



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 15 March 2018**

## VACANCIES

### ACT Audit Office

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

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

#### **ACT Auditor –General**

**Statutory Office Holder Refer to the Remuneration Tribunal Determination 13 of 2017, Canberra (PN: Ref No 18/302)**

Gazetted: 21 March 2018

Closing Date: 16 April 2018

Details: The ACT Auditor-General is an independent statutory officer of the ACT Legislative Assembly. The ACT community and Assembly Members rely on the Auditor-General to provide assurance on the appropriateness of public expenditure and the performance of Territory agencies.

The Auditor-General leads a team of around 30 people and has complete independence from government in determining the audit program, what to audit, how to audit and what to report.

With the incumbent's term of appointment set to expire in August, the Speaker of the Legislative Assembly invites applications for the full-time position of Auditor-General.

Contract: A term appointment of up to seven years is available.

Remuneration: Remuneration and other entitlements for the position are determined by the ACT Remuneration Tribunal.

Eligibility/Other Requirements: The *Auditor-General Act 1996* sets out eligibility criteria for appointment.

Extensive knowledge of and experience in governance and risk management or public administration is mandatory.

To succeed, high order leadership, communication, negotiation, representational and interpersonal skills are fundamental requirements. Note: Before applying, please request detailed position information from [moiya.ford@fordkelly.com.au](mailto:moiya.ford@fordkelly.com.au) quoting Ref No 18/302

Contact Officer: Moiya Ford [moiya.ford@fordkelly.com.au](mailto:moiya.ford@fordkelly.com.au)

Applications can be forwarded to: [moiya.ford@fordkelly.com.au](mailto:moiya.ford@fordkelly.com.au)

#### **Financial Audits**

##### **Senior Auditor, Financial Audits**

**Audit Band 1 - Senior Auditor \$80,614 - \$98,171, Canberra (PN: 11187)**

Gazetted: 21 March 2018

Closing Date: 5 April 2018

Details: The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the ACT Audit Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory. To achieve this, the ACT Audit Office undertakes a range of activities, which include conducting financial statement and performance audits and considering public interest disclosures received under the *Public Interest Disclosure Act 2012*. The ACT Audit Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The ACT Audit Office supports staff by providing learning and development opportunities. The ACT Audit Office is seeking people with good accounting and/or auditing skills, communication and interpersonal skills, an ability to objectively analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny with the highest level of personal integrity. The Senior Auditor (Financial Audits) will typically work under the guidance and supervision of the, Audit Manager, Senior Audit Manager and/or Principal, Financial Audits and will be responsible for a range of functions including but not limited to planning, managing, conducting and reporting the results of financial statement audits of ACT public sector entities, assisting in client relationship management and the provision of professional and technical advice on accounting and auditing issues. The position is classified at the ACT Audit Office Band 1 level. New staff will be offered a salary of between \$80 614 to \$98 171, plus employer superannuation contributions and other conditions of service.

Eligibility/Other Requirements: Relevant tertiary professional Accounting, Audit and Information Technology qualifications are highly desirable. Completion, or progress towards completion, of relevant professional post-graduate qualifications is also highly desirable. These include Accounting and Audit qualifications provided by Certified Practising Accountant (CPA) Australia and Chartered Accountants Australia and New Zealand (CA ANZ) and/or Certified Systems Information Auditor (CISA) qualification provided by the Information Systems Audit and Control Association (ISACA).

Note: This position will be offered on a permanent basis. All ACT employees are required to undergo employment screening. This position is a Position of Trust 1 and therefore, if you are selected for this position you will be required to gain and maintain a Baseline National Security Clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated.

Contact Officer: Saman Mahaarachchi (02) 6207 0831 saman.mahaarachchi@act.gov.au

## **Financial Audits**

### **Senior Auditor, Financial Audits**

#### **Audit Band 1 - Senior Auditor \$80,614 - \$98,171, Canberra (PN: 42810)**

Gazetted: 21 March 2018

Closing Date: 5 April 2018

Details: The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the ACT Audit Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory. To achieve this, the ACT Audit Office undertakes a range of activities, which include conducting financial statement and performance audits and considering public interest disclosures received under the *Public Interest Disclosure Act 2012*. The ACT Audit Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The ACT Audit Office supports staff by providing learning and development opportunities. The ACT Audit Office is seeking people with good accounting and/or auditing skills, communication and interpersonal skills, an ability to objectively analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny with the highest level of personal integrity. The Senior Auditor (Financial Audits) will typically work under the guidance and supervision of the, Audit Manager, Senior Audit Manager and/or Principal, Financial Audits and will be responsible for a range of functions including but not limited to planning, managing, conducting and reporting the results of financial statement audits of ACT public sector entities, assisting in client relationship management and the provision of professional and technical advice on accounting and auditing issues. The position is classified at the ACT Audit Office Band 1 level. New staff will be offered a salary of between \$80 614 to \$98 171, plus employer superannuation contributions and other conditions of service.

Eligibility/Other Requirements: Relevant tertiary professional Accounting, Audit and Information Technology qualifications are highly desirable. Completion, or progress towards completion, of relevant professional post-graduate qualifications is also highly desirable. These include accounting and audit qualifications provided by Certified Practising Accountant (CPA) Australia and Chartered Accountants Australia and New Zealand (CA ANZ) and/or Certified Systems Information Auditor (CISA) qualification provided by the Information Systems Audit and Control Association (ISACA).

Note: This is a temporary position available for up to 12 months with the possibility of permanency from this process. All ACT employees are required to undergo employment screening. This position is a Position of Trust 1 and therefore, if you are selected for this position you will be required to gain and maintain a Baseline National Security Clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated.

Contact Officer: Saman Mahaarachchi (02) 6207 0831 Saman.Mahaarachchi@act.gov.au

## **Financial Audits**

### **Audit Manager, Financial Audits**

#### **Audit Band 2 - Audit Manager \$103,575 - \$111,677, Canberra (PN: 42802)**

Gazetted: 21 March 2018

Closing Date: 5 April 2018

Details: The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the ACT Audit Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory. To achieve this, the ACT Audit Office

undertakes a range of activities, which include conducting financial statement and performance audits and considering public interest disclosures received under the *Public Interest Disclosure Act 2012*. The ACT Audit Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The ACT Audit Office supports staff by providing learning and development opportunities. The ACT Audit Office is seeking people with good accounting and/or auditing skills, communication and interpersonal skills, an ability to objectively analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny with the highest level of personal integrity. The Audit Manager (Financial Audits) will typically work under the guidance and supervision of the Senior Audit Manager and/or Principal, Financial Audits and will be responsible for a range of functions including planning, managing and coordinating the completion of assigned audits of financial statements and reporting the results of these audits; leading and managing audit teams consisting of auditors, contractors and consultants; maintaining effective and constructive relationships with auditees; and providing professional and technical audit and accounting advice. The position is classified at the ACT Audit Office Band 2 level. New staff will be offered a salary of between \$103 576 to \$111 677, plus employer superannuation contributions and other conditions of service . Eligibility/Other Requirements: Relevant tertiary professional Accounting, Audit and Information Technology qualifications are highly desirable. Completion, or progress towards completion, of relevant professional post-graduate qualifications is also highly desirable. These include accounting and audit qualifications provided by Certified Practising Accountant (CPA) Australia and Chartered Accountants Australia and New Zealand (CA ANZ) and/or Certified Systems Information Auditor (CISA) qualification provided by the Information Systems Audit and Control Association (ISACA).

Note: This is a temporary position available for up to 12 months with the possibility of permanency from this process. All ACT Audit Office employees are required to undergo employment screening. This position is a Position of Trust 1 and therefore, if you are selected for this position you will be required to gain and maintain a Baseline National Security Clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated.

Contact Officer: Saman Mahaarachchi (02) 6207 0831 saman.mahaarachchi@act.gov.au

## **Financial Audits**

### **Manager, Financial Audits**

#### **Audit Band 2 - Audit Manager \$103,575 - \$111,677, Canberra (PN: 16027 (expected vacancy))**

Gazetted: 19 March 2018

Closing Date: 2 April 2018

Details: The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the ACT Audit Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory. To achieve this, the ACT Audit Office undertakes a range of activities, which include conducting financial statement and performance audits and considering public interest disclosures received under the *Public Interest Disclosure Act 2012*. The ACT Audit Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The ACT Audit Office supports staff by providing learning and development opportunities. The ACT Audit Office is seeking people with good accounting and/or auditing skills, communication and interpersonal skills, an ability to objectively analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny with the highest level of personal integrity. The Audit Manager (Financial Audits) will typically work under the guidance and supervision of the Senior Audit Manager and/or Principal, Financial Audits and will be responsible for a range of functions including planning, managing and coordinating the completion of assigned audits of financial statements and reporting the results of these audits; leading and managing audit teams consisting of auditors, contractors and consultants; maintaining effective and constructive relationships with auditees; and providing professional and technical audit and accounting advice. The position is classified at the ACT Audit Office Band 2 level. New staff will be offered a salary of between \$103 576 to \$111 677, plus employer superannuation contributions and other conditions of service. Eligibility/Other Requirements: Relevant tertiary professional accounting, audit and information technology qualifications are highly desirable. Completion, or progress towards completion, of relevant professional post-graduate qualifications is also highly desirable. These include accounting and audit qualifications provided by Chartered Professional Accountant (CPA) Australia CPA and Chartered Accountants Australia and New Zealand (CA ANZ) and/or Certified Systems Information Auditor (CISA) qualification provided by the Information Systems Audit and Control Association (ISACA).

Note: All ACT Audit Office employees are required to undergo employment screening. This position is a Position of Trust 1 and therefore, if you are selected for this position you will be required to gain and maintain a Baseline National Security Clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated.

