



ACT Government Gazette

Gazetted Notices for the week beginning 19 March 2015

EXECUTIVE NOTICES

Health

Engagement

Veronica Croome – Chief Nurse (E773) Section 72 of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

Enrolled Nurse Palliative Care (Medication Endorsed)

Enrolled Nurse (Medication Endorsed) \$53,501 - \$57,161, Canberra (PN: 8916)

Gazetted: 25 March 2015

Closing Date: 1 April 2015

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

Contact Officer: Lynne O'Callaghan (02) 6264 7300 applications@calvary-act.com.au

Pastoral Care Clare Holland House - Casual

Administrative Services Officer Class 5 \$53,501 - \$57,161, Canberra (PN: 8916)

Gazetted: 25 March 2015

Closing Date: 30 March 2015

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

Contact Officer: Jane Etchells (02) 6264 7300 applications@calvary-act.com.au

Canberra Institute of Technology

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

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

Technology and Design

Building, Engineering and Spatial Information

Educational Development Support Officer

Teacher Level 2 \$93,298, Canberra (PN: 35050)

Gazetted: 20 March 2015

Closing Date: 27 March 2015

Details: A position exists in CIT Building, Engineering and Spatial Information for the right person, to facilitate delivery of courses in Building. CIT delivers courses both locally and nationally including distance and flexible learning. A Teacher Level 2 will, through quality leadership and management generate new and creative ways of working, seek new opportunities in the contestable VET environment and provide support to the College/Department in commercial delivery. Provide leadership and innovation in teaching delivery, assessment and develop and maintain working relationships with industry and key stakeholders. Maintain comprehensive and critical knowledge of current practices in vocational and adult education and coordinate collaborative activities across department/Colleges/Divisions of CIT.

Eligibility/Other Requirements: Mandatory Qualifications and/or Registrations/Licensing: Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as TAE40110 or equivalent) and an Advanced Diploma in Adult Learning and Development (or equivalent). Industry Experience: In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013-2017. All teachers at Teacher Level 1 or 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. DESIRABLE: Diploma of Building (building) Diploma of Building Management. Current ACT B Class Building Licence.

Note: This is a temporary position available for a period of two years with the possibility of an extension.

“Temporary employment offered as a result of this advertisement may lead to permanent appointment under the Public Sector Management Standards Section 53B – Appointment after Temporary Engagement – Canberra Institute of Technology – teaching offices”.

Contact Officer: Noel Hamey (02) 6207 4161 noel.hamey@cit.edu.au

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

CIT People and Organisational Governance

CIT Yurauna Centre

Office Manager

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 54617)

Gazetted: 25 March 2015

Closing Date: 8 April 2015

Details: Successful applicant will work within a dynamic educational environment committed to engaging with disadvantaged and disengaged Indigenous Australians. The mission of CIT Yurauna Centre is to change lives through first class education and training. This position coordinates all Centre administrative operations, including student information systems, and quality customer services to clients, students and staff. The successful applicant will need to be dependable, able to work within a dynamic interchangeable customer focused environment, be adaptable to change, deal with multiple tasks, demonstrate interpersonal adaptability, deal with conflict and have creative problem solving skills.

Eligibility/Other Requirements: Indigenous Australian Identified Position. Current Driver's Licence essential.

Qualifications in Business Administration would be highly regarded.

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

Contact Officer: Caroline Hughes (02) 6207 3308 caroline.hughes@cit.edu.au

Capital Metro

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

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

Communications and Stakeholder Engagement

Stakeholder Engagement and Strategic Communications Manager

Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 32508)

Gazetted: 23 March 2015

Closing Date: 30 March 2015

Details: The Capital Metro Agency has responsibility for the design, procurement and delivery of a Light Rail Service between Gungahlin and the City. Under direction of the Director, Communications and Stakeholder Engagement, the Stakeholder Engagement and Strategic Communications Manager is responsible for the development and coordination of stakeholder and community engagement programs.

Eligibility/Other Requirements: Qualification in Communications, Public Relations, and Journalism are preferred.

Qualifications in Planning will be favourably considered.

Note: This temporary position is available for up to six months.

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

Applications should be sent to the contact officer.

Contact Officer: Melanie Taylor (02) 6205 2053 melaniea.taylor@act.gov.au

Chief Minister, Treasury and Economic Development

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

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

Revenue Management

Valuation Office

Manager

Senior Officer Grade A \$127,557, Canberra (PN: 34327)

Gazetted: 24 March 2015

Closing Date: 7 April 2015

Details: The Valuation Manager is accountable for performing an important leadership role in the ACT Valuation Office (ACTVO) and is expected to lead and manage change and take an active role in the implementation of the ACTVO's strategic direction. They will exercise a significant degree of independence, have accountability for leading one or more work teams responsible for delivering elements of the ACTVO's operations, and will contribute to the achievement and planning of ACTVO's objectives.

Eligibility/Other Requirements: Persons applying for this position shall be registered with NSW Fair Trading as a Valuer and shall be an Associate or Fellow Member of the Australian Property Institute (API) with Certified Practising Valuer (CPV) status. Experience in the assessment of rating valuations, property valuations preparing reports and giving valuation evidence at Courts and Tribunals is highly desirable.

Note: This temporary position is available for a period of up to four years with the possibility of permanency from this process. The selection process may be based on application and referee reports only.

Contact Officer: Victoria Pullen (02) 6207 0063 victoria.pullen@act.gov.au

Land Development Agency

Sales, Marketing and Estate Management

Senior Valuations Manager

Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 33701)

Gazetted: 25 March 2015

Closing Date: 1 April 2015

Details: The Land Development Agency (LDA) Sales Team is a professional high energy group of dedicated people working together to identify opportunities and implement strategies to release and sell land on behalf of the ACT Government. This position manages all aspects of the valuations process in relation to the ACT Government Land Release Program. Key responsibilities include the timely, accurate and efficient delivery of valuations, interpretation of valuation data, preparation of reports and management of approvals. We are seeking a person with a dynamic and enthusiastic approach combined with demonstrated skills and relevant experience in the Canberra property market.

Eligibility/Other Requirements: A comprehensive understanding of ACT Government legislative framework in relation to land development, re-development and land sales activities and processes. Sound knowledge of terminology associated with property/valuation functions.

Note: This is a temporary position available until 30 June 2015.

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

Applications should be sent to the contact officer.

