



ACT Government Gazette

Gazetted Notices for the week beginning 23 March 2017

VACANCIES

Canberra Institute of Technology

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

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

CIT Business, Tourism and Accounting

CIT Accounting and Law

Accounting Teacher

Teacher Level 1 \$69,477 - \$92,704, Canberra (PN: 51778)

Gazetted: 27 March 2017

Closing Date: 10 April 2017

Details: Canberra Institute of Technology (CIT) is a dynamic, connected and diverse provider of vocational education and training (VET) offering quality skills development to individuals, employers and industry in Canberra, Australia and globally. CIT is a leading provider of VET, holding the title of ACT Large Registered Training Organisation (RTO) of the Year for the last eight consecutive years. The Accounting, Bookkeeping and Legal Services department are seeking to employ a Teaching Level 1 position within the Business, Tourism, and Accounting College. Key knowledge skills and attributes of the position include: Relevant industry experience in the financial services industry (minimum experience five years); Passionate about sharing their industry knowledge with students studying in the financial services industry; Digital literacy in Microsoft Office suite. 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 and/or registrations/licensing: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015 Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or its successor). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or its successor). Appropriate industry competencies demonstrated by the following qualifications: Bachelor Degree in Commerce, Arts (Accounting), Economics, or similar and Post graduate qualification in Finance, Accounting or related area. Industry Experience In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable: Membership of the Institute of Public Accountants, CPA Australia or Chartered Accountants Australia and New Zealand, Tax Agents Registration.

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

Contact Officer: Bettina Hiscock (02) 6207 3272 bettina.hiscock@cit.edu.au

CIT Brand and Business Development

CIT Marketing

Marketing Officer

Public Affairs Officer 1 \$67,684 - \$77,256, Canberra (PN: 34291)

Gazetted: 23 March 2017

Closing Date: 6 April 2017

Details: An opportunity exists for a motivated result driven Marketing Officer to join CIT. Under the general direction of the Marketing Manager, the Marketing Officer is responsible for a variety internal and external marketing, communication and advertising activities at CIT. The Marketing Officer will work closely with the

Marketing Manager, CIT teaching colleges and divisions to develop and deliver marketing and communication strategies for the Canberra Institute of Technology to meet client service outcomes. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal and Torres Strait Islander peoples and/or people with a disability. Eligibility/Other Requirements: Post-school studies in a related discipline and/or related work experience. Desirable: Experience in advertising/marketing/communications. Strong customer service experience. Graphic design skills.

Note: This is a temporary position available until 30 June 2019 with the possibility of extension up to but not exceeding five years in total. Temporary employment offered as a result of this advertisement may lead to permanency/appointment as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.

Contact Officer: Rebecca Sporcic (02) 6207 4073 rebecca.sporcic@cit.edu.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

Shared Services

Finance and Payroll Services

Payroll Services

Supervisor Payroll Services

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 09370)

Gazetted: 23 March 2017

Closing Date: 6 April 2017

Details: Payroll Services is seeking a highly motivated payroll specialist to provide leadership and contribute to the effectiveness of customer focus responsible for administering payroll services to the ACT Government. The role is responsible for managing the complex payroll matters and is responsible for the interpretation and application of ACTPS classification based Enterprise Agreements and associated ACTPS policies. The role requires well developed communication, liaison skills and the ability to develop and interpret analytical reports. The payroll specialist will contribute to management strategies as required, to support and foster new initiatives in the interest of delivering effective payroll services.

Eligibility/Other Requirements: Chris 21 experience is desirable.

Contact Officer: Maria Webster (02) 6207 5406 maria.webster@act.gov.au

Enterprise Canberra

Active Canberra

Sport and Recreation Facilities

Senior Project Officer – Sportsground Operations

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 38350)

Gazetted: 28 March 2017

Closing Date: 11 April 2017

Details: Active Canberra is seeking a highly motivated and organised officer to undertake the role of Senior Project Officer – Sportsground Operations with the Sport and Recreation Facilities Section of the Branch. Key duties include working as a member of the Sport and Recreation Facilities team to ensure that customer services, key projects, partnerships and administrative services are delivered in a timely and efficient manner. The preparation of briefs, submissions and correspondence is also required along with the application of strong skills in client relationships and customer service. Management of the sportsground allocation process and oversight of sportsground bookings is an important responsibility within the role. Further duties include research and analysis of key sport, recreation and social issues and risks to contribute to the development of appropriate responses, solutions and plans relating to the provision of sport and recreation facilities.

Note: This is a temporary position available until 30 June 2020.

Contact Officer: Mick Roberts (02) 6207 5143 mick.roberts@act.gov.au

Economic Development

Procurement and Capital Works

Finance and Reporting

Finance and Systems Officer

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 38355)

Gazetted: 27 March 2017

Closing Date: 3 April 2017

Details: The Finance and Reporting team of Procurement and Capital Works (PCW) seeks the services of an experienced and motivated individual to undertake the joint roles of a Finance and Systems Officer. The roles will involve assisting with the implementation of the Project Management and Reporting System (P-MARS) for capital works, as well as undertaking the role of Finance Officer. Duties may include: Provide strategic and operational support to the Project Director, P-MARS; Assist with the implementation of the P-MARS project, including system testing, administration, training and trouble-shooting; Liaise across Procurement and Capital Works, government and with Treasury to ensure that stakeholders are fully engaged through the implementation and initial operational phases of the P-MARS project. Under direction from the Finance Manager, undertake financial and project reporting and related processes including assisting in the monthly and annual financial management, budgeting and reporting cycle; Actively engage with PCW managers and external experts to assist in the development, implementation and monitoring of financial and project management processes and frameworks to drive continuous improvement in relation to financial project management; and assist in the overall operations of the Finance and Reporting team to ensure the team's objectives are achieved.

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

Contact Officer: Richard Hutch (02) 6207 9956 richard.hutch@act.gov.au

Access Canberra

Projects, Governance and Support

Government Business and Coordination

Government Business and Coordination Officer

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 43670)

Gazetted: 28 March 2017

Closing Date: 4 April 2017

Details: At Access Canberra, we find innovative solutions that create positive change in our community. We are often the first point of contact for anyone wanting to interact with the ACT Government and we are working to make this process easier, simpler and faster for all. We are currently looking for energetic, results-driven people to fill the position of Government Business and Coordination Officer in our Government Business and Coordination team. This team works in a fast-paced environment, preparing and coordinating Cabinet and Legislative Assembly material such as briefs, speeches and reports for all of Access Canberra. They also provide coordination activities across all of Access Canberra's functions, provide secretariat support to the Gambling and Racing Commission as well as processing Freedom of Information requests for the community.

Eligibility/Other Requirements: Freedom of Information experience would be highly regarded.

Note: This is a temporary position available until 30 June 2017 with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Audrey Aquilina (02) 6207 4442 audrey.aquilina@act.gov.au

Enterprise Canberra

Active Canberra

ACT Academy of Sport

Business Support Officer

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 35842)

Gazetted: 29 March 2017

Closing Date: 5 April 2017

Details: Active Canberra is seeking an enthusiastic and motivated person to join our ACT Academy of Sport (ACTAS) team. The Business Support Officer is a member of the Active Canberra Executive Team and is responsible for assisting the Active Canberra Business Manager. The main duties of the Business Support Officer are: Assist the

Active Canberra Business Manager with the financial management operations of the Branch, with particular emphasis on the financial operations of the ACTAS; Conduct regular expenditure reviews against approved budget allocations and prepare reports; Assist the Active Canberra Business Manager with providing timely advice for the Director and senior officers in relation to financial, staffing and administration matters affecting the Branch; Assist with human resource functions as they relate to recruitment and management of personnel issues; and Maintain effective means of communication within the Branch.

Eligibility/Other Requirements: Relevant experience working in a business support role within government, particularly in the areas of finance (processing and budget reporting) and human resources (timesheets, leave, recruitment, travel). Experience with ACT Government processes, specifically TM1, Oracle and TRIM. 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.

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

Contact Officer: Gerard Corradini (02) 6207 4410 gerard.corradini@act.gov.au

Access Canberra

Community, Business and Transport Regulation

Auditing

AES Auditor

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 38356)

Gazetted: 29 March 2017

Closing Date: 12 April 2017

Details: Under the general direction be responsible for: Auditing of Authorised Examiner Scheme; Attend to enquiries and complaints from members of the public and undertake appropriate investigations; Prepare briefs, reports and represent the Road Transport Authority at the ACT Civil and Administrative Tribunal. Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework. This position does not involve direct supervision of personnel.

Eligibility/Other Requirements: Motor Mechanic Trade Certificate or equivalent, a current driver's licence. Ability and willingness to work in field operations, on weekends or after-hours.

Contact Officer: Gerry Ward (02) 6205 9618 gerry.ward@act.gov.au

Policy and Cabinet

Government Reform

Regulation Reform

Director, Government and Regulation Reform

Executive Level 1.3 \$224,134 - \$233,847 depending on current superannuation arrangements, Canberra (PN: E382)

Gazetted: 28 March 2017

Closing Date: 31 March 2017

Details: An exciting opportunity exists for an innovative and responsive candidate to lead the Government and Regulatory Reform team in CMTEDD for a period of six months. The position requires outstanding leadership, strategic policy and communications skills. The team is currently delivering key government policies and initiatives involving taxi industry innovation, public transport improvement, deregulation and improvements to service delivery. A commitment to public service values is essential. The team works in an activity-based work environment, without an office or allocated desk.