Contact Officer: Saman Mahaarachchi (02) 6207 0831 saman.mahaarachchi@act.gov.au

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

#### **Funding and Disclosure Officer**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 40285)**

Gazetted: 19 March 2018

Closing Date: 26 March 2018

Details: Elections ACT is looking for an enthusiastic and dedicated person to join our small team. This position offers the experience of working in a small office with the opportunity to do a variety of tasks pertaining to running elections for the ACT Community. The successful applicant will be responsible for the monitoring and review of program, policy and procedures in relation to the ACT election funding, expenditure and financial disclosure scheme. Work activities also include processing and analysis of disclosure returns to ensure that electoral participants comply with Part 14 of the *Electoral Act 1992*. The ACT Electoral Commission is an independent statutory authority with responsibility for the conduct of elections and referendums for the ACT Legislative Assembly and for the provision of electoral advice to a wide range of clients. The ACT Electoral Commission 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.

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

How to Apply: Applications are sought from potential candidates and should include application coversheet, a statement of claims against the Selection Criteria of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Reynaida Camporedo (02) 6207 9340 reynaida.camporedo@act.gov.au

### **Canberra Institute of Technology**

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

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

#### **Executive**

##### **Executive Assistant**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 55297)**

Gazetted: 20 March 2018

Closing Date: 3 April 2018

Details: The Canberra Institute of Technology (CIT) is seeking an enthusiastic individual as the Executive Assistant to the Executive Director, Education and Training Services with the ability to coordinate and review communication and incoming and outgoing documentation and prioritise and monitor tasks and activities. CIT is committed to building an inclusive workplace through a culturally diverse workforce and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position for a period of two years with the possibility of extension up to but not exceeding five years in total. Applicants should submit a brief (one page max) statement on why they believe they have the skills and attributes for the position.

Contact Officer: Paula McKenry (02) 6207 3106 paula.mckenry@cit.edu.au

**Student and Academic Services**

**Library and Learning Services**

**Resource Access Officer**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 55113, Several)**

Gazetted: 16 March 2018

Closing Date: 23 March 2018

Details: Canberra Institute of Technology (CIT) Library is looking for interested applicants to fill Resource Access Officer Positions. Applicants will need to possess a sound knowledge of/or experience in the procurement and cataloguing of learning resources, experience in provision of a digital repository service and an understanding of copyright. Well developed communication and problem solving skills are essential. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/ Other requirements: Desirable: Diploma from an Australian tertiary institution, or comparable overseas institution and eligibility for Associate membership to the Australian Library and Information Association (ALIA) is highly desirable. Ability to work shift as required. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Note: These are temporary positions available for 12 months with the possibility of extension. 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.'

These positions are for temporary filling for 12 months with the possibility of extension.

Contact Officer: Kamini Junankar (02) 6207 3373 kamini.junankar@cit.edu.au

**Student and Academic Services**

**Library and Learning Centre**

**Library Technician**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 39674)**

Gazetted: 15 March 2018

Closing Date: 22 March 2018

Details: Canberra Institute of Technology (CIT) Library is looking for an experienced library officer to coordinate library services. The successful applicant will provide support to students and teachers in the access and use of library and Information Communication technology (ICT) resources. They will also be required to manage library resources in a broad range of formats. Well-developed communication and problem solving skills are essential. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/ Other Requirements: Diploma of Library and Information Services or similar and eligibility for Associate membership to the Australian Library and Information Association (ALIA) is highly desirable. Ability to work shift as required.

Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency 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: Claire Stalker-Booth (02) 6207 4808 claire.stalker-booth@cit.edu.au

**Health, Community and Science**

**Children's Education and Care**

**Head of Department**

**Manager Education Level 1 \$116,494, Canberra (PN: 51887)**

Gazetted: 19 March 2018

Closing Date: 26 March 2018

Details: The Canberra Institute of Technology (CIT) Health, Community and Science is looking for a dynamic and energetic individual to fill a Head of Department role within the department of Children's Education and Care. The prime role of the Head of Department is to provide strong academic and intercultural leadership. The Head of Department is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This position is for temporary filling for a period of three months with the possibility of extension up to but not exceeding one year in total.

Contact Officer: James Dunstan (02) 6207 3491 james.dunstan@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](mailto:jobs@act.gov.au)**

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

##### **Civil Infrastructure**

##### **Support Senior Manager**

##### **Infrastructure Manager/Specialist 1 \$153,082, Canberra (PN: 24800)**

Gazetted: 19 March 2018

Closing Date: 12 April 2018

Details: Infrastructure Finance and Capital Works facilitates the procurement of over \$600 million of capital works on behalf of the ACT Government agencies; prepares tenders and contracts; project manages works; develops, implements and provides advice on procurement policy and processes; maintains the Government's Contracts Register; administers the Government's prequalification and Work Health and Safety Active Certification schemes; and delivers Government capital works and infrastructure projects. The position of Support Senior Manager, Civil Infrastructure branch, is responsible for managing all project assignments within the team and maintaining and managing business standards. The Support Senior Manager may be required to Act on behalf of Infrastructure Finance and Capital Works (IFCW) to provide expert advice and direction on procurement, project development and delivery. Support management of feasibility, design and other investigations on behalf of IFCW. This is a significantly important role that engages across the community and provides the opportunity to truly make a difference across the ACT.

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

How to apply: interested candidates should submit an application (addressing the selection criteria), contact details of at least two referees and a current curriculum vitae. Applications should be sent to the contact officer.

Contact Officer: Darren Smith (02) 62077431 darren.smith@act.gov.au

#### **Enterprise Canberra**

##### **Skills Canberra**

##### **Engagement and Client Services**

##### **Client Services Manager**

##### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 34459)**

Gazetted: 20 March 2018

Closing Date: 2 April 2018

Details: The Engagement and Client Services section is seeking a Client Services Manager to contribute to the development and implementation of policy relating to the Australian Apprenticeships program and other funded training initiatives in the ACT. The successful applicant will have strong leadership skills and proven success in meeting the needs of a diverse range of stakeholders in complex and challenging environments. The Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to

creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available until 14 December 2018 with the possibility of extension.

Contact Officer: Skye Turner (02) 6205 7047 [skye.turner@act.gov.au](mailto:skye.turner@act.gov.au)

### **Economic and Financial Group**

#### **Economic and Financial Analysis Branch**

##### **Policy Officer/Analyst**

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 38413)**

Gazetted: 20 March 2018

Closing Date: 3 April 2018

Details: Within the ACT Government, Economic and Financial Analysis Branch provides advice on a range of matters in the areas of tax and revenue reform, economic and revenue forecasts and economic policy and regulation. This can include revenue initiatives, competition policy, regulatory impacts of government initiatives, and water, energy and climate change, parking and transport policy. We take a central agency role, work across government and with other jurisdictions and levels of government. We are looking for enthusiastic and committed self-starters with an aptitude for economic policy and related analysis. We work within and across teams to achieve results and good interpersonal skills are required. Strong communication skills and the capacity to produce reports on statistical, economic and similar material are central to this role. Make a valued contribution to developing the policies that underpin the life of the city around you. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Degree qualified in Economics or related disciplines. An understanding of economic modelling principles and the use of excel for this purpose are desirable but not essential for some positions.

Note: An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Matt Smith (02) 6207 6128 [matthewc.smith@act.gov.au](mailto:matthewc.smith@act.gov.au)

### **Procurement, Property and Venues**

#### **Venues Canberra**

##### **Exhibition Park in Canberra**

##### **Event Logistics Supervisor**

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 30706)**

Gazetted: 16 March 2018

Closing Date: 6 April 2018

Details: Venues Canberra is responsible for the hosting of events at the Territory's major venues, being the National Arboretum of Canberra, Exhibition Park in Canberra (EPIC), GIO Stadium, Manuka Oval and Stromlo Forest Park; and the management and operation of these venues. The Event Logistics Supervisor manages all aspect of the venue logistics for the operational planning and delivery of events, including conferences, functions, exhibitions and shows being held at Exhibition Park. The role will provide event logistical support to the client, as well as representing and promoting the venue. The role also supervises the EPIC events operations team.

Eligibility / Other Requirements: C Class Driver's License is essential. The ability to perform regular after hours, public holidays and weekend work in support of booked events. First aid certificate or willing obtain

Contact Officer: Amal Davis (02) 6205 4948 [amal.davis@act.gov.au](mailto:amal.davis@act.gov.au)

### **Enterprise Canberra**

#### **Office of the Deputy Director-General**

##### **Coordination Officer**

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 40242)**

Gazetted: 19 March 2018

Closing Date: 30 March 2018

Details: Enterprise Canberra is seeking a coordination officer to work within the Office of the Deputy Director-General. You will work within the Strategic Coordination and Policy Team, assisting in the provision of high level administrative support to the team, the office, and the division. Reporting to the Manager, Strategic Coordination,



your duties will include: scheduling and coordinating office activities; monitoring a shared inbox and allocating correspondence; maintaining registers of briefs and ministerials; records management; and secretariat support. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Morgan Campbell (02) 6205 0931 morgan.campbell@act.gov.au

## **Access Canberra**

### **Projects, Governance and Support**

#### **Finance and Budgets**

##### **Finance Officer**

##### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 40069, several)**

Gazetted: 21 March 2018

Closing Date: 28 March 2018

Details: Access Canberra is seeking applications from self-motivated finance professionals who have a proven track record of effectively managing month end processes, preparing financial reporting and analysis and are committed to providing high quality customer service. The successful candidate/s will be able to build successful working relationships with cost centre managers, provide high quality outputs and work collaboratively within a small finance team.

Eligibility/Other Requirements: Tertiary Qualifications in Accounting or a related field is highly desirable.

Note: These positions are currently available on a temporary basis for six months, however there is a possibility of extension or permanency.

