT Corrective Services

Custodial Operations

Corrections Psychological and Support Services

Senior Clinician and Assistant Manager

Senior Professional Officer Grade C \$97,514 - \$104,967, Canberra (PN: 14398)

Gazetted: 27 April 2016

Closing Date: 13 May 2016

Details: A career opportunity has arisen in ACT Corrective Services for a suitably qualified and highly motivated Senior Clinician/Assistant Manager with demonstrated clinical experience, personal integrity, and exceptional

communication skills to be part of a multidisciplinary team. Reporting directly to the Senior Manager, Corrections Psychological and Support Services (CPSS), you will assist with the management of daily operations of specific accommodation areas where detainees with complex needs are being housed (such as Crisis Support Unit, Management Unit and/or High Needs Cottage). You will also provide advice and direction in the management of detainees with complex needs as required by the agency and for external bodies. In addition, you will manage staff practice in providing acute care of detainees with complex needs, provide leadership and clinical/practical advice and support staff in specific accommodation areas. Further to this, you will manage, develop and review functions, procedures and protocols in specific accommodation areas, contribute and assist with the management of crisis/psychosocial support services and promote community and family involvement in the care of detainees affected by mental health. To be successful, you will be required to demonstrate exceptional communication and interpersonal skills in addition to strong leadership and management skills. You will also be able to demonstrate exceptional problem solving and strategic planning ability. This position offers the benefits of professional supervision, professional development opportunities and placement and registrar opportunities on site. Flexible working hours can also be negotiated. The successful applicant will be required to be available for on-call arrangements and weekend/public holiday work hours, as per operational requirements. This position is located at the Alexander Maconochie Centre, Canberra ACT. The salary for this position is \$97,514 - \$104,967 per annum, plus 10% superannuation, four weeks annual leave and access to flex time. To apply, applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement addressing the selection criteria (maximum of one A4 page per criteria); (3) a current resume; (4) the names and contact details of two referees; and (5) a copy of their driver's licence. Please ensure you submit all five items. Ideally, one of the referees should be a current supervisor.

Eligibility/Other Requirements: Minimum four-year qualification in Psychology or Social Work or relevant mental health discipline is essential; Clinical or psychological intervention experience is essential; Experience within a forensic setting is desirable but not essential; Current driver's licence is essential. All eligible applicants will be subject to a Police Record Check. Applicants may be required to undertake psychological aptitude testing as part of the assessment process; and applicants must be prepared to work varied day hours, and some on call/weekend work on rotation.

Note: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804
Contact Officer: Ahu Kocak (02) 6207 7776 ahu.kocak@act.gov.au

Human Rights Commission

Discrimination, Health, Disability and Community Services Commissioner

Senior Review Officer

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 09941)

Gazetted: 22 April 2016

Closing Date: 6 May 2016

Details: The Commission is seeking an analytical, solutions-focused and resilient person to be responsible for the handling of an investigation caseload of complex health complaints. This process involves collecting and analysing information, negotiating informal resolutions, preparing reports and recommendations for further action, and effectively managing competing priorities. Strong written and oral communication skills are essential. The position also involves giving information, advice and referral to users of health services and services for older people about rights, responsibilities and complaint handling options. The successful applicant will be required to maintain accurate records of enquiries, complaints and actions taken, and undertake other administrative and operational tasks. The Health Services Commissioner's team is small and relies on a strong sense of teamwork in order to achieve shared goals. The successful applicant will be able to demonstrate their ability to develop and maintain positive workplace relationships. Applicants may be assessed on written applications only. The ACT Human Rights Commission recruits for diversity. Aboriginal and Torres Strait Islander People and People with a Disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position please contact the contact officer for this position.

Eligibility/Other Requirements: Understanding of and commitment to human rights and rights of service users and the principles of procedural fairness is highly desirable. Relevant tertiary qualifications would be an advantage.