Remuneration: The position attracts a remuneration package ranging from \$224,134 to \$233,847, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$176,592.

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

How to Apply: Interested candidates should email a short EOI (around two pages), a current CV and confirmation of their ability to be released, to Ms Leesa Croke, Deputy Director-General by Noon Tuesday 4 April 2017.

Contact Officer: Leesa Croke (02) 6207 3751 leesa.croke@act.gov.au

Enterprise Canberra

Active Canberra

Sport and Recreation Facilities

Manager – Capital Works

Infrastructure Manager/Specialist 1 - Infrastructure Manager/Specialist 3 \$150,820 - \$172,366, Canberra (PN: 38351)

Gazetted: 28 March 2017

Closing Date: 11 April 2017

Details: Active Canberra is seeking a highly motivated, experienced and organised officer to undertake the role of Manager – Capital Works with the Sport and Recreation Facilities Section of the Branch. Key duties include the management and delivery of sport and recreation capital works projects, technical control, coordination of contract arrangements and project related partnerships. The preparation of complex briefs, submissions and correspondence is required inclusive of budgetary matters, issue resolution and risk management. Further duties include the provision of specialised advice to senior management and stakeholders, with a reference to legislation, policies and procedures associated with capital infrastructure developments in the ACT.

Eligibility/Other Requirements: High level experience in capital works project management is essential.

Note: This is a temporary position available until 30 June 2020. This position is available at either the Manager/Specialist 1 or 2 dependent on the experience of the successful applicant.

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

Shared Services

Business Application Management

Education ICT

Operations Manager

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 07226)

Gazetted: 27 March 2017

Closing Date: 10 April 2017

Details: Shared Services, Education ICT are seeking a self-motivated person with broad technology knowledge and skills and good knowledge of contemporary technology, including; digital technology and cloud based ICT services. You need to be able to effectively lead a small team, engage broadly, be able to think on your feet, work well under pressure, and provide leadership and strategic advice on major educational and information technology issues in an ITIL based environment. As a key issues-escalation point, you will need to understand how organisations operate, and have an understanding of Government process. We are looking for somebody who can own problems and solutions. Conciseness and high level written and verbal communication skills is valued in this role as the successful applicant will be expected to represent Shared Services, Education ICT and will undertake high level project work, particularly in the areas of ICT Management and ICT for learning and teaching.

Eligibility/Other Requirements: Highly desirable: ITIL Foundations and Practitioners Certificates. Project Management certification (Prince2 or equivalent). Educational and professional qualifications checks may be undertaken prior to employment.

Contact Officer: Bruce Abdilla (02) 6207 6851 bruce.abdilla@act.gov.au

Sales, Marketing and Property Management

Venues Canberra

Manuka Oval

Security Safety and Compliance Manager – Venues Canberra

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 30708)

Gazetted: 24 March 2017

Closing Date: 10 April 2017

Details: Venues Canberra is responsible for the hosting of events at the Territory's major venues, being Exhibition Park in Canberra (Exhibition Park), GIO Stadium, Manuka Oval, the National Arboretum of Canberra, and Stromlo Forest Park; and the management and operation of these venues. Venues Canberra is seeking an experienced Security Safety and Compliance Manager. The successful candidate will have demonstrated experience in managing the security and safety of a large business or enterprise, preferably within an entertainment, stadium or public mass gathering environment. As well as demonstrated experience in developing and maintaining Risk Management Plans, Security Management Plans and Emergency Management Plans in accordance with

appropriate legislation and standards. The successful candidate will also develop and maintain appropriate policies and procedures for the effective management of Safety and Security At Venues Canberra's Venues. Duties of the Security Safety and Compliance Manager will include: Perform the duties of Security Safety and Compliance Manager across Venues Canberra; Prepare, implement and maintain risk assessments, security and emergency management plans in accordance with relevant standard and best practice; Develop, compile and report against Security and WH&S trends and statistics for Venues Canberra sites and events; Oversee Venues Canberra's compliance with Directorate level WH&S obligations; Undertake the role of Security Manager at Venues Canberra Events as delegated; Prepare and review Safety and Security Briefing notes for Venue Staff and Subcontractors; As required prepare high level Security and WH&S briefs for Venues Canberra's Management; Contract manage all security providers to Venues Canberra; Responsible for strategic and compliance management of CCTV at Venues Canberra sites; Represent Venues Canberra and liaise with other Government and Non Government entities in relation to safety and security matters; Work closely with Venue Managers for the delivery of Event Days; Work closely with Venue Managers and Senior Manager Events and Operations on the preparation of business cases and budget bids in relation to Security and Safety requirements; Direct management of the Venues Canberra's Compliance officer; Responsible for strategic management of venue's accreditation, access control, alarm, FIP, EWIS and monitoring; Assist the Senior Manager, Events and Operations Manager with other tasks as required. Eligibility/Other Requirements: Driver's licence. The ability to perform regular after hours, public holidays and weekend work in support of booked events. The ability to acquire an ACT Working with Vulnerable Persons check. Desirable: Possession of or the ability to acquire ACT security licences 1A, 1C, 1E, Master Licences, 2A, 2C, 2D and a Security Trainers Licences. Possession of or the ability to acquire a first aid certificate Possession of or the ability to acquire a Negative Vetting 1 National Security Clearance.

Contact Officer: Matthew Elkins (02) 6256 6708 matthew.elkins@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

Asset Management Branch

Capital Delivery

Senior Project Officer

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 17752)

Gazetted: 23 March 2017

Closing Date: 6 April 2017

Details: Sitting within Housing and Community Services, the Capital Delivery team is responsible for the development, refinement and review of the strategic asset management principles and associated property standards that set the direction for the acquisition, disposal, redevelopment, repair, maintenance and improvement of stock to ensure where possible, that the right stock is in the right location to meet tenant needs. This includes use of the condition information in the long term management of the assets. The team is also responsible for the delivery of associated asset projects, providing stock-related advice to other sections within Housing and Community Services as well as other external stakeholders, and assessing existing assets for development opportunity. This includes undertaking design and feasibility work on public housing stock, as well as carrying out various projects related to the replacement of older/ageing public housing stock. We are looking for a highly motivated individual to join the busy team. The position will be responsible for a range of activities including managing projects, undertaking research and analysis, providing administrative assistance and coordination of activities.

Eligibility/Other Requirements: Qualifications and experience in architecture, construction, project management and/or procurement are highly desirable. Experience and/or familiarity with ACT building design specifications is highly desirable.

Note: This is a temporary position available for up to 12 months with the possibility of permanency.

Contact Officer: Craig Spencer (02) 6205 9668 craig.spencer@act.gov.au

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

Housing and Community Services

Housing ACT

Gateway Services

Client Service Officer

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 28917)

Gazetted: 28 March 2017

Closing Date: 4 April 2017

Details: Gateway Services is seeking an enthusiastic, flexible and motivated person who enjoys working in a busy Human Services environment delivering high quality client focused services to a diverse client group seeking housing assistance. In addition, providing advice, information and/or signposting clients to a broad range of related services. As a Client Service Officer within the Central Access Point (CAP), the successful candidate will require a consistent and reliable work ethic, strong and efficient administration skills, liaison and negotiation skills, with the ability to manage conflicting demands and meet deadlines that ensure a positive client experience.

Eligibility/Other Requirements: Experience in using a range of IT business and office applications; Current driver's licence. A *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

Contact Officer: Kathy Torcasio (02) 6205 5362 kathy.torcasio@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.

Strategy Participation and Early Intervention

Community Participation Group

Executive Assistant

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 36580)

Gazetted: 24 March 2017

Closing Date: 31 March 2017

Details: The position of Executive Assistant requires a highly motivated person to provide high-level administrative and secretarial support to manage the workflow of the Director, Community Participation Group (CPG). The position occupant will require excellent interpersonal, administrative and coordination skills and have the ability to manage sensitive and confidential issues and a demonstrated ability to liaise with people from Government and non-Government sectors.

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

Contact Officer: Sandeep Patel (02) 6205 8638 sandeep.patel@act.gov.au

Child and Youth Protection Services

Change Management and Reform

Change Manager

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 34172)

Gazetted: 28 March 2017

Closing Date: 11 April 2017

Details: The Change Manager will report to the Director Change Management and Reform in Child and Youth Protection Services and will be responsible for taking the lead on a stream of project activities relating to A Step Up for Our Kids and other reform projects. The position will be required to undertake consultation through multiple channels including stakeholder groups in relation to the reforms across CYPS. There will be a major focus on project co-ordination and the occupant will be required to have the ability to analyse the impact of change on the business and identify the policies and processes that require development and implementation. It will be imperative that the occupant has strong leadership skills, facilitation skills and the ability to deliver engaging communication strategies and demonstrate strong relationship management and stakeholder engagement skills. The occupant will have experience and an understanding of change management and project management and knowledge of the complexities of service delivery in the human services/statutory services environment.