Contact Officer: Margaret McKay (02) 6205 8695 margaret.mckay@act.gov.au

## **Office of the Chief Digital Officer**

### **Administrative/Executive Support Officer**

##### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 36109)**

Gazetted: 20 March 2018

Closing Date: 28 March 2018

Details: The Office of the Chief Digital Officer (OCDO) is a small and diverse team and we need help! There are bills to pay, phones to answer, diaries to manage, events to organise - and that's just on Monday! The work involves all the usual administrative tasks, from finance to diary management, but there's also the opportunity to assist with digital transformation projects and learn new ways of doing things. If you're good at juggling, have an eye for detail and a willingness to jump in and try new things, this is the job for you.

Note: This is a temporary position available for six months with possibility of extension. Tell us in a maximum of two pages how you would make this team run smoothly, include referee details and we'll be back in touch.

Contact Officer: Jean Allsop (02) 6207 7446 jean.allsop@act.gov.au

## **Shared Services**

### **Finance and Payroll**

#### **Accounts Receivable**

##### **Accounts Receivable Officer**

##### **Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 10810, several)**

Gazetted: 15 March 2018

Closing Date: 29 March 2018

Details: We are seeking enthusiastic and highly motivated officers to fill several permanent positions in the Accounts Receivable Team within Shared Services Finance and Payroll. In this role you will be responsible for undertaking a range of processing functions in an accounts receivable environment. This will include raising and issuing invoices, creating new customers, raising credit memos and adjustments, receipting, reconciling payments or credits and reviewing and resolving client requests and queries in a timely manner. You will be someone committed to working cooperatively within a team environment and able to manage and prioritise workloads.

How to apply: Please note that for positions in Shared Services, you will no longer be responding to and answering Selection Criteria questions. This has been replaced by a one-three page Personal Pitch. After reviewing the "What

you will do” and “What you require” sections on the Position Description, please provide a written response of no more than two pages that provides evidence of your capabilities. In preparing your response include examples that; Clearly demonstrate your relevant experience, skills and knowledge in delivering high quality client services in a processing environment, and address the key behavioural capabilities of commitment to team work and the ability to manage and prioritise workloads.

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.

Contact Officer: Darren Leseberg (02) 6207 6845 darren.leseberg@act.gov.au

## **Property, Procurement and Venues**

### **Venues Canberra**

#### **Exhibition Park in Canberra**

#### **Venue Maintenance Support Officer**

#### **General Service Officer Level 5 \$52,198 - \$54,949, Canberra (PN: 32554)**

Gazetted: 20 March 2018

Closing Date: 27 March 2018

Details: Venues Canberra is responsible for the hosting of events at the Territory’s major venues, being the National Arboretum of Canberra, Exhibition Park in Canberra, GIO Stadium, Manuka Oval and Stromlo Forest Park; and the management and operation of these venues. Reporting to the Facilities Manager, the Venue Maintenance Support Officer provides assistance in all aspects of venue facilities management at Exhibition Park in Canberra. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary part-time position available for 12 months until 30 April 2019 at 29.4 hours per week (four days per week) and would be required to work Monday, Tuesday, Thursday and Friday. This is a temporary position available up to 12 months.

Contact Officer: Amal Davis (02) 6205 4948 amal.davis@act.gov.au

## **Procurement, Property and Venues**

### **ACT Property Group**

#### **Property Maintenance Services**

#### **Trades Assistant**

#### **General Service Officer Level 5/6 \$52,198 - \$57,445, Canberra (PN: 22619)**

Gazetted: 15 March 2018

Closing Date: 29 March 2018

Details: This position is located in the Service Team, and will be mainly focused on landscape maintenance. The Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Essential: Technical/trade certificate in building related work or tertiary qualifications relevant to the building trade. Have a White Card and Asbestos Awareness Card. Medium rigid driver's licence. 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/1804Desirable](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804Desirable):

Knowledge of hazardous materials management/removal. Other plant operator tickets, e.g. forklift, elevated work platforms

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

Contact Officer: Stuart Peacock 0417664539 stuart.peacock@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](mailto:jobs@act.gov.au)**

**Office of the Director General  
Quality, Complaints and Regulation  
Senior Practitioner**

**Executive Level 1.2 \$211,059 - \$220,120 depending on current superannuation arrangements, Canberra (PN: E1056)**

Gazetted: 19 March 2018

Closing Date: 5 April 2018

The Office of the Senior Practitioner was established within the Quality, Complaints and Regulation Branch of the Community Services Directorate in early 2018. The Office will provide leadership and oversight across disability services in the ACT where restrictive practices may be operating. It will have regulatory, education, and capacity building functions and work closely and collaboratively with the disability sector with the goal of avoiding, reducing and eliminating restrictive practices.

The appointment of an inaugural Senior Practitioner will provide leadership that will guide and shape the establishment of the new Office of the Senior Practitioner. The role will also implement governance frameworks and processes for regulatory functions, including monitoring, audit, assurance and investigation, as set out in the relevant legislation.

Reporting to the Director, Quality, Complaints and Regulation, the Senior Practitioner will form part of the senior management team within the Branch and more broadly across the Directorate. It requires high level leadership and strategic thinking in the delivery of human services to reduce and eliminate restrictive practices by disability providers and ensure positive behaviour support. This role is a key source of guidance, education and advice to the sector, working closely with people with disability as well as their families and carers. In addition to collecting, analysing and disseminating data, the Senior Practitioner will also undertake and publish research to inform the development and evaluation of the use of behaviour supports. The Senior Practitioner also has a significant representation role, working closely with people with disability, organisations representing people with disability, liaising with relevant state and territory bodies and other regulators and those involved in the authorisation arrangements for restrictive practices.

To be a strong contender for this newly created and challenging role, you will need to demonstrate high level leadership and vision; strong organisational management; experience in relevant regulatory environments; and be recognised as a specialist in your professional discipline. You will also have excellent people management and communication skills, and engender a high standard of professional and personal integrity. Experience in the social services/human services sector, including an understanding of behaviour support human rights and the reduction and elimination of restrictive practices, would position you well for this role.

**Eligibility/Other Requirements:** Relevant tertiary qualifications are essential and/or current professional membership/registration in a relevant field (such as psychology, psychiatry, and allied health science, nursing, social work, or disability studies).

**Remuneration:** The position attracts a remuneration package ranging from \$211,059 to \$220,120 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$164,759.

**Contract:** The successful applicant will be engaged under a performance based contract for a period of up to five years. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

**Contact Officer:** Before applying, please obtain selection documentation by emailing

[admin@amandaourke.com.au](mailto:admin@amandaourke.com.au) quoting Ref. No. 827. Further information may be obtained by contacting Amanda O'Rourke on 0452 199 031

**Inclusion and Participation  
Office of multicultural Affairs  
National Multicultural Festival  
Senior Manager**

**Senior Officer Grade A \$137,415, Canberra (PN: 39135)**

Gazetted: 15 March 2018

Closing Date: 29 March 2018

Details: The Senior Manager, National Multicultural Festival will coordinate and manage the annual National Multicultural Festival. This includes leading, developing and implementing the broad project plan and all policies and programs related to the National Multicultural Festival. This position will provide high level advice to the Director in relation to the above matters and represent the Directorate and ACT Government at a range of local

and national forums and at community events and activities. This position requires a high degree of sensitivity, confidentiality and sound judgement, as well as a flexible approach in responding to tight deadlines. This position will report to the Executive Director, Inclusion and Participation.

Eligibility/Other requirements: Class C drivers licence. Demonstrated experience in planning and delivering large community events. An understanding and awareness of the ACT multicultural community priorities and sensitivities.

Note: This is a temporary position available for 12 months with the possibility of extension and/or permanency.

Contact Officer: Jacinta Evans (02) 6207 5046 jacinta.evans@act.gov.au

## **Housing ACT**

### **Finance**

#### **Finance Manager**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 04078)**

Gazetted: 16 March 2018

Closing Date: 23 March 2018

Details: The position of Finance Manager is a high level strategic role which provides leadership to the overall budgeting and financial management of Housing ACT. The successful applicant will be required to contribute significantly to the development and implementation of a range of financial policies, procedures and guidelines, particularly in regards to GST as it applies to Housing ACT. The Finance Manager must be highly organised and have the ability to prioritise and meet tight deadlines and sometimes competing deadlines.

Eligibility/ Other requirements: Relevant tertiary qualifications in accounting highly desirable. Full Certified Practising Accountant (CPA) or equivalent desirable.

Note: Selection may be based on application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Bob Hyland (02) 6207 1907 bob.hyland@act.gov.au

## **Officer of the Director General**

### **Quality, Complaints and Regulation**

#### **Aboriginal and Torres Strait Islander Review**

##### **Committee and Review Support**

##### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 40211)**

Gazetted: 19 March 2018

Closing Date: 3 April 2018

Details: The Steering Committee for Our Booris Our Way, the review into Aboriginal and Torres Strait Islander children involved with the child protection system, is seeking an enthusiastic, professional and organised person to provide secretariat and administrative support. The successful applicant will have the opportunity to support the progress of this significant project, which will inform practice and system wide improvements. The applicants background should demonstrate secretariat and administrative experience, as well as strong liaison, communication and writing skills. The position will be responsible for managing meetings, minute taking, drafting correspondence, co-ordinating responses and supporting the Steering Committee and Review team to manage the communications and stakeholder engagement elements of the project. The position will liaise with representatives from the Aboriginal and Torres Strait Islander community, government (in particular Child and Youth Protection Services) and non-government stakeholders. The successful applicant will therefore possess the ability to communicate effectively and appropriately with the Aboriginal and Torres Strait community and have an understanding of the child protection system. The role will require a high degree of sensitivity and confidentiality as well as the ability to work independently and exercise problem solving skills.

Eligibility/ Other Requirements: Prior to commencing 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). Experience and/or the desire to work in a community services environment. Proficiency with Microsoft Office products and database systems, and a current driver's licence would be desirable but not essential.