Contact Officer: John Mason (02) 6205 0398 john.mason@act.gov.au

Revenue Management

Valuation Office

Senior Valuer

Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 34328)

Gazetted: 24 March 2015

Closing Date: 7 April 2015

Details: The Senior Valuer is accountable for performing an important leadership role in the ACT Valuation Office (ACTVO) and is expected to lead and manage change and take an active role in the implementation of the ACTVO's strategic direction. They will exercise a significant degree of independence, have accountability for leading one or more work teams responsible for delivering elements of the ACTVO's operations, and will contribute to the achievement and planning of ACTVO's objectives.

Eligibility/Other Requirements: Persons applying for this position shall be registered with NSW Fair Trading as a Valuer and shall be an Associate or Fellow Member of the Australian Property Institute (API) with Certified Practising Valuer (CPV) status. Experience in the assessment of rating valuations, property valuations preparing reports and giving valuation evidence at Courts and Tribunals is highly desirable.

Note: This temporary position is available for a period of up to four years with the possibility of permanency from this process. The selection process may be based on application and referee reports only.

Contact Officer: Victoria Pullen (02) 6207 0063 victoria.pullen@act.gov.au

Partnership Services Group

Business Application Management

CIT-ICT

Oracle Technical Leader

Senior Information Technology Officer Grade B \$109,831 - \$123,642, Canberra (PN: 05450)

Gazetted: 23 March 2015

Closing Date: 6 April 2015

Details: The successful applicant will be required to provide leadership, strategic advice and high level technical support for the embedded Shared Services ICT team in support of the Institutes authoritative Student Information Management System (Banner). The role requires in-depth analysis and fault finding as well as provision of technical support, planning, architectural reviews and oversight of the development, implementation and on-going support to Shared Services ICT staff and customers relating to CIT's Student Information Management Systems.

Eligibility/Other Requirements: Knowledge and Experience in an Oracle environment preferred but not essential.

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

Revenue Management

Valuation Office

Valuer Officer

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 34329, several)

Gazetted: 24 March 2015

Closing Date: 7 April 2015

Details: A Valuer is accountable for delivering results in accordance with the requirements of their work area and team plans. They will have an extensive understanding of the requirements of the position, as well as the legislative, regulatory and compliance frameworks that underpin its activities. They will provide detailed technical, professional, and/or policy advice in relation to complex valuation problems.

Eligibility/Other Requirements: Persons applying for this position shall be registered with NSW Fair Trading as a Valuer and shall be an Associate or Fellow Member of the Australian Property Institute (API) with Certified Practising Valuer (CPV) status. Experience in the assessment of rating valuations, property valuations preparing reports and giving valuation evidence at Courts and Tribunals is highly desirable.

Note: These temporary positions are available for a period of up to four years with the possibility of permanency from this process. The selection process may be based on application and referee reports only.

Contact Officer: Victoria Pullen (02) 6207 0063 victoria.pullen@act.gov.au

Strategic Finance

Financial Services - Costing and Analysis

Cost Accountant

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 23691)

Gazetted: 23 March 2015

Closing Date: 30 March 2015

Details: A permanent vacancy exists for a person with sound cost accounting, analysis, communication and leadership skills to join the Costing and Analysis team within Strategic Finance. The successful applicant will demonstrate significant hands on experience in service costing and cost recovery in a shared services or similar environment. Associated responsibilities include preparation and updating of service costing models in the costing application as well as in other offline cost models and developing ongoing strategies and processes to support the models. The position requires hands on engagement with business unit managers to improve financial/business processes including in the identification and rectification of costing and pricing issues. Excellent analytical and highly developed oral and written communication skills are essential in this role as are the requirements to be flexible, adaptable, self starting and a team player.

Contact Officer: Shiva Sapkota (02) 620 54621 shivaraj.sapkota@act.gov.au

Economic Financial Group

Economic and Revenue Forecast

Senior Policy Analyst

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 33079)

Gazetted: 20 March 2015

Closing Date: 3 April 2015

Details: To be successful in this position you will have relevant tertiary qualifications with demonstrated experience in macroeconomics, economic modelling or a relevant field such as econometrics. You should demonstrate an understanding of economics; have strong analytical and modelling skills and the ability work within clear conceptual frameworks and economic theory.

Eligibility/Other Requirements: Degree qualified in Economics, or related field.

Contact Officer: Kathy Goth (02) 6205 0772 kathy.goth@act.gov.au

Revenue Management

Valuation Office

Assistant Valuer Officer

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 34331)

Gazetted: 24 March 2015

Closing Date: 7 April 2015

Details: The successful applicant will be responsible for providing support to the Managers, Senior Valuer and Valuers. This position is also responsible for providing a range of operational and administrative tasks associated with the Valuation Office.

Eligibility/Other Requirements: Experience with the management of valuation data and records.

Note: This temporary position is available for a period of up to four years with the possibility of permanency from this process. The selection process may be based on application and referee reports only.

Contact Officer: Victoria Pullen (02) 6207 0063 victoria.pullen@act.gov.au

Shared Services Health ICT

Shared Services ICT

Business Application Management

Pathology Systems Support Officer

Information Technology Officer Class 2 \$74,098 - \$84,803, Canberra (PN: 33036)

Gazetted: 20 March 2015

Closing Date: 3 April 2015

Details: To provide technical and administrative support for the Pathology Laboratory Information systems under instruction from the Pathology Senior Systems Administrator and the Senior Pathology Technical Manager. Also involved in implementing system changes and required to engage with a number of external vendors, users and other technical staff in relation to support and maintenance.

Eligibility/Other Requirements: Participation in the after hours on-call roster for application support is mandatory. The possession of, or the ability to attain, a Protected security clearance is a requirement. Awareness of privacy and confidentiality when working with health business applications and information would be an advantage. Educational and professional qualifications checks may be undertaken prior to employment. Tertiary qualifications in Information Technology would be an advantage.

Contact Officer: Mark Woodward (02) 6244 3067 mark.woodward@act.gov.au

Revenue Management

Valuation Office

Administrative Officer

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 34332, several)

Gazetted: 23 March 2015

Closing Date: 6 April 2015

Details: Assist in the administrative tasks across the Valuation Office. Provide administrative support to the Manager, Senior Valuer and the Valuers.

Eligibility/Other Requirements: Experience with the management of valuation data and records.

Note: These temporary positions are available for a period of up to four years with the possibility of permanency from this process. The selection process may be based on application and referee reports only.