Eligibility/Other Requirements: Demonstrated experience working in a human service environment. Prosci Change Management certified or equivalent certification is highly desirable.

Note: This position is temporary until 30 June 2017 with the possibility of extension.

Contact Officer: Catherina O'Leary (02) 6207 5391 catherina.o'leary@act.gov.au

Director of Public Prosecutions

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

Corporate

Administrative Officer

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 38358)

Gazetted: 24 March 2017

Closing Date: 31 March 2017

Details: We are currently looking for an energetic, results-driven person, who is passionate about people and service delivery to join the corporate team at the ACT Office of the Director of Public Prosecutions. The successful applicant will have the ability to communicate effectively to staff, managers and stakeholders. In addition, they will be expected to carry out a wide range of administrative duties maintain processes and systems to support information management and quality assurance is part of the responsibilities of the position. To be successful, high level of customer service and organisational skills and proficiency in various forms of communication is necessary.

Note: This position is temporary for 12 months.

Contact Officer: Emma Flukes (02) 6207 5399 emma.flukes@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

Deputy Director General

Early Childhood Policy and Regulation

Children's Education and Care Assurance

Team Leader, Quality Assurance

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 25823)

Gazetted: 28 March 2017

Closing Date: 4 April 2017

Details: Children's Education and Care Assurance is seeking expressions of interest from motivated professionals to fill a short term vacancy in the quality assurance team. The position provides leadership to the Authorised Officers and works in partnership with service providers to deliver positive outcomes for children and their families in education and care settings.

Eligibility/Other Requirements: Qualifications and experience in education and care is required. Authorised Officer training is required. A current driver's licence is essential. 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 up to six weeks with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months. Responses to the selection criteria should be no longer than two pages outlining experience, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Susan Sullivan (02) 6207 1093 susan.sullivan@act.gov.au

Deputy Director General

Early Childhood Policy and Regulation

Children's Education and Care Assurance

Authorised Officer

Professional Officer Class 2 \$78,644 - \$90,006, Canberra (PN: 26005)

Gazetted: 27 March 2017

Closing Date: 12 April 2017

Details: Children's Education and Care Assurance is seeking applications from motivated professionals to fill a 12 month vacancy in the Quality Assurance team. The role of the successful applicant will be to undertake assessment and rating of education and care services, conduct compliance monitoring activities, and providing professional support to providers, educators, families and other stakeholders in accordance with the National Quality Framework.

Eligibility/Other Requirements: Qualifications and experience in education and care are required. Current NQA Authorised Officer status is desirable. Otherwise, the successful applicant will be required to complete (ACECQA) Authorised Officer and Assessor Training. A current driver's licence is essential. 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 until 30 June 2018 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months. Contact Officer: Susan Sullivan (02) 6207 1093 susan.sullivan@act.gov.au

System Policy and Reform

Strategic Policy and Reform

Student Resource Allocation

Project Officer

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 37749)

Gazetted: 23 March 2017

Closing Date: 30 March 2017

Details: The Strategic Policy and Reform Branch is a complex and strategic environment, which offers educational reform planning. Policy development, implementation and advice to schools and broader community. This is a project based position, requiring demonstrated expertise and/or potential in research methodology, analysis, communication strategies targeted to specific audiences and purposes, organisational skills, partnership building, governance structures and financial management. Knowledge of the impact of successful education and care for stakeholders is key to this position.

Eligibility/Other Requirements: Prior to commencing in this role, 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 from 28 April 2017 until 31 December 2017 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 experience and/or ability across the selection criteria, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Liana Dobson (02) 6207 0001 liana.dobson@act.gov.au

School Performance and Support

Learning and Teaching

Curriculum

Project Support Officer

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 00198)

Gazetted: 28 March 2017

Closing Date: 11 April 2017

Details: A vacancy exists for an enthusiastic and professional individual to backfill the position of Project Support Officer within the Curriculum Section, Learning and Teaching Branch. This is a great opportunity to develop your skills in a busy office environment. The successful applicant will be required to provide high level of administration support to the Curriculum team to assist with project workflows. The applicant must also have the ability to liaise effectively with staff at all levels, well developed information technology skills and the proven ability to organise,

prioritise and monitor workloads on an individual and team level. The successful applicant will also be required to have demonstrated administration support experience, sound organisational skills, attention to detail and the ability to learn and maintain organisation specific software.

Eligibility/Other Requirements: 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.

Notes: This is temporary position for eight months, commencing on 8 May 2017 until 1 December 2017 with the possibility of extension.

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

Office for Schools

Belconnen Network

Macgregor Primary School

Executive and Administrative Support Officer

School Assistant 4 \$60,309 - \$65,305, Canberra (PN: 37966)

Gazetted: 29 March 2017

Closing Date: 5 April 2017

Details: Macgregor Primary School is seeking a highly experienced person for the position of Executive and Administrative Support Officer to work in a dynamic, fast paced environment. The successful applicant will act as the Executive Assistant to the Principal and Executive and under the direction of the Business Manager the successful applicant will undertake various administrative duties including maintaining social media applications. The successful applicant will have strong customer service and project skills and be proficient in the use of a variety of computer applications, databases and spreadsheets with the ability to advise on and implement effective office work practices. Applicants are strongly encouraged to contact the Business Manager for further information regarding the details of this position.

Eligibility/Other Requirements: 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.

First Aid qualification, or willingness to undertake appropriate training. Desirable: Certificate in Business Administration. Applicants are strongly encouraged to contact the Business Manager for further information regarding the details of this position.

Notes: A School Assistant 4 is required to work six days (in addition to the four days Professional Learning) during stand down periods between school terms to undertake duties as directed, for example program preparation. This will normally be two days within each stand down period, subject to negotiation with the principal.

Contact Officer: Tanya Price (02) 6205 7512 tanya.price@ed.act.edu.au

Office for Schools

South and Weston Network

Curtin Primary School

Administrative Officer

Administrative Services Officer Class 3 \$59,152 - \$63,661, Canberra (PN: 36664)

Gazetted: 29 March 2017

Closing Date: 5 April 2017

Details: Curtin Primary School (P-6) is seeking a highly experienced Officer for the position of Administrative Officer. Under the direction of the Business Manager the successful applicant will be responsible for a large range of administrative duties in support of the school executive team and staff. The successful applicant will possess excellent communication and customer service skills and will have the ability to work within a busy work environment with competing demands. The successful applicant will: undertake general finance duties including collection and recording of payments, receipting and cash management; be the leader in student record keeping systems; liaise successfully with students, families and staff; coordinate the preparation of school newsletters and other communication; provide administrative support to staff throughout the school including executive assistant functions for the Principal; and work flexibly be proactive, exercise good judgement and work effectively as part of a collaborative administrative team with limited supervision. The successful applicant will be required to provide student support to two preschools.

Eligibility/Other Requirements: 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.

Desirable: working knowledge of the MAZE management systems; be proficient in the use of a variety of computer applications, word processing, databases and spreadsheets; A current first aid certificate or willingness to undertake appropriate training; certificate III in Children's Services or equivalent.

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

Contact Officer: Colleen Myburgh (02) 6205 5622 colleen.myburgh@ed.act.edu.au

Office for Schools

Belconnen Network

UC SSC Lake Ginninderra

Home Science Assistant

School Assistant 2 \$44,392 - \$49,022, Canberra (PN: 38346)

Gazetted: 23 March 2017

Closing Date: 6 April 2017

Details: UC SSC Lake Ginninderra is seeking applications from people who enjoy working in a Home Science environment. The successful candidate is expected to have knowledge of home science area practices. This position will include: preparation of kitchen and equipment for demonstrations and practical lessons; maintain a clean and safe working environment in accordance with occupational health and safety; wash linen; monitor and replenish consumables and equipment and perform general administrative duties. The occupant is expected to be proactive, exercise judgement and work with limited supervision.

Eligibility/Other Requirements: 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.

First Aid qualification, or willingness to undertake appropriate training is desirable.

Contact Officer: Colleen Wright (02) 6142 0222 colleen.wright@ed.act.edu.au

Office for Schools

South/Weston Network

Theodore Primary School

School Administrative Assistant

School Assistant 2 \$44,392 - \$49,022, Canberra (PN: 00745)

Gazetted: 23 March 2017

Closing Date: 6 April 2017

Details: Theodore Primary School is seeking applications for an experienced administrative assistant to work as part of a collaborative team in the front office. The position requires a flexible, passionate and motivated individual to provide high-level administrative and front reception support with highly developed skills and abilities. The successful applicant will have proven excellence in customer service and demonstrated high level competence in time management, managing and prioritising administrative tasks and be highly proficient in the use of a variety of computer applications including, word processing, databases and spreadsheets. Under the direction of the Business Manager the successful applicant will undertake a variety of front reception and general office duties including assisting in the planning and coordinating of school excursions and general receipting, records management and performing first aid to staff and students.

Eligibility/Other Requirements: Mandatory: 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 Desirable: First Aid Certificate or a willingness to undertake appropriate training. Working knowledge of the HR and Financial management computer systems and programs.