Note: This is a temporary position available until 30 September 2018 with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Narelle Rivers (02) 6205 3711 narelle.rivers@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](mailto:jobs@act.gov.au)**

### **Business Services**

#### **Governance and Community Liaison**

#### **Media and Communications**

#### **Senior Manager, Communications and Engagement**

#### **Senior Officer Grade A \$137,415, Canberra (PN: 09444)**

Gazetted: 20 March 2018

Closing Date: 4 April 2018

Details: The Education Directorate is seeking an dynamic and innovative person to back fill the role of Senior Manager, Communications and Engagement. The position is 12 months maternity leave cover. Working in a busy environment the successful candidate will need to be able to manage multiple key projects at the same time. Managing a team of professional and successful communications and engagement officers, the Senior Manager will need to bring with them solid skills and knowledge in the areas of creativity, design, traditional communications, digital communications and engagement. If you would like the opportunity to work with this fun and vibrant team, alongside strategic executive leadership then please apply.

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

Contact Officer: Jessica Summerrell (02) 6205 0837 [jessica.summerrell@act.gov.au](mailto:jessica.summerrell@act.gov.au)

### **Office for Schools**

#### **South Weston Network**

#### **The Woden School**

#### **Deputy Principal**

#### **School Leader B \$134,806, Canberra (PN: 04063)**

Gazetted: 15 March 2018

Closing Date: 29 March 2018

Details: The Woden School is a secondary (Yr7-12) specialist school for students who meet the criteria for intellectual disability and/or autism. Duties of the the Deputy Principal include but are not limited to: Supporting the Principal and executive team in the organisation, oversight and planning of whole school processes and practices, leadership of; the implementation of Australian and Board of Senior Secondary Studies (BSSS) Website Directions (including Award Scheme Development and Accreditation Network (ASDAN) Curriculum; pedagogy; positive behaviour support; professional learning; assessment and reporting; Promoting the development of a professional and inclusive whole school culture.

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 professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain). Prior to commencing 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

### **Business Services**

#### **Strategic Finance**

#### **Internal Budgets and Reporting**

#### **Manager**

#### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 32204)**

Gazetted: 19 March 2018

Closing Date: 2 April 2018

Details: The Strategic Finance Branch requires a Manager in the Internal Budgets and Reporting sub section who has excellent leadership, analytical and communication skills. The successful applicant will provide high quality

financial advice and support to senior executive, particularly in relation to budgeting, financial reporting and statistics, including financial management and resource allocation.

Contact Officer: Peter Ponder (02) 6205 3145 peter.podnar@act.gov.au

#### **Business Services**

##### **Governance and Community Liaison**

##### **Media and Communications**

##### **Assistant Manager**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 09514)**

Gazetted: 19 March 2018

Closing Date: 26 March 2018

Details: As Assistant Manager, you will operate with a high degree of independence, reporting to the Senior Manager and providing strategic advice to the executive on matters relating to communications within the Education Directorate portfolio. You will assist in managing the section and supervising staff, and develop, manage, monitor and implement strategic and communications plans to meet the needs of the Directorate, including ACT public schools.

Eligibility/Other Requirements: Prior to commencing 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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

Contact Officer: Jessica Summerrell (02) 6205 0837 jessica.summerrell@act.gov.au

#### **Office for Schools**

##### **Tuggeranong Network**

##### **Calwell Primary School**

##### **Executive Teacher SLC**

##### **School Leader C \$115,778, Canberra (PN: 32276)**

Gazetted: 16 March 2018

Closing Date: 23 March 2018

Details: Calwell Primary School is seeking a dynamic leader and strong educational practitioner with the skills and knowledge to work collaboratively as a member of the leadership team to foster high quality teaching in the school; improve student outcomes and help to build a high level of student engagement.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). Certification at the Highly Accomplished Teacher career stage of the Australian Professional Standards for Teachers, in accordance with the Teacher Quality Institute ACT Certification Guide: ACT Certification of Highly Accomplished and Lead Teachers.

Contact Officer: Linda Neeson (02) 6142 1900 linda.neeson@ed.act.edu.au

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

#### **Office for Schools**

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

##### **Gold Creek School**

##### **French Teacher with English and/or Humanities**

##### **Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 06213)**

Gazetted: 20 March 2018

Closing Date: 28 March 2018

Details: Gold Creek School is a P-10 school in the Gungahlin area that supports individualised learning through the implementation of International Baccalaureate programmes, as a framework for teaching the Australian Curriculum. We are committed to professional learning opportunities, collaboration, differentiation, inclusivity and

working with our community. An opportunity exists for a high school trained French Teacher with English and/or Humanities and Social Sciences, to join our senior campus team; adding to the collegial team environment of an engaging and dynamic faculty which maximises student outcomes. We are committed to student directed learning, differentiation, collaborative learning and formative and summative assessment, inclusivity and working with our community. The successful applicant will have the skills in using the Australian Curriculum to meet the individual learning needs of students.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Contact Officer: Sam Beattie (02) 6142 1305 [sam.beattie@ed.act.edu.au](mailto:sam.beattie@ed.act.edu.au)

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

### **Office for Schools**

#### **South Weston**

#### **Red Hill Primary School**

#### **Classroom Teacher**

#### **Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 18024)**

Gazetted: 19 March 2018

Closing Date: 2 April 2018

Details: Red Hill Primary is an International Baccalaureate Primary Years Program (PYP) school, with an enrolment of approximately 730 students. We are seeking a highly motivated Kindergarten to Year 6 (K-6) Primary Classroom Teacher to join our school team. The successful candidate will need to demonstrate experience in, and commitment to, an inquiry based curriculum and a willingness and capacity to work in a highly collaborative learning environment. The successful officer should also have strong communication skills and high level expertise in the teaching of literacy and numeracy.

Eligibility/Other Requirements: Experience in the International Baccalaureate Program is desirable but not mandatory. Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: This is a temporary position available until 21 December 2018.

Contact Officer: Louise Owens (02) 6205 7144 [louise.owens@ed.act.edu.au](mailto:louise.owens@ed.act.edu.au)

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

### **School Performance and Improvement**

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

#### **Gold Creek School**

#### **High School Humanities and Social Sciences Teacher**

#### **Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 08686)**

Gazetted: 20 March 2018

Closing Date: 27 March 2018

Details: Gold Creek School is a Primary to Year 10 (P-10) school in the Gungahlin area that supports individualised learning through the implementation of International Baccalaureate programmes, as a framework for teaching the Australian Curriculum. We are committed to professional learning opportunities, collaboration, differentiation, inclusivity and working with our community. An opportunity exists for a high school trained Humanities and Social Sciences teacher, to join our senior campus team; adding to the collegial environment of an engaging and dynamic faculty which maximises student outcomes. We are committed to student directed learning, differentiation, collaborative learning and formative and summative assessment, inclusivity and working with our community. The

successful applicant will have the skills in using the Australian Curriculum to meet the individual learning needs of students.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: This is a temporary vacancy available for 12 months with the possibility of extension and/or permanency.

Contact Officer: Sam Beattie (02) 6142 0488 sam.beattie@ed.act.edu.au

## **School Performance and Improvement**

### **Belconnen Network**

#### **Youth Support Worker**

#### **School Assistant 4 \$61,214 - \$66,285, Canberra (PN: 40292)**

Gazetted: 20 March 2018

Closing Date: 3 April 2018

Details: The successful applicant will have a demonstrated ability to work collaboratively to initiate, develop, maintain and manage a range of innovative and inclusive individual and whole school programs. The programs will support 15-19 year old students and their families/carers from a range of backgrounds to engage positively in learning, and with their community. The successful applicant will have demonstrated skills in working sensitively with young people and their families/carers as part of our school's student services team to deliver age-appropriate social and personal development programs to assist students to maximise their potential. The successful applicant will have proven highly developed communication and liaison skills to enable effective engagement with young people, colleagues, parents, carers and relevant private, community and government agencies.

Eligibility/Other Requirements: Certificate IV or tertiary qualification in Youth Work or a related field and a First Aid certificate or willingness to undertake appropriate training are highly desirable. Prior to commencing 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is a temporary position available from 30 April 2018 until 25 January 2019.

Contact Officer: Hayden Weeks (02) 6142 0078 hayden.weeks@ed.act.edu.au

## **Office for Schools**

### **Tuggeranong Network**

#### **Lanyon High School**

#### **Student Services and Staffing Officer**

#### **Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 40224)**

Gazetted: 15 March 2018

Closing Date: 29 March 2018

Details: Lanyon High School is seeking applications for a Student Services and Staffing Officer. The successful candidate will be working within the administration team and will possess knowledge of student absences and Daily Organiser, using the School Administration System (SAS). This person will work closely with the Deputy Principal to ensure the day to day staffing of classes, book and verify relief staff using the School Staffing Integrated Management System (SiMS) program and enter leave data on Conflict Resolution Service (CRS). This position also includes; general administrative duties working alongside teaching/Executive staff for class set up, and the ability to work flexible hours to suit the needs of the school with early morning starts and early finish times. The occupant will be proactive, exercise good 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* 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Desirable: Working knowledge of the SAS, MAZE, SiMS and CRS 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.



Contact Officer: Deanne Barnes (02) 6142 1802 [deanne.barnes@ed.act.edu.au](mailto:deanne.barnes@ed.act.edu.au)

**Office for Schools**

**North and Gungahlin**

**Palmerston District Primary School**

**School Assistant 3 \$51,053 - \$54,947, Canberra (PN: 00646)**

Gazetted: 16 March 2018

Closing Date: 30 March 2018

Details: Palmerston District Primary School has a vacancy for a fulltime Administrative Assistant to work in our busy Front Office. The successful applicant will undertake a wide range of administrative tasks as directed by the Business Manager and work closely with the Deputy Principal to update the school's website.