Contact Officer: Victoria Pullen (02) 6207 0063 victoria.pullen@act.gov.au

Territory Venues and Events

Accounts

Exhibition Park Corporation

Accounts Assistant - Exhibition Park Corporation

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 30704)

Gazetted: 23 March 2015

Closing Date: 7 April 2015

Details: Exhibition Park in Canberra (EPIC) is a territory owned National Exhibition Centre that hosts a variety of indoor and outdoor events for businesses and the community. EPIC is estimated to inject more than \$173 million in economic benefit into the ACT economy each year. The Accounts Team is responsible for ensuring EPIC's accounting and human resource processes run smoothly in accordance with approved ACT Government policies and guidelines and approved accounting standards in a timely and efficient manner and with the highest level of customer service and attention to detail. Reporting to the Business Manager, the Accounts Assistant provides administrative support in data entry, accounts payable and receivable, reconciliations and reporting.

Eligibility/Other Requirements: Tertiary qualifications in Accounting are desirable.

Notes: This is a temporary position available for a 12 month period.

Contact Officer: Keith Rummery (02) 6205 5038 keith.rummery@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

Service Strategy and Community Building

People Management

Workforce Management Advisor

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 21971)

Gazetted: 23 March 2015

Closing Date: 30 March 2015

Details: The Workforce Management Advisor is responsible for the management of all requests for recruitment activity with the Directorate, including Executive Action Requests. The occupant will also be responsible for the management and coordination of the team's positional mailbox, and the development and maintenance of requisite processes that achieves a responsive service to all staff of the directorate. This position will also contribute to the development of internal policies and practices, and develop and maintain relationships with key senior executive staff, and other ACT government agencies, most notably, Shared Services.

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

Contact Officer: Paul Smith (02) 6205 2926 paulanthony.smith@act.gov.au

Education and Training

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

Office for Schools

North Canberra/Gungahlin Network

Harrison School

Principal, Harrison School

School Leader A \$133,402 - \$160,181, Canberra (PN: 11098)

Gazetted: 20 March 2015

Closing Date: 13 April 2015

Details: The Education and Training Directorate is responsible for early childhood education and care, school education, higher education and training in the ACT. The Directorate provides school education services to children and young people both directly through public schools and indirectly through regulation of non-government schools and home education. The Directorate is seeking to fill an important leadership position in one of the largest schools in the ACT Government system. Harrison School has an enrolment of 1400 students from pre-school to Year 10 and serves the fast growing North Canberra region of Gungahlin. The School's resource allocation is over \$12 million and includes over 150 staff. Harrison School is known for its inclusive and innovative educational practices and is well supported by the community, its network (region) and the Directorate.

As Principal, Harrison School you will be responsible for the day to day management of the school and its operations. You will lead a high performing and innovative staff group and ensure a high quality educational environment that meets the needs of a diverse student population.

To be a strong contender for this important and challenging role you will be an outstanding leader and manager with a demonstrable record of achievement and an excellent understanding of educational policy and its implementation in schools. You will be able to think strategically, have a creative approach to problem solving and exceptional communication and organisational skills. Your reputation for leading teams to deliver excellence in education will be complemented by your stakeholder management skills, sound judgement, drive and initiative.

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

Note: Before applying, please obtain selection documentation by emailing admin@execintell.com.au quoting Ref. No. 438. Further information can be obtained by contacting Executive Intelligence Group on (02) 6232 2200. Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp

Contact Officer: Tricia Searson or Karina Duffey (02) 6232 2200 admin@execintell.com.au

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

Office for Schools

North/Gungahlin Network

Gold Creek School

Associate Principal

School Leader B \$121,464, Canberra (PN: 23497)

Gazetted: 24 March 2015

Closing Date: 7 April 2015

Details: Support the Principal to develop and achieve whole school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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

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

Contact Officer: Linda Baird (02) 6205 1814 linda.baird@ed.act.edu.au

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

Education Strategy

Student Engagement

Disability Education

Manager, Policy

Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 35252)

Gazetted: 20 March 2015

Closing Date: 3 April 2015

Details: An exciting opportunity exists to contribute to the implementation of significant national initiatives and strategies in education. The key responsibilities of the role include timely provision of expert and strategic advice to Directorate Executive on policy, planning and implementation issues relating to Aboriginal and Torres Strait Islander education and students with disability. The successful applicant will contribute to the development of high quality reports, briefing papers, Ministerial correspondence, Cabinet submissions and discussion papers for senior staff.

Eligibility/Other Requirements: Tertiary qualifications in, or a demonstrated understanding of public policy desirable.

Contact Officer: Iain Barr (02) 6205 9391 iain.barr@act.gov.au

Education Strategy Division

Deputy Director-General's Office

Manager, Education Strategy

Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 09516)

Gazetted: 19 March 2015

Closing Date: 2 April 2015

Details: This position is required to prepare and coordinate briefs, reports and other strategic documents across the Education Strategy Division, often with very tight deadlines. The successful applicant will have demonstrated experience in the preparation of complex briefs and reports, the capacity to provide analysis and advice to the Division Leadership Team, be able to manage multiple concurrent tasks, exceptional communication skills and attention to detail.

Note: This is a temporary position available from 27 April 2015 until 30 November 2015 with the possibility of extension.

Contact Officer: Nancye Burkevics (02) 6205 9199 nancye.burkevics@act.gov.au

Deputy Director General – Organisational Integrity

Strategic Finance

Finance Officer

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 00292, several)

Gazetted: 23 March 2015

Closing Date: 30 March 2015

Details: The Strategic Finance team is seeking highly suitable Finance Officers. The successful applicants will be responsible for: Managing a Financial Services sub-section, Preparing financial and management accounting reports for internal and external clients, including monthly reports and advice, statistical returns, grant administration and acquittals and annual financial statements Developing, preparing and maintenance of budget documents including; Budget Papers and internal budget allocations and Negotiating and liaising with Directorate and schools' representatives and other ACT Government agencies, including the Chief Minister Treasury and Economic Development Directorate, as required for effective financial operations.

Eligibility/Other Requirements: Tertiary qualifications in Accounting or previous experience in a finance related role is desirable.

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

Contact Officer: Mark Scanes (02) 6205 5478 mark.scanes@act.gov.au

Office of Schools

Belconnen Network

Macgregor Primary School

Classroom Teacher-EALD

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 35011)

Gazetted: 23 March 2015

Closing Date: 6 April 2015

Details: Macgregor Primary School is seeking a highly motivated person to fill the position of English as a Second Language or Dialect (EALD) Teacher. The successful applicant will demonstrate outstanding skills in the teaching of students who have EALD backgrounds. In addition, they will demonstrate willingness and ability to lead professional development of staff in meeting the needs of these students, including planning for curriculum differentiation. The successful applicant will be the EALD contact officer and coordinator for the school, liaising with parents and the wider community to encourage and promote engagement with student learning and building on the strong sense of inclusivity in our community.