Contact Officer: Doreen Hand (02) 6142 3101 doreen.hand@ed.act.edu.au

School Performance and Improvement

Tuggeranong Network

Namadgi School

Principal

School Leader A \$143,712 - \$172,560, Canberra (PN: 19559)

Gazetted: 28 March 2017

Closing Date: 13 April 2017

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

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: Candidates are required to attend a phone briefing regarding the position prior to submitting their application. Details of the time and date of the briefing are available from the contact officer. Interviews may be held in the April School Holidays.

Contact Officer: Kate Smith (02) 6205 1819 katel.smith@act.gov.au

Business Services

People and Performance

Workplace Health and Safety

Chief Safety Officer

Senior Officer Grade A \$135,384, Canberra (PN: 38373)

Gazetted: 24 March 2017

Closing Date: 11 April 2017

Details: As a key leader within the People and Performance Branch, the Chief Safety Officer will partner with educational leaders across the Directorate to drive an agency wide safety culture in an environment where young people's behaviour, rather than physical environment, often poses the greatest safety challenge.

Note: A 1.5% pay rise is expected on the 6 April 2017, the Salary will be \$137,415.

Contact Officer: Chris Hodgson (02) 6205 9203 chrisl.hodgson@act.gov.au

System Policy and Reform

Strategic Policy and Reform

School Resource Allocation

Senior Manager

Senior Officer Grade A \$135,384, Canberra (PN: 36738)

Gazetted: 24 March 2017

Closing Date: 31 March 2017

Details: The Strategic Policy and Reform branch is a complex and strategic environment, which offers educational reform planning. Policy development, implementation and advice to schools and broader community. We are looking for a Senior Office Grade A, whom has demonstrated success with strategic reform. The successful applicant will need to demonstrate expertise and/or potential in public policy development and implementation, communication skills, analysis, resource management and effective stakeholder liaison. Knowledge of the impact of successful education and care for stakeholders is key to this position.

Eligibility/Other Requirements: Prior to commencing in this role, 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 until 31 December 2017 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 experience and/or ability across the selection criteria, contact details of at least two referees and a current curriculum vitae. Selection may be based on application and referee reports only.

Contact Officer: Coralie McAlister (02) 6207 5520 coralie.mcalister@act.gov.au

**Business Services Division
Governance and Community Liaison
Families and Students
Manager**

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 37545)

Gazetted: 29 March 2017

Closing Date: 5 April 2017

Details: The Education Directorate is seeking an enthusiastic and committed person to undertake the role of Manager of the Families and Students section. The successful applicant will be directly responsible for dealing with parents and students who raise concerns about their experience with their public school. The successful applicant must be skilled in dealing with complaints and be patient in responding to concerns. They must have a good understanding of ACT public school operations, policies and processes, and be able to work across the Directorate and government in implementing solutions for families.

Eligibility/Other Requirements: 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: Tracy Stewart (02) 6205 5511 tracy.stewart@act.gov.au

Health

Selection documentation for the following positions may be downloaded from

<http://www.health.act.gov.au/employment>.

Apply online at <http://www.health.act.gov.au/employment>

Canberra Hospital and Health Services

Medicine

Medical

General Medicine Staff Specialist

Specialist/Senior Specialist \$162,039 - \$199,961

Senior Specialist \$218,921, Canberra (PN: 10499)

Gazetted: 30 March 2017

Closing Date:

About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the Work Area and Position: The Department of General Medicine (GM) manages patients with multiple active co-morbidities or undifferentiated illness that requiring ongoing hospital care. Applicants should have had training and experience in General Medicine. Medical sub-specialty training is desirable. The successful applicant will work in a multidisciplinary clinical environment with a team of nursing and medical staff, including Advanced and Basic Physician Trainees in General Medicine. The successful applicant will be expected to take a role in teaching and assessment within the Australian National University (ANU) Medical School and will be involved in education and training of medical students and junior medical staff. Participation in the on-call and weekend arrangements for the General Medicine roster is expected. Eligibility/Other Requirements: Mandatory: Registered or eligible for unconditional registration as a medical practitioner with the Australian Health Practitioner Regulation Agency. o Fellowship of the Royal Australasian College of Physicians (FRACP) in General Medicine and/or medical sub- specialty. Personal Attributes: To be successful in this position, it is expected that the successful candidate will have the following attributes: o Strong organisational skills with a high degree of drive; o Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs; o Professionalism with excellent communication, organisational and time management skills while adhering to ACT Health confidentiality policies and procedures; o Ability to liaise effectively with staff at all levels. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check.

Note: This is a temporary vacancy for one year with the possibility of extension for 2 years. This is part-time - multiple positions available.

Contact Officer: Ashwin Swaminathan (02) 6174 5148 ashwin.swaminathan@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, Level 2, 6 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical

Director of Nursing

Registered Nurse Level 5.5 \$153,760, Canberra (PN: 15572)

Gazetted: 30 March 2017

Closing Date: 6 April 2017

About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Surgery and Oral Health is responsible for delivering inpatient and outpatients surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Department of Anaesthesia and Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. Overview of the work area and position: The Director of Nursing – Division of Surgery contributes to the overall vision and strategic planning of the service as well as ensuring that the clinical services delivered meet the high standards that are expected. The successful applicant will be able to demonstrate the ability to provide direction and leadership for nursing services in a complex service delivery environment that is staffed by multidisciplinary teams. Excellent communication skills are essential to this position as is an ability to engage with stakeholders and develop partnerships.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regular Agency (AHPRA). Post graduate qualifications in Advanced Nursing or related field is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. A Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases will be required prior to a formal offer of employment being made. Contact Officer: Barbara Reid (02) 6244 3515 barbara.reid@act.gov.au

Canberra Hospital and Health Services

Pathology

Pathology Administration

Manager, ACT Pathology

Senior Officer Grade A \$135,384, Canberra (PN: 21618)

Gazetted: 30 March 2017

Closing Date: 13 April 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: As a member of the Executive team this position contributes to the strategic and operational management of the ACT pathology, ensuring the effective and efficient operation of strategic people management advice, policy and programs. Under broad direction from the Executive Director, you will play a key role in planning the strategic direction of the

division, contract management, financial management, preparation of ministerial responses and provide support and advice to managers and staff of the division

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check. Tertiary qualifications or equivalent in a health related field and/or management and experience in a Clinical Diagnostic Pathology laboratory is highly desirable.

Contact Officer: Monica Brady (02) 6244 2835 monica.brady@act.gov.au

Innovation

Strategy and Design

System Innovation Group

System Innovation Program Manager

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 38226)

Gazetted: 30 March 2017

Closing Date: 13 April 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. In early 2016, Innovation Division was established in ACT Health as the enabling division tasked to support the delivery of the System Innovation Program (SIP). Innovation Division is the strategic centre for ACT Health, leading and co-ordinating initiatives across the directorate and the region to ensure health service delivery is patient-centred, seamless, timely and cost-effective. In its role as an enabling Division, Innovation is responsible for supporting other ACT Health Divisions in the delivery of key projects under the SIP. 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. Overview of the work area and position: You will lead the Integrated Program Management Office (IPMO) and delivery of the System Innovation Program. You will be responsible for building project management capability within ACT Health and developing and maintaining the reporting systems and processes to support the delivery of the SIP. You will initially be supported by an embedded consultant who will provide a handover to you.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check. Relevant program or project management qualifications (such as MSP, PRINCE2, PMBOK, PMP) and experience in using Microsoft Office and Microsoft Project is highly desirable.

Contact Officer: Yu-Lan Chan (02) 6174 8288 yu-lan.chan@act.gov.au

Quality Governance and Risk

Executive Officer - Quality, Governance and Risk

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 18592)

Gazetted: 30 March 2017

Closing Date: 06 April 2017

About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Quality, Governance and Risk Division is a newly formed Division focusing on ACT Health's strategic approach to safety, quality and risk with a focus on continuous quality improvements. The division will provide strategic leadership, oversight and advise on ACT Health's Quality approach to deliver Person-Centred, Safe and Effective Care and developing a Culture of Continuous Quality Improvement. As well as providing strategic frameworks in quality, safe and risk across ACT Health. Overview of the work area and position: The Quality, Governance and Risk Division is the ethical centre for ACT Health, leading and co-ordinating initiatives across the directorate to ensure that ACT Health maintains a patient-centred focus that is applied first and foremost in all that is developed and delivered. This Division is the voice of quality and safety ensuring that budget demands and other efficiency requirements do not disproportionately dictate decision-making. The Quality, Governance and Risk Division has a large role in the compliance space, increasing awareness of relevant obligations and providing advice on how best they can be met, while at the same time encouraging the directorate to engage with risk appropriately. The Deputy Director-General will lead and oversee the development of organisational policy, processes and initiatives regarding safety and quality in the ACT Health service delivery context, and public sector requirements around risk and compliance. The Deputy Director-General will act in an autonomous manner, advocate for safety and quality at all times and provide high-level advice and

support, ensuring difficult decisions are made sensibly despite conflicting objectives and diverse stakeholder needs. The Deputy Director-General will monitor safety and quality issues throughout ACT Health to ensure a patient-centred focus and argue for safety and quality at all levels. This position will require providing advice to the Deputy Director-General on quality, governance and risk matters.