Eligibility/ Other requirements: Prior to commencing 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Contact Officer: Sonya Campbell (02) 6142 1440 [sonya.campbell@ed.act.edu.au](mailto:sonya.campbell@ed.act.edu.au)

**Office for Schools**

**North Canberra Gungahlin**

**Palmerston District Primary School**

**Administrative Assistant**

**School Assistant 3 \$51,053 - \$54,947, Canberra (PN: 03073)**

Gazetted: 15 March 2018

Closing Date: 29 March 2018

Details: Palmerston District Primary School has a vacancy for an Administrative Assistant to work in our Introductory English Centre. The successful applicant will also assist the Librarian and our Preschool Teachers.

Eligibility/ other requirements: Prior to commencing 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Contact Officer: Sonya Campbell (02) 6142 1440 [sonya.campbell@ed.act.edu.au](mailto:sonya.campbell@ed.act.edu.au)

**School Performance and Improvement**

**North and Gungahlin Network**

**Gold Creek School**

**Building Services Officer 1**

**General Service Officer Level 3 \$47,087 - \$48,840, Canberra (PN: 32734)**

Gazetted: 15 March 2018

Closing Date: 29 March 2018

Details: The duties of the position require a high degree of manual activity. Applicants should possess an appropriate level of functional physical fitness. In accordance with Directorate policies and under general supervision, a Building Service Officer 1 will: Assume responsibility for the security of the school buildings, furniture, fittings and equipment. Supervise and monitor the school's maintenance programs, contractors, cleaning and security for the school and associated preschool(s). Complete risk management and safety records. Monitor the school buildings and grounds including any associated preschool(s). Undertake basic repairs and maintenance to the buildings, grounds, fittings, furniture and equipment. Operate and monitor the school's heating and cooling systems with a view to minimising energy usage or if the school has an automated climate management system, monitor with a view to minimising energy usage. Assist with stocktake and the receipt and storage of equipment and supplies. Rearrange and/or relocate furniture and equipment within reasonable safety limits. Undertake relevant administrative tasks as required ensuring compliance in relation to risk management, safety and appropriate record keeping.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: [www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety). Mandatory Training in other WHS procedures will be required during employment: for example Working at Heights, Sharps. Desirable: A current First Aid certificate.

Note: This is a temporary position available from 1 April 2018 until 26 January 2019. This position is part-time at 15 hours per week and the full-time salary noted above will be paid pro rata.

Contact Officer: Kerry Lyttle (02) 6142 1337 [kerry.lyttle@ed.act.edu.au](mailto:kerry.lyttle@ed.act.edu.au)

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

#### **Environment**

##### **Parks and Conservation Services**

##### **Parks Reserves and Rural Land**

##### **Operations Manager**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 09713, several)**

Gazetted: 16 March 2018

Closing Date: 30 March 2018

Details: The ACT Parks and Conservation Service is seeking an exceptional leader to undertake the role of Operations Manager for our Parks and Reserves. We are seeking highly motivated self-driven senior professional officer's to lead a team of Area Managers and provide direction and coordination in implementing a range of natural and cultural resource management policies and programs, asset protection and landscape refurbishment activities. These Operations Manager's will sit within the ACT Parks and Conservation Service which is responsible for the day-to-day management of the ACT reserves, national park, rural lands and public land, as well as liaison with rural and broad acre lessees in the management of their leases.

Eligibility/Other Requirements: These positions are classified as Designated Fire Positions under the Enterprise Agreement. Applicants must be willing and physically capable to undertake incident management duties, including participation in fire standby, fire suppression and fire training, work at any location throughout the reserve estate. Relevant Tertiary qualifications in Natural and Cultural Resource Management/Park Management are highly desirable.

Note: An order of merit will be established for filling temporary or permanent positions at level within the next 12 months from this process.

Contact Officer: Stuart Jeffress (02) 6207 8082 [stuart.jeffress@act.gov.au](mailto:stuart.jeffress@act.gov.au)

#### **Planning Policy**

##### **Strategic Planning**

##### **Senior Urban Designer/ Planner**

##### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 43156)**

Gazetted: 21 March 2018

Closing Date: 5 April 2018

Details: The Planning Policy Division in the Environment, Planning and Sustainable Development Directorate is seeking a highly motivated, experienced and suitably qualified person to fill the role of Senior Urban Designer/Planner. The Planning Policy Division has responsibility for strategic planning and development of city-wide urban policies and design controls that underpin planning for future urban growth, land supply, major infrastructure and the character and built form of the city. This role will require you to develop and deliver robust and innovative urban design and strategic planning input to policies, programs and projects, provide urban design advice and testing, and lead projects. This role requires management of multidisciplinary teams and projects, representing the Directorate in communication with a range of stakeholders both internally and externally. Candidates should have proven experience working on a range of planning and design projects at a variety of scales and in an urban planning context. Candidates should have strong oral and written communication skills, ability to use supporting programs to deliver urban design input, and experience managing urban design/planning projects.

Eligibility/Other Requirements: Tertiary qualifications in Urban Design, Urban Planning or another relevant professional area is required.

Contact Officer: Adam Azzopardi (02) 6207 3541 [adam.azzopardi@act.gov.au](mailto:adam.azzopardi@act.gov.au)

## **Planning Policy**

### **Strategic Planning**

#### **Planning Policy Officer**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 15097)**

Gazetted: 20 March 2018

Closing Date: 5 April 2018

Details: The Planning Policy Division is seeking a highly motivated, experienced and suitably qualified person to fill the role of planning policy officer. The Planning Policy Division has responsibility for the development of city-wide urban land policies that underpin planning for the future urban growth, land supply, and major infrastructure for future urban areas and the character and structure of our city. This role will require you to assist in the development and delivery of effective strategic planning policies, programs and projects; urban planning advice and briefings; work in projects as part of a multidisciplinary team; and represent the Directorate in communication with a variety of government agencies, community groups and the general public. Candidates should have proven written and oral communications skills, the ability to provide strategic planning support and a sound understanding of project management.

Eligibility/Other Requirements: Tertiary qualifications in Urban Design, Urban Planning, Policy, Economics or another relevant professional area would be highly desirable.

Contact Officer: Adam Azzopardi (02) 6205 2677 adam.azzopardi@act.gov.au

## **Sustainability and the Built Environment**

### **Planning Delivery**

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

#### **Land Surveyor**

#### **Professional Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 20190)**

Gazetted: 20 March 2018

Closing Date: 2 April 2018

Details: The ACT Office of the Surveyor-general and land Information is looking for a Land Surveyor (graduate or Registered) to fill an interesting and challenging role with the survey plan examination section.

Eligibility/Other Requirements: Degree in surveying or related qualification acceptable to the Committee of Reciprocal Surveyors Boards of Australia and New Zealand (CRSBANZ) for registration as a land surveyor is mandatory.

Note: This is a temporary position available until 7 March 2019 with the possibility of extension.

Contact Officer: Greg Ledwidge (02) 6205 0083 greg.ledwidge@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**

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

#### **Office of Chief Psychiatry**

#### **Adult General Psychiatry**

#### **Senior/Staff Specialist Band 1-5**

#### **\$ 271,472 - \$359,926 271,472 - \$359,926, Canberra (PN: 22942, several)**

Gazetted: 22 March 2018

Closing Date:

Overview of the work area and position: Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and

outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS) Adult Community Mental Health Services (ACMHS) Adult Acute Mental Health Services (AAMHS) Alcohol & Drug Services (ADS) Child & Adolescent Mental Health Services (CAMHS) Justice Health Services (JHS) The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College. The position will be accountable and responsible to area Clinical Director - Mental Health, Justice Health and Alcohol and Drug Services through an Individual Learning and Development Plan. Accountability will be to the Clinical Director. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach. The successful applicant will have broad experience in Community Psychiatry including the challenges of managing an itinerant population and in optimising medication options. An emphasis on Recovery within this context is essential. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,472 - \$359,926

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian & New Zealand College of Psychiatrists or equivalent specialist qualifications. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Dr Mandy Evans 02 6205 0687 ChiefPsychiatrist@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 3, 4 Bowes Street PHILLIP ACT 2605

## **Performance, Reporting and Data**

### **Health Economics**

#### **Performance and Insights Branch**

##### **Principal Funding and Risk Strategist**

##### **Senior Officer Grade A \$137,415, Canberra (PN: 05464)**

Gazetted: 22 March 2018

Closing Date: 5 April 2018

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. The Performance, Reporting and Data Division aims to be a centre of excellence for the provision of key operational and strategic support information throughout ACT Health. The Division is led by the Deputy Director-General, Performance Reporting and Data, and supported by three Directors, each responsible for a separate branch. Overview of the work area and position: The Performance and Insights Branch is responsible for leading the delivery of relevant and timely information to support the Minister and Health Directorate meet the needs of the ACT community. A focus of the branch is to work with key stakeholders including clinicians, policy makers, service providers and researchers to improve service performance, enhance transparency and inform governance and oversight through access to meaningful information and insights. Under broad direction, you will engage across government and with key business areas of ACT Health to provide expertise and knowledge in the development of national and local funding models, and the assessment of funding risk in order to support strategic and operational business decision-making and drive organisational performance. In this role, you will also be responsible for engaging in national and local funding policy development and investment initiatives, undertaking research and modelling and working closely with key areas of the business and providing a meaningful contribution to the broader Performance and Insights functions of ACT Health.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Commerce, Economics or similar. Desirable: Previous experience in the health sector. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Patrick Henry (02) 6205 5432 patrick.henry@act.gov.au

**Population Health**

**Health and Protection Service**

**Environmental Health Food Team**

**Public Health Officer**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 29635)**

Gazetted: 22 March 2018

Closing Date: 5 April 2018

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. The Population Health Protection Prevention Division has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on population health issues. The Population Health Protection and Prevention Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and reports to the Director General of ACT Health. The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report. The Health Protection Service is a risk based regulator that manages public health risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. Overview of the work area and position: The Health Protection Service's Environmental Health section includes a Food Safety Team and an Environment Team. The role may involve a variety of public health regulatory activities, including managing small team to deliver those functions such as inspections of food businesses and management of outbreaks or other potential public health risks. The Environmental Health section works closely with other areas of government such as Access Canberra in executing these functions. The role would suit someone with tertiary qualifications and demonstrated experience in managing small Environmental Health teams.