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

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

Contact Officer: Lana Read (02) 6205 7511 lana.read@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

Belconnen Network

Miles Franklin Primary School

Classroom Teacher

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 34760)

Gazetted: 24 March 2015

Closing Date: 07 April 2015

Weeks to Close:

Details: An opportunity exists for a classroom teacher to work in an International Baccalaureate candidate school aiming to achieve verification in 2016. We have excellent ICT resources, our teams plan and work collaboratively (all straight-age classes) and we are a restorative practices school. There is a strong emphasis on Literacy, Numeracy and the Arts and we are supported comprehensively by our parent community each year. This temporary position is on a Year Two class until the end of the year.

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

Notes: This is a temporary position available from 27 May 2015 until 18 December 2015. Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp.

Contact Officer: Chris Jones (02) 6205 7533 chris.jones@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

Belconnen Network

Macquarie Primary School

Classroom Teacher

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 05347)

Gazetted: 20 March 2015

Closing Date: 3 April 2015

Details: An opportunity exists for a Classroom Teacher to work in an inclusive environment emphasising inquiry, personalised learning, engagement, interdependence, research and innovation.

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

Note: This is a temporary position available from 27 April 2015 until 26 January 2016. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp.

Contact Officer: Wendy Cave (02) 6205 6077 wendy.cave@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.

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

Pathology

Anatomical Pathology

Pathologist

Specialist / Senior Specialist \$147,465-\$181,976

Senior Specialist \$199,231, Canberra (PN: 29849)

Gazetted: 26 March 2015

Closing Date: 9 April 2015

The Position: Applications are invited for a temporary staff specialist / senior specialist from 1 May 2015 until 31 December 2015 from qualified medical graduates eligible for registration in the Australian Capital Territory.

Fellowship of the Royal College of Pathologists of Australasia (FRCPA) is essential. The Department of Anatomical Pathology is part of ACT Pathology, the supplier of comprehensive Pathology Services to Canberra Hospital, Calvary Hospital and ACT community. The Department provides Pathology Services to ACT and Queanbeyan Breast Screen. There are eight other Anatomical Pathologists and six Registrar positions. The Department promotes a collegial and flexible work environment. There are over 23,000 surgical pathology and 15,000 cytopathology accessions. Facilities for a wide range of immunohistochemistry, electron microscopy, flow cytometry, molecular pathology and liquid cytology are available on site. As well as Anatomical Pathology there are departments of Microbiology, Haematology, Chemical Pathology and Immunopathology within ACT Pathology, which are directed by Specialist Pathologists and a molecular genetics laboratory. Salary, Remuneration and Conditions: Staff

Specialist Bands 1-5: \$147,465-\$181,976. Senior Specialist: \$199,231. Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$242,052 - \$320,753. 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 and New Zealand College of Pathologists of Australasia (FRCPA).

Note: This is a temporary full time or part time position from 1 May 2015 until 31 December 2015.

Contact Officer: SEE SPECIAL CONDITIONS Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605.

Canberra Hospital and Health Services
Cancer, Ambulatory and Community Health Support
Haematology
Haematologist

Staff Specialist Band 1-5 \$147,465-\$181,976
Senior Specialist \$199,231, Canberra (PN: 26632)

Gazetted: 26 March 2015

Closing Date: 9 April 2015

The Position: ACT Health is seeking to appoint a temporary Haematologist to the Haematology Department of the Division of Cancer, Ambulatory Care and Community Health Support. The tenure will be for up to 8 months between June 2015 and February 2016. The Clinical Haematology Department provides a haematology service for people living in ACT and South East NSW. It incorporates an autologous bone marrow transplantation and apheresis unit and is also responsible for clinical outreach programs at Goulburn, Pambula and Moruya. The successful applicant will be expected to participate fully in all activities of the Haematology Department. Participation in the teaching of medical students of the ANU Medical School, as well as of post-graduate medical trainees and other educational activities at the Canberra Hospital is encouraged. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976. Senior Specialist: \$199,231. Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$242,052 - \$294,520.

Eligibility/Other Requirements: Registered or eligible for Australian Health Practitioner Regulation Agency /Medical Board of Australia unconditional registration, who hold FRACP or an equivalent fellowship, with experience in all aspects of clinical haematology. Possession of Fellowship of the Royal College of Pathologists of Australasia would be advantageous. Fellowship of the Royal Australasian College of Physicians, or equivalent, is essential.

Note: This is a temporary position between June 2015 and February 2016. The position could be offered full-time employment or fractional appointments (part-time), to a total of 1.0 FTE.

Contact Officer: Dr James D'Rozario, Director Clinical Haematology (02) 6244 2836 james.d'rozario@act.gov.au
Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

Strategy and Corporate
Policy and Government Relations
Community Health Policy
Manager

Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 15846)

Gazetted: 26 March 2015

Closing Date: 2 April 2015

Details: Are you looking for a change to a dynamic health policy area? This could be the opportunity you have been looking for. This position leads a small, skilled and dedicated Women, Youth and Child Health Policy Unit, within the Policy and Government Relations Branch of the Health Directorate. This position provides leadership to a small

team which has responsibility for negotiating and developing the ACT component of national, whole-of-ACT-Government and health-sector-wide policies. These cover a broad and diverse range of topics mainly in the areas of child, youth, women health. This Unit also manages a number of Service Funding Agreements with the non-government sector to enable the provision of community-based health-related services.

Eligibility/Other Requirements: Qualifications and/or experience in health policy or human services are desirable. Notes: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

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

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

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

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

Contact Officer: Ross O'Donoghue (02) 6205 0568

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health

Clinical Team Leader - CAMHS

Health Professional Level 4 \$93,254 - \$100,382, Canberra (PN: 29896)

Gazetted: 26 March 2015

Closing Date: 2 April 2015

Details: The Child and Adolescent Mental Health Service (CAMHS) has a vacancy for a full-time Clinical Team Leader of the North CAMHS Community Team. CAMHS provides contemporary mental health services for children and adolescents who present with moderate to severe mental health presentations. CAMHS provides evidence-based assessment and interventions with a recovery focus. The successful applicant will be required to have extensive mental health service delivery experience along with highly developed management skills.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Nursing, Psychology, Social Work or Occupational Therapy with current unconditional ACT registration where applicable and/or eligibility for membership of the appropriate professional organisation. Current driver's licence.