Eligibility/Other Requirements: Highly Desirable: extensive TRIM Experience; knowledge of Quality, Governance and Risk issues in a health context; extensive knowledge and experience in best-practice and contemporary management; understanding of leadership, financial risk management, strategic direction-setting and the challenges facing modern healthcare service delivery. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Anthony Goodwin (02) 6207 4801 anthony.goodwin@act.gov.au

Canberra Hospital and Health Services

Medicine

Renal

Chronic Kidney Disease Coordinator

Registered Nurse Level 3.1 \$99,680 - \$103,782, Canberra (PN: 37494)

Gazetted: 30 March 2017

Closing Date: 13 April 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. The Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include Chronic Kidney Disease (CKD) clinics, acute, satellite and home dialysis services, pre and post transplantation services, hypertension services and a supportive care clinic. This team has a multidisciplinary approach with an emphasis on research and evidence based practice and is committed to partnering with patients to provide excellent care. The Chronic Kidney Disease Coordinator will be responsible for the care coordination of patients with CKD not on Renal Replacement Therapy. The position is based in ACT and reports to the Clinical Nurse Consultant of Renal Outpatients.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Has a current driver's licence. Prior to commencement successful candidates will be required to: Undergo a pre-employment Australian Federal Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Post graduate studies relevant to the speciality field is desirable.

Note: This position is full-time working Monday to Friday.

Contact Officer: Alison Winsbury (02) 6244 3062 alison.winsbury@act.gov.au

Canberra Hospital and Health Services

Medicine

System Innovation Group

Care Coordination Nurse

Registered Nurse Level 2 \$86,944 - \$92,151, Canberra (PN: 37492)

Gazetted: 30 March 2017

Closing Date: 06 April 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. The Renal Network offers a range of services for patients with various

stages of renal impairment across ACT and Southern NSW. These include Chronic Kidney Disease clinics, acute, satellite and home dialysis services, pre and post transplantation services, hypertension clinics and a supportive care clinic. This team has a multidisciplinary approach with an emphasis on research and evidence based practice and is committed to partnering with patients to provide excellent care. The Care Coordination Nurse will be required to work across the service to assist in coordinating and delivering care to patients referred to the Renal Network. The position is based at the Canberra Hospital in the ACT and reports to the Clinical Nurse Consultant of Renal Outpatients.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA); holds a current driver's licence; comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Post graduate studies relevant to the speciality field is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This position is permanent full-time working Monday to Friday.

Contact Officer: Alison Winsbury (02) 6244 3062 alison.winsbury@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation Allied Health

Physiotherapist - Rehabilitation, Aged and Community Care

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 20390, expected vacancy)

Gazetted: 30 March 2017

Closing Date: 06 April 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Rehabilitation, Aged and Community Care (RACC) Division provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broad range of sites throughout the ACT, including hospitals, community health centres and the homes of clients. The RACC Physiotherapy service is a dynamic team of physiotherapists and allied health assistants. We work to enhance function, activity, and independence for patients. We treat and manage clients requiring rehabilitation with a range of conditions, including neurological disorders, amputations, musculoskeletal injuries and the elderly. There are a wide variety of working environments across this service including the hospital setting, community health centres, falls prevention in the community, home based rehabilitation, transitional therapy and rehabilitation units. Successful applicants will be required to work at any of these locations. An expected vacancy will open in the next few months for a suitably qualified Physiotherapist to join the Rehabilitation, Aged, and Community Care (RACC) Physiotherapy Rehabilitation Team in Canberra, ACT. RACC physiotherapists treat and manage patients requiring rehabilitation with a range of conditions, including neurological disorders, amputations, musculoskeletal injuries, and the elderly. There are a wide variety of working environments across this service including the hospital setting, community health centres, and a transitional rehabilitation unit. Successful applicants will be required to work across a variety of settings until they have acquired sufficient skill sets be effective in these settings. At this point HP3 movement is minimal. Regular education sessions and journal clubs offer ongoing professional development opportunities which are often shared with other local physiotherapy services. Opportunities for Quality Improvement activities and evaluation/audit of physiotherapy interventions are plentiful.

Eligibility/Other Requirements: Be registered with the Physiotherapy Board of Australia (AHPRA); degree in Physiotherapy, or equivalent qualification; and current driver's licence. Applicants are preferred to have had at least three years experience as a physiotherapist. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check; and comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals. A Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases will be required prior to a formal offer of employment being made.

Note: This round will be used to recruit to a permanent full-time position, but may also be used to fill temporary full-time or part-time positions, casual positions at level over the next 12 months. All applicants must provide contact details for two referees, a written response addressing the five selection criteria (no more than one A4 page per criterion) and a current curriculum vitae as part of their written application. Selection may be made on written applications alone.

Contact Officer: Judy Stone (02) 6174 5662 judy.stone@act.gov.au

**Office of the Director General
Government and Communications
Digital Strategy and Services
Web Developer**

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 36825)

Gazetted: 30 March 2017

Closing Date: 13 April 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Communications and Engagement Branch leads and directs strategic communications, engagement and marketing activities that support ACT Health achieve its goals. It also manages and responds to a high volume of highly visible communications and enquiries in relation to Health issues affecting the community and, through a suite of ministerial and government services, provides operational support to the Minister for Health and ACT Government. The Branch manages ACT Health's brand and develops strategies and guidelines to maintain and enhance reputation. The Branch drives a high performing approach to communications, marketing and stakeholder engagement strategy, which includes: communications planning, campaign operations and measurement, online strategy and digital platform development. It also implements systems and reporting processes for receiving and responding to ACT Health consumer feedback. The Branch engages with a diverse range of external partners and stakeholders to identify and undertake opportunities for collaborative projects to improve the planning, development and delivery of health care services, develop partnerships to ensure a future supply of skilled workers for the health sector and further establish a growing base for collaborative research. Working under limited direction, the Web Developer reports to the Senior Manager, Digital Strategy and Services and is responsible for the design, production, maintenance and management of multiple websites, associated operating systems and applications.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field will be highly regarded. Prior to commencement successful candidates will be required to undergo a pre-employment police check.

Notes: This is a temporary role for 18 months at which time it will be reviewed and may have a possibility of permanency. 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*.

Contact Officer: Jack Walsh (02) 6205 2105 jack.walsh@act.gov.au

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

Administration Manager, Community Health Support/CACHS

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 33270)

Gazetted: 30 March 2017

Closing Date: 6 April 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: This position manages administration staff across the Community Health Centres. Under the general direction of the Operations Manager, this position oversees the management of human and material resources, monitors and reports on performance indicators and implements policies and procedures aimed at achieving a high quality, consistent consumer focused service.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check. Working towards or holds a certificate in Management, Customer Service, Medical Terminology or another relevant field is desirable.

Contact Officer: Trudi Thompson (02) 6207 8912 trudi.thompson@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical PA/Office Manager

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 21798)

Gazetted: 30 March 2017

Closing Date: 06 April 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Endocrinology is the study of hormone-producing (endocrine) glands and the diagnosis and treatment of endocrine disorders. Applications are sought to fill a temporary, part-time vacancy, in the PA/Office Manager role for the Endocrinology Department. This position provides administrative support to the Unit Director and Staff Specialists within the Endocrinology Unit. The successful applicant will need to possess a strong work ethic and ability to adapt a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, intelligence and common sense.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available for 10 months with the possibility of extension. This position is part-time at 14.7 hours, two days per week. The salary noted above will be paid pro rata for part-time hours.

Contact Officer: Jade Wheadon (02) 6174 8199 jade.wheadon@act.gov.au

Independent Competition and Regulatory Commission

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

Independent Competition and Regulatory Commission

Regulatory Advisor

Administrative Services Officer Class 5/6 \$72,986 - \$90,006, Canberra (PN: 24846, several)

Gazetted: 24 March 2017

Closing Date: 14 April 2017

Details: The Independent Competition and Regulatory Commission (Commission) is established under the *Independent Competition and Regulatory Commission Act 1997* to regulate pricing, access and other matters in relation to declared regulated industries, to independently investigate competitive neutrality complaints and government regulated activities. Under the *Utilities Act 2000*, the Commission has responsibility for licensing utility services and ensuring compliance with licence conditions. The Commission is seeking to fill several short-term positions (6-12 months) to work in regulatory or compliance areas. Regulatory Advisors primarily work with the Economics Team on matters relating to the regulation of utilities and the determination of retail prices for electricity and water. The Compliance Advisors work on the licensing regime that applies to business regulated under the *Utilities Act 2000*. This includes developing industry codes and assessing compliance with licensing requirements. Working under the direction of a senior manager, the successful applicant/s will have good communication skills and will be required to provide advice (written and oral), undertake research, draft documents and prepare reports. Skills and experience in one or more of the areas of economic regulation, economics, finance, econometrics, quantitative analysis, legislation and regulatory compliance will be highly regarded. Applicants must be competent, or be willing to develop their skills, in the use of Microsoft Word® and Excel. The successful applicant/s will have a professional work ethic and the ability to work with minimal supervision while working in a small collaborative team environment. The successful applicant/s will be rewarded with a positive team environment and flexible work arrangements.