Eligibility/Other Requirements: Mandatory: Undergraduate degree or graduate diploma in Environmental Health that is accredited by Environmental Health Australia (EHA); or have completed tertiary studies in Applied Science in the areas of Public Health, Food Science, Environmental Science or equivalent. Equivalency of studies and training is determined by senior environmental health staff and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: This is a temporary position available for a period of six months with the possibility of extension and/or permanency. Applicants should call the contact officer for advice on whether they are eligible to apply.

Contact Officer: Radomir Krsteski (02) 6205 1700 radomir.krsteski@act.gov.au

**Canberra Hospital and Health Services**

**Women Youth and Children**

**Women Youth and Children Community Health Programs**

**Nurse Immuniser**

**Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 16950)**

Gazetted: 22 March 2018

Closing Date: 5 April 2018

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. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Women, Youth and Children Division, Community Health Programs deliver a range of primary health care community-based services to children, families and women. Services are delivered within a multidisciplinary context and include Maternal and Child Health, Women's Health, Allied Health, Immunisation, and School Health. Maternal and Child Health (MACH) services include: lactation support, parent education and support; counselling, assessment and screening; early identification and referral; and the delivery of public health programs such as childhood immunisation. 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. Women, Youth and Children Community Health Programs delivers a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team. Overview of the work area and position: The Early Childhood Immunisation Program provides immunisation to children 0 - 5years according to the Australian National Immunisation Program Schedule and territory initiatives, as required. Immunisation occurs in dedicated immunisation clinics and is provided by a team of suitably qualified immunisation nurses. The Registered Nurse role within Early Childhood Immunisation Program, under the direction of MACH Manager (or nominated delegate) is responsible for the provision of immunisations to children between the ages of 0 – 5 years old in accordance with the National Immunisation Program Schedule and territory initiatives, as required. This involves liaising with parents, addressing parent concerns providing up to date information regarding immunisation dosages and schedules, and collating data for National registers.

The role is required to be able work across several Community Health Centres and/or clinics

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and completed (or working towards) recognised training in Immunisation. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary part-time position available for a period of five months until August 2018 and the hours per week are negotiable and the full-time salary noted above will be paid pro-rata.

Contact Officer: Mary Brunton (02) 6207 0907 mary.brunton@act.gov.au

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

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

#### **Dhulwa Mental Health Unit**

#### **Administration Support Officer**

#### **Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 37323)**

Gazetted: 22 March 2018

Closing Date: 29 March 2018

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 Dhulwa Mental Health Unit (DMHU) is part of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) which is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The Dhulwa Mental Health Unit provides a safe and structured environment with 24 hour clinical support for people with moderate to severe mental illness who cannot be safely cared for in a less restrictive environment. This includes people who are, or are likely to become, involved with the criminal justice system, and civil consumers of general mental health services. The service aims to provide collaborative care involving the consumer, their carers and other key services. All staff have a responsibility to maintain the safety and security of consumers, staff and visitors within this high security environment. It is expected that in this position you will provide administrative support to the clinical team with a focus on providing quality customer service to all users of the DMHU. All staff of the DMHU are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Proficient in the Microsoft Office Suite. Desirable: Knowledge and experience in the use of relevant medical terminology. Understanding and experience in dealing with persons affected by mental illness. Current driver's licence. Knowledge of ACT Health internal software packages

Note: This is a temporary position available for 12 months with the possibility of extension and/or permanency.

Contact Officer: Liza Marando (02) 6207 9848 liza.marando@act.gov.au

**Corporate**

**Health Information Services**

**Health Infrastructure Service Recurrent**

**Refrigeration Mechanic**

**Facilities Service Officer Level 7 \$59,230 - \$62,549, Canberra (PN: 21208)**

Gazetted: 22 March 2018

Closing Date: 5 April 2018

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. Canberra Hospital and Health Services (CHHS) 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. ACT Health supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply. Overview of the work area and position: To carry out planned and reactive maintenance tasks as well as installation primarily associated with the ACT Health's Mechanical Air Conditioning and Refrigeration Plant and Equipment at its various sites. Reporting to the Electrical supervisor.

Eligibility/Other Requirements: Mandatory: Trade Certificate in Refrigeration and a current unrestricted driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Brendan Spence (02) 6244 2115 [brendan.spence@act.gov.au](mailto:brendan.spence@act.gov.au)

**Canberra Hospital and Health Services**

**Critical Care**

**Imaging**

**CT/Angiography Modality Manager, Medical Imaging**

**Health Professional Level 5 \$118,319 - \$133,197, Canberra (PN: 37676)**

Gazetted: 22 March 2018

Closing Date: 5 April 2018

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. 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 and 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. Overview of the work area and position: The Medical Imaging Department is responsible for providing quality diagnostic imaging services for patients in the ACT and surrounding region. This position is a 50:50 clinical and administration role. The successful applicant will: Provide leadership, management, supervision, and clinical services within the CT/Angiography Modality in the Medical Imaging Department at The Canberra Hospital. Responsible for the effective utilisation of available resources and productivity to enable service provision within identified accountability frameworks. Provide high quality clinical services in the Medical Imaging multidisciplinary team. Establish and operate within departmental budget on an annual basis. Facilitate modality and staff meeting on a monthly basis.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Be eligible for an ACT Radiation licence. Tertiary qualifications or equivalent in Medical Radiation Science (Radiography). Desirable: Minimum five years CT experience. Previous experience in angiography. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any employment being made. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Notes: The successful applicant will be required to work full-time Monday – Friday. An order of merit will be established which may be used to fill future full-time and/or part-time, temporary positions at level, which may arise over the next 12 months. Selection may be based on application and referee reports only.

Contact Officer: Kate Saunder (02) 6244 2111 kate.saunder@act.gov.au

### **Performance, Reporting and Data**

#### **Business Performance Executive**

##### **Project Officer**

##### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 17632)**

Gazetted: 22 March 2018

Closing Date: 29 March 2018

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. The Performance, Reporting and Data (PRD) Division aims to be a centre of excellence for provision of key operational and strategic support information throughout ACT Health. The Division is led by the Deputy Director-General, Performance Reporting and Data and supported by three Directors, each responsible for a separate branch. Overview of the work area and position: The ACT Health System-Wide Data Review (SWR) is a Health Minister initiated review of processes and systems that relate to data integrity issues. The SWR is a complex program of work within the PRD Division. The PRD Division aims to be a centre of excellence for provision of key operational and strategic support information throughout ACT Health. The SWR is a complex program of work within the PRD Division. The position will be part of a small team, and operate in partnership with other members of the greater PRD team and across the directorate. The Project Officer, Data Management and Governance will work with the Program Manager to provide project management expertise in the execution of all data development projects that are being undertaken across ACT Health. Initially, key projects are part of the 'embed' stage of the SWR (such as standards, governance etc.) however there are multiple projects that are expected to extend to the out years.

Eligibility/Other Requirements: Desirable: Tertiary qualifications (or equivalent) in a relevant field. Previous experience in data development activities, including an understanding of local and national health information workflows. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Danielle Rutter (02) 6207 6772 danielle.rutter@act.gov.au

### **Office of the Director General**

#### **Government and Communications**

##### **Communications**

##### **Project Officer**

##### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 34455)**

Gazetted: 22 March 2018

Closing Date: 29 March 2018

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. ACT Health partners with the community and consumers for better health outcomes by: Delivering patient and family-centred care. Strengthening partnerships. Promoting good health and wellbeing, and improving access to appropriate health care, and having robust safety and quality systems. ACT Health works closely with other ACT Government agencies such as the ACT Government's



Community Services Directorate, Justice and Community Safety Directorate, Chief Minister, Treasury and Economic Development Directorate, and emergency services providers such as the ACT Ambulance Service and the Australian Federal Police. Formalised consultative arrangements also exist with a range of agencies, such as the Health Care Consumers' Association (ACT), ACT Medicare Local and mental health, alcohol and drug, and other community service providers. The tertiary and training sectors remain key partners in the planning, development and delivery of healthcare services. Partnership arrangements with the Australian National University Medical School, University of Canberra, Australian Catholic University and Canberra Institute of Technology are well established and serve to assure the future supply of skilled health professionals. Overview of the work area and position: The Communications Branch leads and directs internal and external strategic communications, media, digital, social media and marketing activities that support ACT Health achieve its goals.

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. This position will directly report to and be managed by the Director, Communications. It will work closely with the Director's Personal Assistant and other members of the branch and be accountable for managing the day to day operations and workflow of the Director's office. As the Project Officer, in the office of the Director, Communications you use your knowledge and skills to provide administrative support in a busy and dynamic working environment. A key focus of this role is to coordinate and ensure the progression of business through the Director's office. The main duties will include preparation, coordination and tracking of high level government business including briefings and correspondence, internal minutes, cabinet submissions, assembly material. Additionally, the incumbent will identify and address issues through assisting multiple project teams with matters such as reporting, risk management and scheduling of project activities.

Eligibility/Other Requirements: *Mandatory:* Prior to commencement successful candidates will be required to undergo a pre-employment Police check. *Desirable:* Previous experience working in an executive office; Knowledge of HP Records Management (formerly TRIM). Experience in using Microsoft Project or other project management software would be an advantage.