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the Contact Officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions. More Information is available at:

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Contact Officer: Catherine Furner (02) 6205 1472

Strategy and Corporate

People Strategy and Services

**Employment Services, Canberra Hospital and Health Services
Manager Recruitment and Attraction
Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 21959)**

Gazetted: 26 March 2015

Closing Date: 09 April 2015

Details: Responsible for a range of recruitment activities in the demanding health sector, the successful applicant will find strong intrinsic reward in overseeing recruitment of health practitioners and support staff in an organisation with a strong commitment to its values of Care, Excellence, Collaboration and Integrity.

Notes: This is a temporary position initially available for a period of 12 months with the possibility of extension or permanency from this process.

To apply for this position please complete your responses to the selection criteria and the application coversheet, and email your completed application along with your current resume and CV to jobs@act.gov.au. Please do not apply for this position via the ACT Health website.

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

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

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Contact Officer: Joel Madden (02) 6205 1177 joel.madden@act.gov.au

Strategy and Corporate

E-Health and Clinical Records

Clinical Systems

Applications Support Manager

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 35293)

Gazetted: 26 March 2015

Closing Date: 2 April 2015

Details: ACT Government Health Directorate is currently implementing a range of E-Health initiatives aimed to facilitate safe, high quality, secure eHealth systems that ensure the right information is available to the right person at the right time, regardless of their location. The Clinical Systems Team in the eHealth and Clinical Records branch is looking for an enthusiastic, motivated individual with recent health industry experience to assist with the ongoing management and support of Clinical Systems and associated technologies implemented across ACT Health.

Eligibility/Other Requirements: Comprehensive knowledge and understanding of the Health environment, including work flows and organisational structure is highly desirable.

Notes: This is a permanent full-time position. Applicants are to address the selection criteria, provide a resume and two referees. Selection can be made on written application and referee reports only.

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

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

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

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Contact Officer: Sarah Norton (02) 6205 1130

Women, Youth and Children

Child Health Targeted Support Services

Child At Risk Health Unit

CARHU Psychologist/Social Worker

Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade), Canberra (PN: 23104)

Gazetted: 20 March 2015

Closing Date: 27 March 2015

Details: An exciting opportunity has arisen for an experienced Psychologist or Social Worker to work with the Therapy team at the Child At Risk Health Unit (CARHU). CARHU provides specialised clinical counselling services to children who have been abused and/or neglected, and their families/carers. The successful applicant will have experience in providing a range of therapeutic services to children and their carers and current knowledge of trauma-informed care, child abuse trauma, child health and child protection. Current knowledge of the relevant legislative, policy and procedural frameworks for professionals within the ACT Health Directorate is highly desirable.

Eligibility/Other Requirements: Tertiary qualification or equivalent in Psychology or Social Work with current registration where applicable, and/or eligibility for full membership of the appropriate professional organisation. Current driver's licence.

Notes: This is a temporary position available 13 April 2015 to 9 October 2015. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae. Selection may be based on application and referee reports only. Applications should be sent to the contact officer.

Contact Officer: Deborah Colliver (02) 6244 2712 deborah.colliver@act.gov.au

Strategy and Corporate

E-Health and Clinical Records

Clinical Systems

System Administrator

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 35315, several)

Gazetted: 26 March 2015

Closing Date: 2 April 2015

Details: ACT Government Health Directorate is currently implementing a range of eHealth initiatives aimed to facilitate a safe, high quality, secure eHealth systems that ensure the right information is available to the right person at the right time, regardless of their location. The Clinical Systems team in the eHealth and Clinical Records branch is looking for an enthusiastic, motivated individual to provide systems administration for e-Health Clinical Systems products including Community Clinical Record, e-Orders, and e-Referrals.

Notes: This is a permanent full-time position. Selection may be based on written application and referee reports only.

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

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

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

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Contact Officer: Sarah Norton (02) 6205 1757

Canberra Hospital and Health Services

Pathology Services

Molecular Pathology

Medical Laboratory Scientist

Health Professional Level 2 \$57,352 - \$78,731, Canberra (PN: 33241)

Gazetted: 26 March 2015

Closing Date: 9 April 2015

Details: ACT Pathology is a department of Canberra Hospital and Health Services offering a diagnostic Pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures. The successful applicant will be required to undertake duties associated with performance of molecular pathology diagnostic testing and clinical microbiological testing. ACT Pathology is seeking a skilled and experienced person to perform procedures and investigations requiring the application of professional knowledge and skill in these areas.

Eligibility/Other Requirements: A Degree or Associate Diploma in Science or equivalent relevant qualification. A minimum 12 months professionally relevant laboratory experience is preferred. A commitment to own professional development and availability to work out of hours and on weekends is essential.

Note: This position will be required to undertake shift or after hours work and an out of hours roster. Applicants may be assessed on written application only. To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application along with referee reports and Curriculum Vitae. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions, more information is available at

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Contact Officer: Craig Kennedy (02) 6244 3705 or Susan Bradbury (02) 6244 2510

Strategy and Corporate

Business and Infrastructure

Business Support Services

Team Leader - Sterilising Services

Technical Officer Level 2 \$54,981 - \$62,959, Canberra (PN: 29384, several)

Gazetted: 26 March 2015

Closing Date: 2 April 2015

Details: Expressions of interest are sought for experienced individuals to fill the position of Technical Officer for Sterilising Services, Business Support and Development within the Business and Infrastructure Branch. This position has a direct impact on insuring high-level patient care. You will work as part of an experienced team in a production area across all sites. The primary role of the position is to effectively manage Sterilising Services rostering and day to day operations of production areas in consultation with management and in accordance with Australian and New Zealand Standard 4187, quality management systems and ACT Health policy and procedures and work with a computerised tracking system across the Department.

Eligibility/Other Requirements: Relevant qualification in Sterilising such as Certificate in Sterilising or Nursing, plus driver's licence is highly desirable.