Note: These are temporary positions available for six to twelve months with the possibility of extension. Applicants deemed suitable, but not successful during this round of recruitment, will be placed on a merit list to fill future identical positions over the next twelve months.

Contact Officer: Ian Phillips (02) 6205 2773 ian.phillips@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

Public Trustee and Guardian

Finance Unit

Principal Finance Officer

Senior Officer Grade C \$98,977- \$106,542, Canberra (PN: 38281)

Gazetted: 29 March 2017

Closing Date: 12 April 2017

Details: We are an ACT independent Territory Authority providing professional guardianship, financial management and Trustee related services. We have a vacancy for a motivated and well-organised person who is skilled in strategic administration to be employed as Principal Finance Officer in our Finance Unit. The Finance Unit provides a Corporate Finance, Investment/Funds Management/Taxation and Property service to the Public Trustee and Guardian (PTG) and its clients. The responsibilities of the position include: investment of funds held in PTG's Common Funds and in specified government and non-government trust funds; provide high level investment; policy advice to the Public Trustee and Guardian/Investment Board/clients/PTG staff; represent PTG on a range of forums including acting as Secretariat to PTG's Investment Board; provide high level advice and reports to and participate in Board Meetings and implement outcomes; engage and work with external consultants in the analysis and review of PTG's investment strategy; participate in end of financial year reporting and audit processes in addition to annual report and financial statements and budgets; administer GreaterGood investments; declaration of distributions and financial reports to GreaterGood board meetings; prepare and distribute client end of year financial statements; administer funds in GreaterGood including investments, declaration of distributions and financial reports to GreaterGood Board meetings and Management of end of month financial procedures.

Eligibility/Other Requirements: An understanding of the nature of PTG's business and the environment it operates within. Awareness of the statutory and financial accountability context in which PTG's financial responsibilities are undertaken. Demonstration of ability and qualities necessary in order to provide a respectful and professional service within a human rights compliant framework. Sound knowledge of the purpose and the flows of information, functions and interactions between PTG, fund managers, ACT Treasury, Justice and Community Safety (JACS), financial institutions and ACT Auditor-General. Sound, contemporary knowledge of complex financial processes. Sound, contemporary knowledge of the effect of financial regulations and of PTG's obligation to meet them. A sound understanding of the business strategies and risk management processes that PTG uses to achieve its outcomes. Financial qualifications relevant to the responsibilities including degree, diploma or certificate 4.

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. Applications should include two referee reports with their application.

Contact Officer: Denise Caldwell denise.caldwell@act.gov.au and Penelope Parker (02) 6207 9800

penelope.parker@act.gov.au

Public Trustee and Guardian

Finance Unit

Principal Taxation Officer

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 38280)

Gazetted: 29 March 2017

Closing Date: 12 April 2017

Details: We are an independent ACT Territory Authority providing professional guardianship, financial management and Trustee related services. We have a vacancy for a motivated and well organised person who is a skilled taxation practitioner, to be our Principal Taxation Officer in our Finance Unit. The Finance Unit provides a Corporate Finance, Investment/Funds Management/Taxation and Property service to the Public Trustee and Guardian (PTG) and its clients. The responsibilities of the position include preparing and lodging income tax returns with the Australian Taxation Office (ATO) in an accurate and timely manner for – deceased estates, trusts and for power of attorney and financial management clients; provide advice to PTG staff and management on taxation

matters relevant to estates, trusts and for power of attorney and financial management clients; prepare and lodge all necessary Income Activity and Business Activity Statements (BAS) with the ATO in an accurate and timely manner; develop and conduct regular training sessions for PTG staff on taxation matters; develop and implement procedures, which incorporate changes to any taxation legislation and or the *Income Tax Assessment Act 1936*; provide timely and accurate reports to management on work activity and volumes and train, supervise and monitor the workflow for quality and consistency in the preparation of Individual and Trust income tax returns by a trust assistant.

Eligibility/Other Requirements: An understanding of the nature of PTG's business and the environment it operates within. Awareness of the statutory and taxation context in which PTG's responsibilities are undertaken.

Demonstration of ability and qualities necessary in order to provide a respectful and professional service within a human rights compliant framework. Sound knowledge of the purpose and the flows of information, functions and interactions between clients, PTG, ATO. Sound, contemporary knowledge of trust taxation matters. A sound understanding of the business strategies and risk management processes that PTG uses to achieve its outcomes.

Financial qualifications relevant to the responsibilities including degree, diploma or certificate 4. 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. Applications should include two referee reports with their application.

Contact Officer: Denise Caldwell denise.caldwell@act.gov.au and Penelope Parker (02) 6207 9800 penelope.parker@act.gov.au

ACT Corrective Services

Custodial Operations

Facilities and Industries

Carpenter

Building Trade Inspector \$87,031 - \$98,977, Canberra (PN: 34956)

Gazetted: 29 March 2017

Closing Date: 12 April 2017

Details: ACT Corrective Services (ACTCS) is looking for an enthusiastic, motivated and suitably qualified person to fill the position of Carpenter, in the Facilities and Industries Unit at the Alexander Maconochie Centre (AMC) in Hume. This position requires the successful applicant to supervise, train, instruct and work with detainees to develop work skills, in order to enhance their post release employment opportunities. The successful applicant will achieve ACTCS industry requirements and detainee occupational skill development and consistently and effectively deal with often challenging detainee behaviours. Further to this, you will positively contribute to the branch operations through the delivery of work related detainee training and provide detailed input to case management reporting. The successful applicant will also implement processes to monitor and provide feedback to staff and detainees on business performance and maintain awareness of security in all daily activities, ensuring workplace health and safety is a priority, by complying with the *Corrections Management Act 2007* and *Work, Health and Safety Act 2011*, including site safety inspections, training and advice. The successful applicant will have sound communication skills, be a positive role model and demonstrate personal values such as respect, integrity, collaboration and innovation.

Eligibility/Other Requirements: A Carpentry Trade Certificate; Demonstrate significant experience within the industry; Hold a current unrestricted driver's licence; Undergo a criminal record check; and undertake and complete ACT Corrective Services induction and/or custodial training. Eligible applicants may be required to: Undertake psychological aptitude testing as part of the assessment process; Undertake parts of the duties outside normal business hours; Work a rotating shift roster; and provide backfill support to the Industries/Facilities unit. It is desirable but not mandatory for applicants to have: Experience in liaison and negotiation with the public and private sector. Correctional or custodial experience and/or qualifications. Certificate IV in Work, Health and Safety. Diploma or Certificate IV in Project Management. 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: To apply, applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified selection criteria; (3) a current Resume; (4) a copy of your driver's licence;

and (5) the names and contact details of two referees. Please ensure you submit all five items. Ideally, one of the referees should be a current supervisor.

Contact Officer: Craig Batten (02) 6207 6770 craig.batten@act.gov.au

Public Trustee and Guardian

Finance Unit

Senior Property Officer

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 38283)

Gazetted: 29 March 2017

Closing Date: 12 April 2017

Details: We are an independent ACT Territory Authority providing professional guardianship, financial management and Trustee related services. We have a vacancy for a motivated and well organised person who is skilled in (real) property management to be our Senior Property Officer in our Finance Unit. The Finance Unit provides a Corporate Finance, Investment/Funds Management/Taxation and Property service to the Public Trustee and Guardian (PTG) and its clients. The successful candidate will be responsible for: Undertaking routine inspections and prepare reports on properties; arrange and oversight repairs and maintenance to properties under PTG's ownership (trust) or management; attend properties as required from time to time eg security, inspections, maintenance; ensure that properties are secure at all times; ensure adequate insurance for real estate property; arrange independent valuations and/or appraisal of properties; coordinate listings with real estate agents and arrangements for rent and sale; maintain records of sale; and liaise with conveyancing professionals for settlement of purchases/sales. The successful candidate will also be responsible for the management of personal property, for example: Arrange collection, appraisal, storage, disposal and freight of client personal property; prepare inventories of furniture, vehicles, household contents and other personal property; obtain independent valuations of assets and maintain PTG's key register (client property).

Eligibility/Other Requirements: An understanding of the nature of PTG's business and the environment it operates within. Awareness of the statutory and financial accountability context in which PTG's financial responsibilities are undertaken. Sound, contemporary knowledge of property and property management processes. Qualifications and experience relevant to the responsibilities. 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.

Note: Selection may be based on application and referee reports only. Applications should include two referee reports with their application.

Contact Officer: Denise Caldwell and Penelope Parker (02) 6207 9800 denise.caldwell@act.gov.au; penelope.parker@act.gov.au

Corrective Services

General Manager, Custodial Operations

Executive Level 2.4 \$251,597 - \$262,652 depending on current superannuation arrangements, Canberra (PN: E869)

Gazetted: 23 March 2017

Closing Date: 6 April 2017

Details: The ACT Justice and Community Safety Directorate is seeking applications for the role of General Manager Custodial Operations (GM) ACT Corrective Services.

The ACT Government is committed to providing a corrective services system in the ACT that reflects the most modern practices consistent with meeting its aims of promoting rehabilitation, reducing recidivism, protecting human rights and maintaining security.