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

Contact Officer: Elizabeth Tobler (02) 6207 5853 [elizabeth.tobler@act.gov.au](mailto:elizabeth.tobler@act.gov.au)

## **Innovation**

### **Policy and Stakeholder Relations**

#### **Drug and Alcohol Policy**

##### **Executive Officer**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 19638)**

Gazetted: 22 March 2018

Closing Date: 5 April 2018

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 Policy and Stakeholder Relations Branch (PSR) is responsible for providing advice to ACT Health and the ACT Government to meet the health needs of the community. We do this by contributing to the creation of policy settings that ensure the right care can be accessed in the right place, in the right way, at the right time, and that people are better able to care for themselves. This includes but is not limited to, the provision of strategic health policy advice, project development and implementation, procurement of non-government services, and liaison with government, non-government and private sector stakeholders. The role of the Executive Officer is to provide high-level strategic advice and executive support to the Executive Director, Policy and Stakeholder Relations.

Eligibility/Other Requirements: *Desirable:* Relevant tertiary qualifications and experience in either Clinical, Operational Management or Policy Development including extensive analytical background within a health care system are highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Sarah Watson (02) 6205 9811 sarah.m.watson@act.gov.au

### **Office of the Legislative Assembly**

#### **Parliamentary Support Branch**

#### **Committee Support**

#### **Manager, Committee Support**

#### **Senior Officer Grade A \$137,415, Canberra (PN: 261)**

Gazetted: 19 March 2018

Closing Date: 29 March 2018

Duties: The Office is seeking to fill, for a period of 12 months from early/mid April, the key role of Manager, Committee Support. The Office's committee support function provides procedural and administrative advice and support to seven Assembly standing committees and certain select committees that are established from time to time. In addition to performing the role of Secretary to an Assembly committee or committees, the successful candidate will be responsible for managing and coordinating the staff and other resources of the Office's committee support function and leading and developing the committee support function. The successful candidate will have a strong knowledge and understanding of parliamentary practice and procedure, especially in relation to parliamentary committees; and will be able to demonstrate a strong capacity to lead and manage a team of staff and to effectively manage and coordinate resources.

Contact Officer: Julia Agostino, Deputy Clerk and Serjeant-at-Arms (02) 6205 0171

julia.agostino@parliament.act.gov.au

Applications can be forwarded to: OLARecruitment@parliament.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](mailto:jobs@act.gov.au)**

#### **City Services**

#### **Roads ACT**

#### **Road Maintenance**

#### **Project Engineer/Officer**

#### **Infrastructure Officer 2 \$79,919 - \$91,947, Canberra (PN: 26315)**

Gazetted: 15 March 2018

Closing Date: 29 March 2018

Details: Roads ACT is seeking a highly motivated candidate who will, under limited direction from the Manager Program Development, coordinate the planning and delivery of a range of infrastructure maintenance, with accountability for administration, productivity and efficiency, quality standards, Work Health and Safety (WHS) and environmental requirements. Responsibilities include managing the delivery of various programs and consultancies for the maintenance of infrastructure assets; preparing briefs, advice and tender documentation; administering contracts; and, managing a small team of technical and administrative officers. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and /or People with Disability, to apply.

Eligibility/ Other requirements: Tertiary Degree in Engineering or Project Management or equivalent qualification

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

Contact Officer: Mynul Chowdhury (02) 6207 7453 mynul.chowdhury@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**

**Roads ACT**

**Road Maintenance**

**Road Worker**

**General Service Officer Level 7 \$59,230 - \$62,549, Canberra (PN: 26317)**

Gazetted: 15 March 2018

Closing Date: 29 March 2018

Details: Roads ACT is seeking a suitable candidates who, under general direction from the Works Supervisor, will lead the asphalt crew and contractors carrying out asphalt operations, with accountability for administration, productivity and efficiency, quality standards, WH&S and environmental requirements. The position may include a compulsory component of night shift work. 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: Current drivers licence (MR-class), Construction Induction (White card) and Asbestos Awareness.

Note: This is a temporary position available for up until 12 months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

Contact Officer: Timothy Norton (02) 6207 8814 timothy.norton@act.gov.au

**City Services**

**Roads ACT**

**Road Maintenance**

**Road Worker**

**General Service Officer Level 5 \$52,198 - \$54,949, Canberra (PN: 40191)**

Gazetted: 19 March 2018

Closing Date: 2 April 2018

Details: Roads ACT is seeking a suitable candidate who, under general direction from the Works Supervisor, will carry out general road maintenance duties within a road maintenance crew. Duties include street sweeper operations, asphalt operations, pavement marking, sign maintenance, pothole repair, traffic control and operation of a range of road maintenance plant and equipment. The position may include a compulsory component of shift work (morning shift/evening shift). This will allow flexibility in the delivery of the street sweeping program. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for two years with the possibility of permanency. Selection may be based on application and referee reports only.

Contact Officer: Shane Holden (02) 6213 0754 shane.holden@act.gov.au

**City Services**

**Capital Linen Services**

**Leading Hand**

**Capital Linen Service Band 2 \$49,639 - \$51,466, Canberra (PN: 26433, several)**

Gazetted: 16 March 2018

Closing Date: 6 April 2018

Details: Capital Linen Service is seeking appropriately experienced and enthusiastic people to permanently fill six Leading Hand positions. As a member of the production team, leading hands will perform leadership duties, operate laundry equipment and carry out the ancillary tasks associated with production the various linen processing areas of the business. They will manage the production output in their assigned area by communicating target requirements to staff, encouraging and supporting the staff to meet targets, maintaining acceptable productivity levels, reporting complex issues to the supervisor to ensure customer orders are delivered to the highest standard in a safe and efficient manner. Capital Linen Service is committed to the ACT Government values, code of conduct and respect, equity and diversity framework. They are core components of a positive culture and inclusive working environment. Further details and requirements are contained within the position description.

Note: Selection may be based on application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months.

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.

How to Apply: Applications should submit a coversheet, resume and a referees report.

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

### **Suburban Land Agency**

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

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

### **Molonglo**

#### **Project Administration Officer**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 33463)**

Gazetted: 19 March 2018

Closing Date: 2 April 2018

Details: The Suburban Land is responsible for the planning and delivery of projects that optimise the Territory's social, environmental and economic return on land development activities in the ACT. We are seeking applications from experienced Project Administration Officers to join the Greenfield Branch. The Project Administration Officer under limited direction will be required to provide support to one or more managers within the Suburban Land Agency's Greenfield Branch by: Supporting the Project Managers/Directors in all activities and contribute to the ongoing development, delivery and implementation of land development and land release projects. Providing administration support to all members of the Branch including assistance with meetings, undertaking minutes, co-ordinating reporting requirements, completing forms, printing, organising documents, compiling project documents, files and updating spreadsheets. Assisting with the implementation of a variety of land development projects, including obtaining necessary approvals, preparing and implementing project procurements, basic project management practices, consultant management and project budget management. Assisting with the preparation of project briefs, business plans, status reports and board papers in relation to research and development projects. Liaising with external and internal stakeholder to assist in the implementation of land development projects, while ensuring approvals, budgets and program are achieved. Working in accordance with and uphold, the ACT Government's Respect, Equity and Diversity (RED) Frameworks and the Work Health and Safety Systems. Enthusiastically contributing to a multi-disciplinary team of stakeholders including staff, consultants and contractors to effectively deliver the key objectives of the Agency. Actioning day-to-day Branch administration matters and assist the Branch on administrative projects when required.

Eligibility/Other Requirements: Prior to commencing 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Contact Officer: David Thornhill (02) 6207 7037 david.thornhill@act.gov.au