Note: These are temporary positions available for an immediate start for a 12 month period with the possibility of extension. A rotating shift roster requires the employee to work within a 24/7 days per week period, across all Sterilising Services sites (Mitchell, Canberra Hospital (including Central Reprocessing Unit) and Calvary Hospital). The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the selection criteria and upload this as part of your application. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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

Contact Officer: Sandra Wheeler (02) 6213 3206

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

Nutrition Assistant

Allied Health Assistant 2 \$46,450 - \$53,253, Canberra (PN: 27098)

Gazetted: 26 March 2015

Closing Date: 2 April 2015

Details: Applicants are sought from suitably qualified Nutrition Assistants to fill a temporary position in the Community Care Program. The successful applicant will work within a multidisciplinary team at various health centres across ACT. Applicants are required to have good communication skills with the ability to use initiative to complete tasks, and are required to be able to work both independently and within a team. Applicants are required to incorporate a patient centred care approach to their duties and will be conducting face to face presentations to groups of nutrition clients.

Eligibility/Other Requirements: Certificate IV in Allied Health Assistance (Nutrition) or recognised equivalent. Current driver's licence.

Notes: This is a temporary position available for a period of 12 months.

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

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

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

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Contact Officer: Sarah Gordon (02) 6205 1103

Justice and Community Safety

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

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

Office of Regulatory Services

Registration and Fair Trading

Senior Risk Assessment Officer

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 25126)

Gazetted: 25 March 2015

Closing Date: 1 April 2015

Details: Under the limited direction of the Senior Manager, Registrations and Background Screening; Supervise staff as required and provide training where necessary. Issue and monitor work flows and report on activities and outcomes; Undertake complex risk assessments under the Working with Vulnerable People Risk Assessment Guidelines; Deal appropriately with confidential and sensitive information; Provide assistance analysing complex registrations under the Working with Vulnerable People scheme; Assist the Manager of the unit to achieve outcomes through leading designated programs and maintaining the ACT's statutory obligations under various legislations; Contribute to Office of Regulatory Services (ORS) operations and perform other duties as directed; Maintain records in accordance with the *Territory Records Act 2002*; Contribute to workplace diversity, participative work practices and promote OH&S principles.

Note: This is a temporary position available until 30 June 2015 with possibility of extension. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

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

How to Apply: Expressions of interest addressing all Selection Criteria are sought from potential candidates. The application should not be longer than three pages. Applicants are encouraged to discuss the requirements of this position with the contact officer. The applicants should also provide contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Katrina Fleck (02) 6205 8415 katrina.fleck@act.gov.au

Office of Regulatory Services

WorkSafe ACT

WorkSafe ACT Officer - Investigator

ORS Inspector 6 \$74,098 - \$84,803, Canberra (PN: 05521)

Gazetted: 19 March 2015

Closing Date: 6 April 2015

Details: The WorkSafe ACT section is looking for an experienced and motivated person who will; perform the functions of an authorised Inspector under relevant legislation. Undertake major investigations in accordance with the relevant legislation including preparation of complex briefs of evidence, taking statements, collecting evidence. Contribute to the day-to-day operations in the Section. Contribute to efficient work practices and sound corporate governance. Educate the community on requirements of the relevant legislation.

Eligibility/Other Requirements: A Certificate IV level qualification in Work, Health and Safety, Inspections or related discipline, or progress towards such a qualification is desirable. Current driver's licence is mandatory. Willingness to wear a uniform. Willingness to undertake competency based training relevant to performing the duties of this position.

Notes: This is a temporary position available for a 12 month period. Applicants may be required to undertake a short practical assessment at the time of interview.

Contact Officer: Clare Brookes (02) 6205 0615 clare.brookes@act.gov.au

Emergency Services Agency

ACT State Emergency Service

Business Support Officer

Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 07762)

Gazetted: 23 March 2015

Closing Date: 30 March 2015

Details: A Business Support Officer is required for the ACT State Emergency Service (ACTSES). The main function of the ACTSES is to undertake planning and response operations for storms and floods. The ACTSES also undertakes civil defence planning and civil defence operations; assists other agencies, such as the Police, Fire and Rescue, and Ambulance Service in emergencies. The ACTSES also assists the Police and Air Services Australia to undertake operations in relation to searches. The ACTSES provides support for community organisations where this assists the training of ACTSES staff and volunteers, and where there is a definite benefit to the community. The successful applicant will work under the direct supervision of the Chief Officer and provide administrative and secretarial support to the Chief Officer, ACT State Emergency Service. This includes minute taking, document production, registry, processing and maintenance of finance and accounts, maintenance of records in accordance with the *Territory Records Act 2002*. The Business Support Officer will also provide assistance to other staff members as required.

Eligibility/Other Requirements: Well developed keyboard skills and a sound understanding of the ACT Government financial management arrangements are highly desirable. Background in working with volunteers and in the emergency services industry would be an advantage. There may be the requirement to occasionally work outside of the normal working hours.

Note: This is a temporary position available until 1 July 2015, with the possibility of extension.

Contact Officer: Tony Graham (02) 6207 8400 tony.graham@act.gov.au

Office of Regulatory Services

Business and Finance Services

Finance and Budgets

Finance Services Officer

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 43219)

Gazetted: 20 March 2015

Closing Date: 27 March 2015

Details: Under the general direction of the Manager, Finance and Budgets: Prepare and process accounts payable and receivable for the Office of Regulatory Services (ORS), including maintaining tracking registers; Prepare and process monthly financial journals; Undertake reconciliations as required; Receipt payments within the financial management system; Maintain Cabcharge and petty cash in accordance with accounting instructions; Provide administrative support within the Finance and Budgets Unit including; research, report preparation and presentation of financial data; review and update procedures; assistance with preparation of FBT return and other ad-hoc requests; Other duties as directed by the Senior Finance officer and Senior Manager Finance and Budgets, and the ORS Executive Director. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Knowledge of a government financial management system (e.g. Oracle) procedures and guidelines and an understanding of the financial framework in the ACT Government would be an advantage.

Note: This is a temporary position available until 20 September 2015 with the possibility of an extension. Selection may be based on application and referee reports only.

Contact Officer: Dragana Cvetkovski (02) 6205 3456 dragana.cvetkovski@act.gov.au

Office of Regulatory Services

WorkSafe

Research and Prevention

Data Management Officer

Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 05768)

Gazetted: 23 March 2015

Closing Date: 6 April 2015

Details: Undertake best practice data management activities in a timely fashion in completion of tasks and scheduling and organising workload in accordance with database procedures; Liaise and coordinate with insurers in relation to their reporting requirements.; Assist in the development and publication of reporting material in relation to workers compensation, occupational health and safety; Assist with the development of system user manuals and on-line help files; Provide support to the unit as required; Maintain records in accordance with the *Territory Records Act 2002*.