The General Manager Custodial Operations is key to supporting the Executive Director ACT Corrective Services in delivering all aspects of Custodial Operations and works alongside the General Manager, Community Corrections to provide high quality corrective services within the ACT. The position oversees the Alexander Maconochie Centre (AMC), the first correctional facility in Australia to be designed, constructed and operated under human rights legislation. The GM provides leadership to 261 (FTE) staff and is accountable for effective management of an annual operational budget of \$43 million.

The General Manager, Custodial Operations applies specialised professional knowledge and experience to lead and respond to the complexities surrounding custodial operations within the ACT. The position is responsible for leading and driving all aspects of custodial operations.

The ideal candidate will apply specialised professional knowledge and experience to lead and respond to the complexities surrounding custodial operations within the ACT. They will also have a demonstrated ability to lead people through change and have a good understanding of best practice correctional services and the ACT's human rights framework.

All enquiries regarding this position should be directed to Dominic Lane, Deputy Director-General on (02) 6205 3507 or via email to dominic.lane@act.gov.au.

Remuneration: The position attracts a remuneration package ranging from \$251,597 - \$262,652, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$200,993.

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

Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

Contact Officer: Dominic Lane (02) 6205 3507 dominic.lane@act.gov.au

ACT Corrective Services

Alexander Maconochie Centre

Offender Services and Corrections Programs Manager

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 15604)

Gazetted: 27 March 2017

Closing Date: 3 April 2017

Details: The Offender Services and Corrections Programs Unit (OS&CP) within ACT Corrective Services (ACTCS) is seeking expressions of interest from highly motivated, experienced and suitable individuals to fill the position of Manager, Offender Services and Corrections Programs Unit (SOGB). The successful applicant will be responsible for managing and supporting the Offender Services and Corrections Programs teams, ensuring a positive approach to enhancing reintegrative activity and effective Case Management plans are established and implemented. You will also be responsible for developing and maintaining positive relationships and culture with key stakeholders (including community, service providers, detainees and their families) and confidently represent the Offender Services and Corrections Programs units to external stakeholders and negotiate and influence views of complex issues. The successful applicant will also be responsible for managing new projects and ongoing initiatives, including the implementation and periodic review of OS&CP policies, procedures, contracts, agreements and services. Further to this, the successful applicant will identify and respond to new and emerging strategic issues that impact on the operating environment and coordinate the development of strategic plans, provide high quality reports, submissions, high level briefs and correspondence on a number of complex issues for the Minister, Senior Executives, or other senior corrections and government staff as required and possess an in-depth understanding of government policy, directions, objectives and service delivery functions. To be successful, you will be required to demonstrate exceptional communication and interpersonal skills in addition to strong leadership and management skills.

Eligibility/Other Requirements: Relevant tertiary qualifications and/or equivalent correctional experience are desirable; demonstrated experience and/or willingness to work with detainees and offenders on a daily basis is essential; a current unencumbered driver's licence is required. 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 five months with the possibility of extension initially from 13 April 2017 to 12 September 2017.

How to Apply:

To apply, applicants are required to submit five items: ACT Government Application Cover Sheet; statement of claims against specified selection criteria; a current resume; the names and contact details of two referees (one should be a current Supervisor/Manager); and a copy of their driver's licence. Please ensure you submit all five items.

Contact Officer: Mark Bartlett (02) 6207 8983 mark.bartlett@act.gov.au

Transport Canberra and City 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

Chief Operating Officer Group

Corporate Capability Projects

ICT Operations Manager

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 23012)

Gazetted: 24 March 2017

Closing Date: 7 April 2017

Details: Corporate Capability Projects are looking for a motivated and dynamic team member with experience in the ICT portfolio, program and project management in a diverse organisation. You will also have a strong background in working with others to positively influence behaviour and drive change. 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: Knowledge in ICT collaboration software, cloud systems, IT project delivery and strategy planning Tertiary qualifications in Government and or Project Management highly desirable.

Contact Officer: David Roulston (02) 6207 6628 david.roulston@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.

Chief Operating Officer Group

Governance and Business Solutions

Governance

Manager, Risk and Business Assurance

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 12835)

Gazetted: 29 March 2017

Closing Date: 12 April 2017

Details: The Manager of Risk and Business Assurance is responsible for implementing, delivering and maturing risk management outcomes and maintaining a coordinated approach to governance of insurance policies and third-party claims. The occupant is expected to work collaboratively with all business units across the directorate and be supportive and flexible in their approach to changing priorities. The successful applicant will be well organised, demonstrate initiative, have excellent written and spoken communication skills and a good knowledge of the functions of Transport Canberra and City Services.

Eligibility/Other Requirements: Tertiary qualifications in Risk Management or an associated discipline or extensive relevant working experience is highly desirable.

Contact Officer: Sue Marriage (02) 6207 6474 sue.marriage@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.

City Services

Libraries ACT

Public Libraries

Casual Librarian

Professional Officer Class 1 \$55,526 - \$76,990, Canberra (PN: C07419, several)

Gazetted: 29 March 2017

Closing Date: 12 April 2017

Details: Libraries ACT is looking for a casual pool of librarians who would like to help create lifelong learners. Who can deliver and support literacy programs, storytime, giggle and wiggle, facilitate information sharing with community, provide access to computers, the internet and inclusive spaces.

Eligibility/Other Requirements: Recognised Tertiary qualifications in Library and Information Studies (as defined by ALIA). The following work safety capacity requirements apply to this role: Good physical fitness and stamina, and

the ability and willingness to undertake physical and repetitive tasks requiring pushing, lifting bending, and being on your feet for long periods of time. Willingness to wear uniform and abide by dress code. Applicants for this position will undertake a process assessing their resilience and judgement. 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 a Disability, to apply.

Note: A casual pool will be created from this process and used to fill shifts over the next 12 months. Libraries ACT operate seven days a week, as such this position requires working weekday and weekend shifts at any Libraries ACT location. Applications are to be sent to jobs@act.gov.au.

Contact Officer: Holly Hart (02) 6205 9551 holly.hart@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.

Environment, Planning and Sustainable 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

Asbestos Response Taskforce

Communications and Engagement

Writer/Content Developer

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 35093)

Gazetted: 28 March 2017

Closing Date: 4 April 2017

Details: Expressions of interest are invited to temporarily fill the position of Writer/Content Developer supporting the functions of the Asbestos Response Taskforce. The successful applicant will have proven ability to prepare various content on behalf of the Taskforce such as reporting information, ministerial correspondence and briefs. The Asbestos Response Taskforce promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. We encourage people with a disability, people from an Aboriginal or Torres Strait Islander background, young people and people from culturally diverse backgrounds to apply for this position. Candidates must not have any direct conflict of interest relating to loose fill asbestos insulation in ACT homes. Note: This is a temporary position available until 30 June 2018 with the possibility of extension. To apply, applicants should provide their curriculum vitae, including the name and contact details for two referees, along with a written statement of claims of no longer than two A4 pages in total. Applicants should show evidence of their relevant skills and experience with consideration for the Duty Statement and Selection Criteria. Selection may be based on written application and referee reports.

Contact Officer: Bruce Thompson (02) 6207 6457 bruce.thompson@act.gov.au

Sustainability and Climate Change

Energy Efficiency Improvement Scheme

EEIS Project Officer

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 17877)

Gazetted: 29 March 2017

Closing Date: 19 April 2017

Details: The Environment, Planning and Sustainable Development Directorate requires an organised and experienced project officer to assist with the administration of the Energy Efficiency Improvement Scheme. The Energy Efficiency Project Officer will coordinate the annual compliance period reports submitted by electricity retailers, manage databases, prepare briefings, reports, correspondence, forms, process invoices and monitor expenditure. The project officer will also liaise with stakeholders, organise meetings, audits and training workshops and assist with the assessment of compliance plans for health and safety.

Eligibility/Other Requirements: The applicant should have experience in the administration of energy efficiency programs, legislation or technical regulations of a similar nature to those covering the building and construction industry. 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
Note: This is a temporary position commencing in July 2017 until 30 June 2020 with a possibility of extension.
Contact Officer: Sean Coleman (02) 6207 9100 sean.coleman@act.gov.au

APPOINTMENTS

Calvary Health Care ACT (Public)

Enrolled Nurse Level 1 \$56,784 - \$60,668

Lisa Bourke, 1613531, Section 68, 20 March 2017

Registered Nurse Level 1 \$62,609 - \$83,634

Michelle Pan, 1613512, Section 68, 27 March 2017

Canberra Institute of Technology

Teacher Level 1 \$69,477 - \$92,704

Mackenzie Clare 836-15421, Section 68(1), 27 March 2017

This appointment to a non-advertised vacancy is made in accordance with the Public Sector Management Standards, Section 14, Direct Appointment of Employee - General.