## **APPOINTMENTS**

### **Canberra Institute of Technology**

#### **Teacher Level 1 \$70,519 - \$94,094**

Wren Mack 836-16061, Section 68(1), 21 March 2018

#### **Teacher Level 1 \$70,519 - \$94,094**

Sandra Page 835-98086, Section 68(1), 21 March 2018

**Chief Minister, Treasury and Economic Development**

**Administrative Services Officer Class 3 \$60,039 - \$64,616**

Simona Doelle 853-79848, Section 68(1), 16 March 2018

**Administrative Services Officer Class 5 \$74,081 - \$78,415**

Prakash Swaminathan 853-65462, Section 68(1), 9 March 2018

**Education**

**Administrative Services Officer Class 6 \$79,824 - \$91,356**

Ashley Baker 843-53339, Section 68(1), 20 March 2018

**School Assistant 2 \$45,058 - \$49,757**

Manuela Pinheiro De Moraes Rego 849-00881, Section 68(1), 31 March 2018

**Environment, Planning and Sustainable Development**

**General Service Officer Level 5/6 \$52,198 - \$57,445**

Aidan Chard 853-46536, Section 68(1), 5 March 2018

**Senior Officer Grade C \$100,462 - \$108,140**

Mikaela Jade 853-60768, Section 68(1), 19 March 2018

**General Service Officer Level 5/6 \$52,198 - \$57,445**

Rocky Simachila 846-93296, Section 68(1), 1 April 2018

**Senior Officer Grade C \$100,462 - \$108,140**

Karen Taylor 848-65756, Section 68(1), 16 March 2018

**General Service Officer Level 5/6 \$52,198 - \$57,445**

Laurie Wood 848-81414, Section 68(1), 19 March 2018

**Health**

**Registered Nurse Level 1 \$63,548 - \$84,888**

Mariamama Ayiramala 856-73780, Section 68(1), 22 March 2018

**Health Professional Level 2 \$61,784 - \$84,816**

Jessica Dawson 845-03560, Section 68(1), 15 March 2018

**Registered Nurse Level 1 \$63,548 - \$84,888**

Benjamin Doyle 845-20619, Section 68(1), 22 March 2018

**Administrative Services Officer Class 5 \$74,081 - \$78,415**

India Finlay 844-32950, Section 68(1), 15 March 2018

**Registered Midwife Level 1 \$63,548 - \$84,888**

Leanne Frigo 845-03552, Section 68(1), 22 March 2018

**Registered Midwife Level 1 \$63,548 - \$84,888**

Gifty Fugah 857-42395, Section 68(1), 22 March 2018

**Administrative Services Officer Class 2/3 \$52,991 - \$64,616**

Praveen Gadde 853-41575, Section 68(1), 1 March 2018

**Assistant in Nursing \$48,888 - \$50,543**

Bibin Joseph 856-73713, Section 68(1), 22 March 2018

**Registered Nurse Level 2 \$88,249 - \$93,533**

Jessica Little 853-79821, Section 68(1), 22 March 2018

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)**

Selim Mahbub 853-79282, Section 68(1), 26 March 2018

**Health Service Officer Level 3 \$48,385 - \$49,958**

Michael Martinovic 853-62448, Section 68(1), 22 March 2018

**Registered Nurse Level 1 \$63,548 - \$84,888**

Emma Mason 844-32467, Section 68(1), 22 March 2018

**Health Service Officer Level 3 \$48,385 - \$49,958**

Eduardo Matruglio 856-73385, Section 68(1), 22 March 2018

**Registered Nurse Level 2 \$88,249 - \$93,533**

Stephen Neill 853-78183, Section 68(1), 9 April 2018

**Allied Health Assistant 2 \$50,040 - \$57,369**

Minhaz Patel 843-89518, Section 68(1), 22 March 2018

**Registered Nurse Level 1 \$63,548 - \$84,888**

Justine Roales 839-25251, Section 68(1), 30 March 2018

**Health Professional Level 4 \$100,462 - \$108,140**

Alison Smith 853-79039, Section 68(1), 26 March 2018

**Health Service Officer Level 3 \$48,385 - \$49,958**

Paul Tyerman 853-59871, Section 68(1), 21 March 2018

**Registered Nurse Level 1 \$63,548 - \$84,888**

Paul Varghese 834-46007, Section 68(1), 22 March 2018

**Transport Canberra and City Services**

**Senior Officer Grade C \$100,462 - \$108,140**

Sharyn Haskell-McKell 853-80216, Section 68(1), 8 March 2018

**Administrative Services Officer Class 6 \$79,824 - \$91,356**

Lela Hopkins 853-79354, Section 68(1), 13 March 2018

**Administrative Services Officer Class 6 \$79,824 - \$91,356**

Shane Kelly 853-79346, Section 68(1), 16 March 2018

**TRANSFERS**

**Education**

**Jared Dorrington: 844-81058**

From: Administrative Services Officer Class 4 \$72,175

Community Services

To: Administrative Services Officer Class 4 \$66,656 - \$72,175  
Education, Canberra (PN. 37512) (Gazetted 7 August 2017)

**Environment, Planning and Sustainable Development**

**Kym Strudwicke: 817-48669**

From: Administrative Services Officer Class 6 \$79,824 - \$91,356  
Environment, Planning and Sustainable Development  
To: Administrative Services Officer Class 6 \$79,824 - \$91,356  
Environment, Planning and Sustainable Development, Canberra (PN. 03098) (Gazetted 8 June 2017)

**Health**

**Heidi Ford: 845-04264**

From: Registered Midwife Level 1 75,196  
Health  
To: Registered Midwife Level 1 \$63,548 - \$84,888  
Health, Canberra (PN. 39635) (Gazetted 14 December 2017)

**Julie Hanson: 845-20475**

From: Registered Nurse Level 3.1 \$105,339  
Health  
To: Registered Nurse Level 3.1 \$101,175 - \$105,339  
Health, Canberra (PN. 26395) (Gazetted 14 December 2017)

**Erica Nixon: 816-81185**

From: Health Professional Level 5 133197.00  
Health  
To: Health Professional Level 5 \$118,319 - \$133,197  
Health, Canberra (PN. 23793) (Gazetted 14 December 2017)

**PROMOTIONS**

**ACT Long Service Leave Authority**

**Christine Miller: 820-75857**

From: Administrative Services Officer Class 5 \$74,801 - \$78,415  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 6 \$79,824 - \$91,356  
ACT Long Service Leave Authority, Canberra (PN. 17801) (Gazetted 18 October 2017)

**Chief Minister, Treasury and Economic Development**

**Shared Services**

**Technology Services**

**Platform Systems**

**Rhyse Allan: 827-09127**

From: Information Technology Officer Class 2 \$79,824 - \$91,356  
Chief Minister, Treasury and Economic Development  
To: †Senior Information Technology Officer Grade C \$100,462 - \$108,140  
Chief Minister, Treasury and Economic Development, Canberra (PN. 14410) (Gazetted 25 August 2017)

**Shared services**

**Shared Services ICT**

**Executive**

**Jessica Elizabeth Gosling: 844-82085**

From: Administrative Services Officer Class 4 \$66,656 - \$72,175

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$74,081 - \$78,415

Chief Minister, Treasury and Economic Development, Canberra (PN. 14624) (Gazetted 12 January 2018)

**Shared Services**

**Technology Services**

**Platform Systems**

**Cory Manson: 821-10245**

From: Information Technology Officer Class 2 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade C \$100,462 - \$108,140

Chief Minister, Treasury and Economic Development, Canberra (PN. 14416) (Gazetted 25 August 2017)

**Shared Services**

**Technology Services**

**Platform Systems**

**Lachlan Matthew-Dickinson: 844-82245**

From: Information Technology Officer Post Graduate \$74,081 - \$78,415

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade C \$100,462 - \$108,140

Chief Minister, Treasury and Economic Development, Canberra (PN. 22898) (Gazetted 25 August 2017)

**Shared Services**

**Technology Services**

**Platform Systems**

**Dean Parrott: 827-32220**

From: Information Technology Officer Class 2 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade C \$100,462 - \$108,140

Chief Minister, Treasury and Economic Development, Canberra (PN. 21313) (Gazetted 25 August 2017)

**Enterprise Canberra**

**Visit Canberra**

**International**

**Nicole Turnbull: 848-64577**

From: Administrative Services Officer Class 4 \$66,656 - \$72,175

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$74,081 - \$78,415

Chief Minister, Treasury and Economic Development, Canberra (PN. 36793) (Gazetted 3 January 2018)

**Community Services**

**Office of the Director General**

**Quality, Complaints and Regulation**

**Regulation, Oversight and Quality Services**

**Vicky Saunders: 853-42367**

From: Administrative Services Officer Class 6 \$79,824 - \$91,356

Community Services

To: †Senior Officer Grade B \$118,319 - \$133,197

Community Services, Canberra (PN. 31199) (Gazetted 7 February 2018)



**Education**

**Business Services Division**

**People and Performance**

**Workforce Strategy**

**Hamid Binsaad: 853-29875**

From: Graduate Administrative Assistant \$66,656 - \$68,699

Education

To: †Administrative Services Officer Class 5 \$74,081 - \$78,415

Education, Canberra (PN. 39772)

This promotion to a non-advertised position is in accordance with Section C6 the Administrative and Related Classifications Enterprise Agreement 2013-2017.

**Business Services Division**

**People and Performance**

**Workforce Strategy**

**Jennifer Green: 853-29867**

From: Graduate Administrative Assistant \$66,656 - \$68,699

Education

To: †Administrative Services Officer Class 5 \$74,081 - \$78,415

Education, Canberra (PN. 12218)

This promotion to a non-advertised position is in accordance with Section C6 the Administrative and Related Classifications Enterprise Agreement 2013-2017.

**Business Services Division**

**People and Performance**

**Workforce Strategy**

**Socratis Himonas: 853-29373**

From: Graduate Administrative Assistant \$66,656 - \$68,699

Education

To: †Administrative Services Officer Class 5 \$74,081 - \$78,415

Education, Canberra (PN. 39773)

This promotion to a non-advertised position is in accordance with Section C6 the Administrative and Related Classifications Enterprise Agreement 2013-2017.

**School Performance and Improvement**

**Student Engagement**

**Inclusion and Engagement**

**Kristen Laurent: 835-66666**

From: Senior Officer Grade B \$118,319 - \$133,197

Education

To: †Senior Officer Grade A \$137,415

Education, Canberra (PN. 39498) (Gazetted 5 December 2017)

**School Performance and Improvement**

**North/Gungahlin Network**

**Amaroo School**

**Danielle Parker: 798-42007**

From: Classroom Teacher \$63,459 - \$100,317

Education

To: †School Leader C \$115,778

Education, Canberra (PN. 30434) (Gazetted 20 March 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.

**Business Services**

**Strategic Finance**

**Schools Finance**

**James Zhai: 844-8241**

From: Administrative Services Officer Class 5 \$74,081 - \$78,415

Justice and Community Safety

To: Administrative Services Officer Class 6 \$79,824 - \$91,356

Education, Canberra (PN. 37010) (Gazetted 9 January 2018)

**Health**

**Nicole Greenough: 833-45804**

From: Health Professional Level 2 \$61,784 - \$84,816

Health

To: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)

Health, Canberra (PN. 28975) (Gazetted 20 July 2017)

**UC Public Hospital**

**Maria Harman: 786-49846**

From: Registered Nurse Level 2 \$88,249 - \$93,533

Health

To: †Registered Nurse Level 4.3 \$130,586

Health, Canberra (PN. 12773) (Gazetted 11 January 2018)

**Geetha Warriar: 789-43906**

From: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)

Health

To: †Health Professional Level 4 \$100,462 - \$108,140

Health, Canberra (PN. 26435) (Gazetted 11 January 2018 )

**Leone Wright: 820-92665**

From: Health Service Officer Level 3 \$48,385 - \$49,958

Health

To: Administrative Services Officer Class 2 \$52,991 - \$58,513

Health, Canberra (PN. 20238) (Gazetted 11 January 2018)

**Transport Canberra and City Services**

**Chief Operating Officer**

**Governance and Ministerial Services**

**Business Solutions**

**Erin Barker: 827-18998**

From: Administrative Services Officer Class 4 \$66,656 - \$72,175

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$74,081 - \$78,415

Transport Canberra and City Services, Canberra (PN. 32234) (Gazetted 16 November 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.