Note: This is a temporary position available until 19 February 2016 with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Brett Hasler (02) 6205 3474 brett.hasler@act.gov.au

Territory and Municipal Services

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

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

Directorate Services Division

Operational Support

Asset Acceptance

Senior Civil Engineer

Senior Professional Officer Grade C \$93,254 - \$100,382, Canberra (PN: 12479)

Gazetted: 19 March 2015

Closing Date: 2 April 2015

Details: Asset Acceptance needs a dynamic and highly motivated Senior Civil Engineer to join a team of qualified and professional engineers to contribute to the assessment and acceptance of municipal infrastructure assets on behalf of the ACT Government. The successful applicant will need to exhibit a track record in the design and delivery of civil engineering works as they apply to urban infrastructure development, an understanding of the requirements of ACT Codes and Requirements and to demonstrate an ability to integrate into the team and contribute in a professional and competent manner.

Eligibility/Other Requirements: Degree in Civil Engineering with a minimum of five years of Design and/or Construction experience.

Note: This is a temporary position available until April 2016, with the possibility of extension and/or permanency from this process.

Contact Officer: Jeff Bell (02) 6207 5604 jeff.bell@act.gov.au

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

Parks and City Services

City Services

Domestic Animal Services

Manager, Operations/Deputy Registrar - Domestic Animal Services

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 17733)

Gazetted: 20 March 2015

Closing Date: 3 April 2015

Details: This position will manage the day to day operations of Domestic Animal Services (DAS) and perform the functions of Deputy Registrar, as prescribed by the *Domestic Animal Act 2000*. Responsibilities include: management of staff, including staff development and training; engage with a process of continuous improvement; oversee the response to, and investigation, of animal nuisance and dog attack complaints received by DAS, and engage with staff, management, clients and members of the public in respect of policies, processes and legislation.

Eligibility/Other Requirements: Current driver's licence. Willingness to wear a uniform.

Note: This is a temporary position available to September 2015.

Contact Officer: Kylie Jenkins (02) 6207 2581 kylie.h.jenkins@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.

Directorate Services

Human Resources

HR Assistant Advisor

Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 11274)

Gazetted: 20 March 2015

Closing Date: 27 March 2015

Details: The HR Assistant Advisor is responsible for providing assistance with the delivery of human resource services and liaison with Shared Services. Maintenance of the Directorates' organisation structure and review, analyse and develop appropriate reports from HR information management systems. Coordinate establishment and recruitment processes. The successful person will have a well developed understanding of recruitment, Chris 21 and be proficient in the use of Excel.

Note: This is a temporary position available from 14 May 2015 to 12 June 2015.

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

Applications should be sent to the contact officer.

Contact Officer: Kim-marie Ivens (02) 6205 2070 kim.ivals@act.gov.au

Parks and City Services

City Services

Place Management

Operations Supervisor

General Service Officer Level 9 \$64,187 - \$72,539, Canberra (PN: 33867)

Gazetted: 25 March 2015

Closing Date: 14 April 2015

Details: City Services is a Branch within Parks and City Services responsible for planning and management of parks and reserves and the public domain, including, lakes, street trees, public open space and city places. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves, and maintains the look of the city and its environs. City Services is seeking a skilled supervisor to prepare and deliver horticultural, cleaning and asset maintenance work programs to ensure delivery of services, in house and contract, specified in the relevant Service Charter and within budget. The positions will supervise staff and manage day-to-day operations within a region of Canberra in the delivery of cleaning and horticultural maintenance activities in Canberra's open spaces.

Eligibility/Other Requirements: Current driver's licence is essential. Certificate in Horticulture or equivalent qualification is highly desirable. OH&S Construction Industry Induction 'White Card' is highly desirable.

Preparedness to wear a uniform. Preparedness to work anywhere in the ACT. Ability to undertake the physical requirements of the tasks listed in the Duty Statement.

Contact Officer: Michael Cameron (02) 6207 6256 michael.cameron@act.gov.au

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

APPOINTMENTS

Director of Public Prosecutions

Administrative Services Officer Class 6 \$74,098 - \$84,803

Katie Cantwell 846-85309, Section 68(1), 23 March 2015

Health

Registered Nurse Level 1 \$58,989 - \$78,799

Annette Brown 840-48705, Section 68(1), 19 March 2015

Registered Nurse Level 2 \$81,918 - \$86,823

Heather Chadwick 844-32774, Section 68(1), 19 March 2015

Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade)

Rebecca Dowling 843-91896, Section 68(1), 23 March 2015

Health Professional Level 2 \$57,352 - \$78,731

Sarah Dudley 843-90340, Section 68(1), 26 March 2015

Registered Nurse Level 1 \$58,989 - \$78,799

Famie Estomata 846-84840, Section 68(1), 26 March 2015

Enrolled Nurse Level 1 \$53,501 - \$57,161

Josefina Kalagayan 795-54590, Section 68(1), 21 March 2015

Registered Nurse Level 1 \$58,989 - \$78,799

Margaret Parker 842-89437, Section 68(1), 23 March 2015

Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade)

Raewyn Lin Wegener 846-85018, Section 68(1), 26 March 2015

Territory and Municipal Services

Transport Officer Grade 3 - ACTION \$88,371

Andrew McCall 510-34323, Section 68(1), 19 March 2015

TRANSFERS

Chief Minister, Treasury and Economic Development

Bernard Murphy: 817-45273

From: General Service Officer Level 9 \$64,187

Territory and Municipal Services

To: Technical Officer Level 3 \$64,187 - \$72,539

Chief Minister, Treasury and Economic Development, Canberra (PN. 22043) (Gazetted 28 January 2015)

Education and Training

Rebecca Lee Bray: 788-23664

From: Senior Officer Grade C \$93,254

Education and Training

To: Senior Officer Grade C \$93,254 - \$100,382

Education and Training, Canberra (PN. 35126) (Gazetted 12 February 2015)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Workforce Capability and Governance Continuous Improvement and Workers' Compensation Workers' Compensation Policy

Bronwyn Meek: 827-38278

From: Administrative Services Officer Class 5 \$68,766 - \$72,789

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$93,254 - \$100,382

Chief Minister, Treasury and Economic Development, Canberra (PN. 10324) (Gazetted 28 March 2014)

Community Services

Service Strategy and Community Building Service Reform and Governance Human Services Policy

Stacey Wrench: 827-2151

From: Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade)

Community Services Directorate

To: †Senior Officer Grade C \$93,254 - \$100,382

Community Services, Canberra (PN. 07463) (Gazetted 26 March 2015)

Service Strategy and Community Building Finance and Budget Internal Audit, Review and Insurance

Mayooran Sinnathurai: 827-56820

From: Senior Officer Grade C \$93,254 - \$100,382

Community Services

To: Senior Officer Grade B \$109,831 - \$123,642

Community Services, Canberra (PN: 32223) (Gazetted 12 January 2015)

Education and Training

Office for Schools Belconnen Network Melba Copland Secondary School

Gary Lawson: 711-00906

From: School Leader C \$104,319

Education and Training

To: †School Leader B \$121,464

Education and Training, Canberra (PN. 04129) (Gazetted 21 November 2014)

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.