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 3 \$59,152 - \$63,661

Julie Butt 853-55117, Section 68(1), 23 March 2017

Administrative Services Officer Class 4 \$65,671 - \$71,108

Sumathi Moulichandrasekar 844-01361, Section 68(1), 28 March 2017

Senior Officer Grade C \$98,977 - \$106,542

Erandi Premachandra 853-54923, Section 68(1), 3 April 2017

Senior Officer Grade C \$98,977 - \$106,542

Cherie Styles 853-54704, Section 68(1), 3 April 2017

Infrastructure Officer 4 \$117,576 - \$133,583

Rodney Thompson 853-47360, Section 68(1), 23 March 2017

Community Services

Health Professional Level 1 \$57,085 - \$72,732

Eliza Evans 853-55141, Section 68(1), 24 March 2017

Health Professional Level 1 \$57,085 - \$72,732

Rachel Miko 853-55336, Section 68(1), 24 March 2017

Health Professional Level 1 \$57,085 - \$72,732

Caitlyn Moxon 848-77861, Section 68(1), 27 March 2017

Health Professional Level 2 \$60,871 - \$83,563

Gemma Pearce 846-95494, Section 68(1), 24 March 2017

Health Professional Level 1 \$57,085 - \$72,732

Amanda Pickles 853-55475, Section 68(1), 18 April 2017

Health Professional Level 1 \$57,085 - \$72,732

Deirdre Sandgren 848-76682, Section 68(1), 24 March 2017

Health Professional Level 1 \$57,085 - \$72,732

Lyndell Tutty 853-55301, Section 68(1), 29 March 2017

Education

School Assistant 4 \$60,309 - \$65,305

Adam Scott Fahey 848-92850, Section 68(1), 23 March 2017

Administrative Services Officer Class 5 \$72,986 - \$77,256

Bryce Nadudvary 848-80745, Section 68(1), 23 March 2017

General Service Officer Level 8 \$63,239 - \$66,823

Raymond Scerri 843-47449, Section 68(1), 23 March 2017

Health

Administrative Services Officer Class 2/3 \$52,208 - \$63,661

Rebecca Barr 846-92568, Section 68(1), 10 April 2017

Registered Nurse Level 1 \$62,609 - \$83,634

Vera Barrington 847-01233, Section 68(1), 16 March 2017

Administrative Services Officer Class 2 \$52,208 - \$57,648

Anna Benc 848-84105, Section 68(1), 22 March 2017

Administrative Services Officer Class 3 \$59,152 - \$63,661

Shaun Griffiths 847-27572, Section 68(1), 22 March 2017

Technical Officer Level 2 \$58,355 - \$66,823

Mikaela Harden 853-54907, Section 68(1), 5 April 2017

Registered Nurse Level 1 \$62,609 - \$83,634

Jeffri Lie 853-50957, Section 68(1), 27 March 2017

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade)

Keith Mahar 847-03247, Section 68(1), 16 March 2017

Administrative Services Officer Class 4 \$65,671 - \$71,108

Jennifer McKinlay 853-54851, Section 68(1), 20 March 2017

Assistant in Nursing \$48,165 - \$49,796

Stephen Orme 847-00249, Section 68(1), 27 March 2017

Registered Nurse Level 1 \$62,609 - \$83,634

Julia Prinos 847-27513, Section 68(1), 30 March 2017

Transport Canberra and City Services

Senior Officer Grade C \$98,977 - \$106,542

Nicole Rogan 853-48320, Section 68(1), 29 March 2017

PROMOTIONS

Chief Minister, Treasury and Economic Development

Enterprise Canberra

Skills Canberra

System Design and Analysis Team

Wechelle Balbarosa: 835-97489

From: Administrative Services Officer Class 5 \$72,986 - \$77,256

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$78,644 - \$90,006

Chief Minister, Treasury and Economic Development, Canberra (PN. 33268) (Gazetted 7 February 2017)

Workplace Safety and Industrial Relations

Injury Management and Safety

Jennifer Lynne Lochard: 827-56222

From: Senior Officer Grade C \$98,977 - \$106,542

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$116,570 - \$131,229

Chief Minister, Treasury and Economic Development, Canberra (PN. 38137) (Gazetted 17 January 2017)

Treasury

ACT Insurance Authority

Kylee Martin: 820-88244

From: Administrative Services Officer Class 6 \$78,644 - \$90,006

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$116,570 - \$131,229

Chief Minister, Treasury and Economic Development, Canberra (PN. 37989) (Gazetted 16 January 2017)

Education

School Performance and Operations

Office for Schools

Malkara School

Allison Chapman: 787-64430

From: \$112,381

Education

To: †School Leader A \$143,712 - \$172,560

Education, Canberra (PN. 02215) (Gazetted 3 February 2017)

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

Office for Schools

Belconnen Network

Miles Franklin Primary School

Mark Dunn: 835-28862

From: Building Service Officer \$42,845 - \$46,988

Education

To: General Service Officer Level 6 \$54,137 - \$56,596

Education, Canberra (PN. 36464) (Gazetted 17 February 2017)

**Organisational Integrity
People and Performance
Employee Relations
Sally Green: 787-48326**

From: Senior Officer Grade C \$98,977 - \$106,542
Education
To: †Senior Officer Grade B \$116,570 - \$131,229
Education, Canberra (PN. 36327) (Gazetted 20 January 2017)

**Deputy Director-General
Governance and Assurance
Ministerial and Commonwealth Relations
Chris Jones: 799-98175**

From: Senior Officer Grade C \$98,977 - \$106,542
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade B \$116,570 - \$131,229
Education, Canberra (PN. 09404) (Gazetted 17 January 2017)

**Organisational Integrity
People and Performance
HR People Services**

Tatjana Jovanoska: 789-12245
From: Administrative Services Officer Class 3 \$59,152 - \$63,661
Canberra Institute of Technology
To: Administrative Services Officer Class 4 \$65,671 - \$71,108
Education, Canberra (PN. 37933) (Gazetted 12 January 2017)

**Office For Schools
Tuggeranong Network
Fadden Primary School
Rose Rodriguez: 779-02780**

From: School Assistant 2 \$44,392 - \$49,022
Education
To: Administrative Services Officer Class 5 \$72,986 - \$77,256
Education, Canberra (PN. 38241) (Gazetted 24 August 2016)

Health

**Deputy Director General
Deputy Director General Strategy and Corporate
Nerida Douglas: 848-20494**

From: Administrative Services Officer Class 4 \$65,671 - \$71,108
Health
To: Administrative Services Officer Class 6 \$78,644 - \$90,006
Health, Canberra (PN. 23595) (Gazetted 9 February 2017)

**Mental Health, Justice Health, Alcohol and Drug Services
Jobin Karakkattu: 840-51410**

From: Registered Nurse Level 1 \$62,609 - \$83,634
Health
To: Registered Nurse Level 2 \$86,944 - \$92,151
Health, Canberra (PN. 26408) (Gazetted 2 February 2017)

**Innovation
Policy and Stakeholder Relations**

Government Relations and Health reform

Sarah Watson: 772-38148

From: Senior Officer Grade C \$98,977 - \$106,542

Community Services

To: †Senior Officer Grade B \$116,570 - \$131,229

Health, Canberra (PN. 19536) (Gazetted 10 November 2016)

Canberra Hospital and Health Services

Medicine

Renal

Chunhong Yao: 821-59196

From: Registered Nurse Level 1 \$62,609 - \$83,634

Health

To: Registered Nurse Level 2 \$86,944 - \$92,151

Health, Canberra (PN. 13945) (Gazetted 2 February 2017)

Justice and Community Safety

ACT Law Courts and Tribunal

Registry Operations

ACT Civil and Administrative Tribunal

Paul Taylor: 836-13119

From: Administrative Services Officer Class 3 \$59,152 - \$63,661

Justice and Community Safety

To: Administrative Services Officer Class 4 \$65,671 - \$71,108

Justice and Community Safety, Canberra (PN. 43308) (Gazetted 25 July 2016)

Corporate

Governance

Ministerial Services Unit

Prudence Warren: 779-83105

From: Administrative Services Officer Class 5 \$72,986 - \$77,256

Justice and Community Safety

To: Administrative Services Officer Class 6 \$78,644 - \$90,006

Justice and Community Safety, Canberra (PN. 11105) (Gazetted 13 February 2017)

Transport Canberra and City Services

Corporate and Business Enterprises Division

Canberra Cemeteries

Michelle Dariol: 835-87985

From: Administrative Services Officer Class 3 \$59,152 - \$63,661

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$65,671 - \$71,108

Transport Canberra and City Services, Canberra (PN. 28027) (Gazetted 10 February 2017)

Transport Canberra

Public Transport Operations

Network Systems and Service Performance

Peter John McLaren Steele: 787-11822

From: Senior Officer Grade B \$116,570 - \$131,229

Transport Canberra and City Services

To: †Senior Officer Grade A \$135,384

Transport Canberra and City Services, Canberra (PN. 33081) (Gazetted 2 February 2017)

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.

CORRIGENDA

Chief Minister, Treasury and Economic Development

Policy and Cabinet

Kym Johnson: 846-92357

From: Graduate Administrative Assistant \$65,671 - \$67,684

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$72,986 - \$77,256

Chief Minister, Treasury and Economic Development, Canberra (PN. 27073)

This promotion to a non-advertised position is made under the Administrative and Related Classifications Enterprise Agreement 2013-2017 Section C6 (e). Correction made to the notification of promotion published in the Gazette of 16 March 2017 which referenced incorrect section of the Public Sector Management Standards 2016.