Notes: This is a part-time position available at 29:24 hours per week. 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 -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Sean Costello (02) 6205 2222 sean.costello@act.gov.au

ACT Corrective Services

Custodial Operations

Alexander Maconochie Centre

Area Manager

Correctional Officer Class 3 \$84,477 - \$90,048, Canberra (PN: 49988)

Gazetted: 22 April 2016

Closing Date: 18 May 2016

Details: ACT Corrective Services is pleased to announce an exceptional career opportunity for individuals interested in becoming an Area Manager (Correctional Officer Class 3). The successful applicant will report to the Operations Manager (CO4) and will be responsible for providing leadership, supervision and management of staff and operations in Correctional facilities. As an Area Manager, you will also have the capacity to assume control of the facility in the absence of the Operations Manager and/or Deputy General Manager. On a day to day basis, the successful applicant will ensure safe care and custody of detainees, maintain security and supervision of staff and detainees and admit and discharge detainees in accordance with relevant legislation. In addition to this, you will also monitor and contribute to the implementation and effective operation of systematic Case Management, including supervising the Supervisor (CO2) allocation of resources and case loads, attendance at the Sentence Planning group, advising on detainee classification and placement and direct responsibility and oversight of the management of complex and at risk/vulnerable detainees, including chairing of the High Risk Assessment meetings and Intensive Case Management Committee meetings. The successful applicant will also prepare reports and undertake investigations as required and ensure staff and detainees comply with relevant legislation, policies and procedures. To be successful, you will demonstrate exceptional communication and interpersonal skills in addition to leadership and management skills. You will also demonstrate a passion for people and a commitment to the promotion of a positive and rehabilitative culture and environment. The position is based at the Alexander Maconochie Centre in Hume. The position attracts a salary between \$84,477 - \$90,048 plus 10% superannuation and a 30% loading in lieu of penalty payments. The package also includes five weeks annual leave plus additional hours in lieu of public holidays. The successful applicant may be required to work varying shifts, including 12 hour rotational rostered shifts, and provide after hours on-call support and/or advice as per operational requirements. To apply, applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified selection criteria (no more than five pages); (3) a current resume; (4) the names and contact details of two referees (one should be a current Supervisor/Manager); and (5) a copy of their driver's licence. Please ensure you submit all five items.

Eligibility/Other Requirements: Relevant custodial experience or Certificate III in Correctional Practice (Custodial) are essential; If Certificate III in Correctional Practice (Custodial) is not held it must be attained within 12 months of date of entry to service; Relevant tertiary qualifications are desirable; Current unrestricted manual driver's licence and Senior First Aid Certificate are essential requirements; and eligible applicants will be required to undergo pre-employment psychological and medical testing and a Police record Check. There are four stages to this recruitment process: (1) initial application assessment; (2) psychometric (psychological aptitude) testing (please note, we are unable to provide feedback about the results of the psychometric test); (3) interview; and (4) referee assessment. Candidates who successfully complete each stage will undergo a medical assessment and a criminal history check and will be required to have a current Working with Vulnerable People Clearance upon commencement. To be eligible for permanent appointment, you must be an Australian citizen or a permanent resident of Australia (includes New Zealand citizens).

Note: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Paul Rushton (02) 6207 9413 paul.rushton@act.gov.au

Emergency Services Agency

ACT Ambulance Service

Executive

Executive Officer

Senior Officer Grade A \$133,383, Canberra (PN: 23580)

Gazetted: 22 April 2016

Closing Date: 13 May 2016

Details: Expressions of Interest (EOI) are being sought from suitably qualified persons who are interested in undertaking the role of Executive Officer to the Chief Officer ACT Ambulance Service. This position, which provides a valuable personal developmental opportunity, will suit an enthusiastic, highly professional officer with an interest in Leading and Managing organisational change and improving Ambulance Service capability.

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. Please provide a response to each individual Selection Criteria outlining experience and/or ability, contact details of at least two referees and a current curriculum vitae. Please limit your responses to one A4 page against each criteria.

Eligibility/Other Requirements: Current ACT C class driver's licence or interstate equivalent. Current experience as a Senior Manager in an agency engaged in the delivery of emergency ambulance (pre hospital) and or health related services to the community is highly desirable. Qualifications in management would be considered favourably. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: This is a temporary position available for a period of up to 12 months.

Contact Officer: Jon Quiggin (02) 6207 0490 jon.quiggin@act.gov.au

Office of the Legislative Assembly

Business Support

Assembly Attendant

Administrative Services Officer 2 \$26.83 to \$29.63 per hour plus a 25% loading, Canberra (PN: Various)

Gazetted: 27 April 2016

Closing Date: 13 May 2016

The Office of the Legislative Assembly is seeking people interested in obtaining casual employment as an Assembly Attendant at the ASO2 level. Casual salary rates are between \$26.83 to \$29.63 per hour plus a 25% loading in-lieu of the accrual of leave entitlements. These rates will increase by 1.5% from 6 October 2016 and again in April 2017.

Assembly Attendants are responsible for providing front line customer service to Members of the Legislative Assembly, their staff, the Office of the Legislative Assembly staff, officials, visitors and the general public.

Attendants conduct security screening; issue visitor passes; respond to telephone and face to face enquiries; and work within the Assembly Chamber during sitting periods.

Casual Assembly Attendants must be prepared to work on a roster system, sometimes at short notice, and to work extended hours on Assembly sitting days. The Assembly sits for approximately 13 weeks per year.

ACT Public Service terms and conditions will apply to any employment. If you are interested in being considered to work as a casual Attendant, please email a cover letter detailing relevant experience and attributes, and your resume to: OLARecruitment@parliament.act.gov.au

Eligibility/Other Requirements: The ACT Public Service Commissioner has agreed that, in recognition of the fact that the Legislative Assembly security screening obligations require both male and female attendant staff to be employed, preference may be given in this recruitment process to suitable female applicants.

Contact Officer: Emma Talbot (02) 6205 0150 OLARecruitment@parliament.act.gov.au

Applications can be forwarded to: OLARecruitment@parliament.act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 3 \$58,278 - \$62,720

Bojan Banjac 846-90618, Section 68(1), 19 April 2016

Administrative Services Officer Class 3 \$58,278 - \$62,720

Courtney Alice Brown 846-95793, Section 68(1), 22 April 2016

Administrative Services Officer Class 5 \$71,907 - \$76,114

Nilusha De Silva 827-36352, Section 68(1), 21 April 2016

Administrative Services Officer Class 6 \$77,482 - \$88,676

Mark Fletcher 836-00772, Section 68(1), 21 April 2016

Administrative Services Officer Class 3 \$58,278 - \$62,720

Hayden Pini 846-94379, Section 68(1), 22 April 2016

Administrative Services Officer Class 5 \$71,907 - \$76,114

Chulalux Set 820-98039, Section 68(1), 21 April 2016

Administrative Services Officer Class 5 \$71,907 - \$76,114

Setubahen Kaushal Shah 827-40968, Section 68(1), 21 April 2016

Administrative Services Officer Class 4 \$64,700 - \$70,057

Katherine Spitzkowsky 846-88112, Section 68(1), 26 April 2016

Community Services

Health Professional Level 1 \$56,241 - \$71,657

Amna Aftab 848-63902, Section 68(1), 14 April 2016

Health Professional Level 1 \$56,241 - \$71,657

Bella Mitshabu 848-64542, Section 68(1), 14 April 2016

Administrative Services Officer Class 5 \$71,907 - \$76,114

Richard Neish 846-98185, Section 68(1), 25 April 2016

Health Professional Level 1 \$56,241 - \$71,657

Madison Seymour 848-64534, Section 68(1), 21 April 2016

Health Professional Level 1 \$56,241 - \$71,657

Jo-Ann Stojkovic 846-84402, Section 68(1), 21 April 2016

Health Professional Level 1 \$56,241 - \$71,657

Rebekah Aguilar 836-09662, Section 68(1), 21 April 2016

Education

School Assistant 2 \$43,736 - \$48,298

Beverley Gai Carrett 843-42218, Section 68(1), 26 April 2016

Infrastructure Officer 2 \$77,574 - \$89,249

Kenneth Robert Newham 848-67583, Section 68(1), 20 April 2016

Health

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade)

Louise Barrett 848-20304, Section 68(1), 30 April 2016

Administrative Services Officer Class 4 \$64,700 - \$70,057

Nerida Douglas 848-20494, Section 68(1), 21 April 2016

Senior Officer Grade C \$97,514 - \$104,967

Manoj Duraibabu 838-54270, Section 68(1), 21 April 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Sangita Gautam 848-67778, Section 68(1), 26 April 2016

Health Professional Level 6 \$133,383

Samuel Moses Lazarus 848-67807, Section 68(1), 26 April 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Eun Hye (Esther) Lee 848-67903, Section 68(1), 14 April 2016

Administrative Services Officer Class 4 \$64,700 - \$70,057

Donna Mannall 848-67639, Section 68(1), 26 April 2016

Registered Nurse Level 3.1 \$98,207 - \$102,249

Russell Robson 845-19634, Section 68(1), 21 April 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Eun Jin (Grace) Son 848-67647, Section 68(1), 4 April 2016

Senior Specialist \$215,686

Nicholas Coatsworth, 84711001, Section 68(1), 26 April 2016

Staff Specialist 1-5 \$159,644 - \$197,006

Ruwan Suwandarthne, 82957278, Section 68(1), 22 April 2016

Justice and Community Safety

Administrative Services Officer Class 6 \$77,482 - \$88,676

Peter Henningsen 848-68164, Section 68(1), 26 April 2016

Territory and Municipal Services

Technical Officer Level 3 \$67,119 - \$75,852

Jonathan Hazell 846-96825, Section 68(1), 27 April 2016

TRANSFERS

Chief Minister, Treasury and Economic Development

Bohdana Russell: 835-8163

From: Administrative Services Officer Class 4 \$64,700 - \$70,057

Community Services

To: Administrative Services Officer Class 4 \$64,700 - \$70,057

Chief Minister, Treasury and Economic Development, Canberra (PN. 11843) (Gazetted 10 March 2016)

Community Services

Lauren Bell: 821-26175

From: Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade)
Community Services Directorate
To: Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade)
Community Services, Canberra (PN. 32248) (Gazetted 6 May 2015)

Health

Kenneth William Bailey: 786-49205

From: Registered Nurse Level 3.1 \$98,207
Health
To: Registered Nurse Level 3.1 \$98,207 - \$102,249
Health, Canberra (PN. 26360) (Gazetted 4 February 2016)

Joanna Cole: 846-85659

From: Health Professional Level 4 \$104,967
Health
To: Health Professional Level 4 \$97,514 - \$104,967
Health, Canberra (PN. 22566) (Gazetted 14 January 2016)

Amanda Keogh: 771-93859

From: \$111,021
Health
To: Senior Officer Grade C \$97,514 - \$104,967
Health, Canberra (PN. 28903) (Gazetted 10 March 2016)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Infrastructure Finance and Advisory

Infrastructure Policy and Analysis

Jeffrey Dwayne Hart: 835-69875

From: Senior Officer Grade C \$97,514 - \$104,967
Chief Minister, Treasury and Economic Development
To: Senior Officer Grade B \$114,847 - \$129,290
Chief Minister, Treasury and Economic Development, Canberra (PN. 36656) (Gazetted 05 February 2016)

Education

Education Strategy

Learning and Teaching

Curriculum

Henrietta Claire Karmel: 844-82501

From: Administrative Services Officer Class 5 \$71,907 - \$76,114
Education Directorate
To: Administrative Services Officer Class 6 \$77,482 - \$88,676
Education, Canberra (PN. 36633) (Gazetted 11 March 2016)

Education Strategy

Student Engagement

Director's Office

Gabrielle Webb: 821-10800

From: Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade)
Community Services
To: †Senior Officer Grade C \$97,514 - \$104,967
Education, Canberra (PN. 36862) (Gazetted 24 March 2016)

Health

Canberra Hospital and Health Services

Deputy Director General Canberra Hospital and Health Services

ACT Chief Nurse

Carmel McQuellin: 836-15341

From: Senior Officer Grade C \$97,514 - \$104,967
Health
To: †Registered Nurse Level 3.2 \$111,021
Health, Canberra (PN. 26089) (Gazetted 7 January 2016)

Territory and Municipal Services

Parks and Territory Services

ACT NOWaste

Chloe Anderson-Clift: 827-47609

From: Administrative Services Officer Class 3 \$58,278 - \$62,720
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 4 \$64,700 - \$70,057
Territory and Municipal Services, Canberra (PN. 36296) (Gazetted 13 October 2015)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.