Environment and Planning

Sustainability and Climate Change Sustainability and Government Sustainability Programs Kim Peta Bailey: 827-37881

From: Administrative Services Officer Class 5 \$68,766 - \$72,789
Environment and Planning
To: Administrative Services Officer Class 6 \$74,098 - \$84,803
Environment and Planning, Canberra (PN. 17928) (Gazetted 26 March 2015)

Sustainability and Climate Change

Sustainability and Government

Anita Marie Healey: 827-17653

From: Administrative Services Officer Class 6 \$74,098 - \$84,803
Environment and Planning
To: †Senior Officer Grade C \$93,254 - \$100,382
Environment and Planning, Canberra (PN. 24279) (Gazetted 18 February 2015)

Health

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Community Care Nursing

Brenda Barrett-Sinclair: 842-88055

From: Registered Nurse Level 1 \$58,989 - \$78,799
Health
To: Registered Nurse Level 2 \$81,918 - \$86,823
Health, Canberra (PN. 35170) (Gazetted 19 January 2015)

Canberra Hospital and Health Services

Women, Youth and Children

Department of Neonatology

Allana Carter: 821-05585

From: Registered Nurse Level 1 \$58,989 - \$78,799
Health
To: Registered Nurse Level 2 \$81,918 - \$86,823
Health, Canberra (PN. 22314) (Gazetted 5 February 2015)

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

CaMHS South

Sarah Cullen: 816-80828

From: Registered Nurse Level 2 \$81,918 - \$86,823
Health
To: †Registered Nurse Level 3.1 \$93,917 - \$97,782
Health, Canberra (PN. 23191) (Gazetted 5 February 2015)

Canberra Hospital and Health Services

Ramatu Koroma: 827-30110

From: Enrolled Nurse Level 1 \$53,501 - \$57,161
Health
To: Registered Nurse Level 1 \$58,989 - \$78,799
Health, Canberra (PN. 32872) (Gazetted 26 June 2014)

Strategy and Corporate

E-Health and Clinical Records

ISB Management and Strategy

Jennie McDonald: 748-80266

From: Information Technology Officer Class 1 \$59,980 - \$68,277
Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$93,254 - \$100,382
Health, Canberra (PN. 25756) (Gazetted 22 January 2015)

Strategy and Corporate

Performance Information

Business Intelligence Corporate

Silvija Stefanovic: 820-88359

From: Administrative Services Officer Class 5 \$68,766 - \$72,789
Health

To: Administrative Services Officer Class 6 \$74,098 - \$84,803
Health, Canberra (PN. 34201) (Gazetted 26 February 2015)

Health Infrastructure Program

HI&P Recurrent

James Walsh: 844-00625

From: Professional Officer Class 2 \$74,098 - \$84,803
Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$109,831 - \$123,642
Health, Canberra (PN. 10563) (Gazetted 15 January 2015)

Canberra Hospital and Health Services

Deputy Director General Canberra Hospital and Health Services

Alison Kingsbury: 772-01628

From: Registered Nurse Level 4.3 \$121,218
Health

To: Registered Nurse Level 5.3 \$121,218
Health, Canberra (PN: 33512) (Gazetted 5 February 2015)

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Radiation Oncology

Angela Rezo, 748-79687

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

To: Senior Staff Specialist \$199,231
Health Directorate, Canberra (PN.12864) (Gazette 26 March 2015).

This promotion is from a non-advertised vacancy in accordance with process for promotion from Specialist to Senior Specialist Guidelines.

Justice and Community Safety

ACT Government Solicitor

Executive

Jaclyn Dowling: 836-02153

From: Administrative Services Officer Class 4 \$61,874 - \$66,997
Justice and Community Safety

To: Administrative Services Officer Class 5 \$68,766 - \$72,789
Justice and Community Safety, Canberra (PN. 42627) (Gazetted 28 January 2015)

ACT Corrective Services

Custodial Operations

Vicki Dwyer: 827-52838

From: Correctional Officer Class 1 \$53,417 - \$64,102
Justice and Community Safety

To: Correctional Officer Class 2 \$67,313 - \$72,254

Justice and Community Safety, Canberra (PN. 35372) (Gazetted 26 March 2015)

**ACT Law Courts and Tribunal
Corporate and Strategic Services
Corporate Information and Systems
GEORGIA FORNER: 545- 63204**

From: Administrative Services Officer Class 6 \$74,098 - \$84,803

Justice and Community Safety

To: †Senior Officer Grade C \$93,254 - \$100,382

Justice and Community Safety, Canberra (PN. 31088) (Gazetted 26 March 2015)

**ACT Corrective Services
Custodial Operations
Gary Ian Hamblin: 821-17025**

From: Correctional Officer Class 1 \$53,417 - \$64,102

Justice and Community Safety

To: Correctional Officer Class 2 \$67,313 - \$72,254

Justice and Community Safety, Canberra (PN. P35370) (Gazetted 26 March 2015)

**ACT Corrective Services
Custodial Operations
Cindy Malta: 835-98967**

From: Correctional Officer Class 1 \$53,417 - \$64,102

Justice and Community Safety

To: Correctional Officer Class 2 \$67,313 - \$72,254

Justice and Community Safety, Canberra (PN. 35374) (Gazetted 26 March 2015)

**ACT Corrective Services
Custodial Operations
Terrence James Martens: 827-19704**

From: Correctional Officer Class 1 \$53,417 - \$64,102

Justice and Community Safety

To: Correctional Officer Class 2 \$67,313 - \$72,254

Justice and Community Safety, Canberra (PN. 35369) (Gazetted 26 March 2015)

**Parliamentary Counsel's Office
Legislative Publishing**

Bronwyn Jean McCaskill: 711-59502

From: Administrative Services Officer Class 6 \$74,098 - \$84,803

Justice and Community Safety

To: †Senior Officer Grade C \$93,254 - \$100,382

Justice and Community Safety, Canberra (PN. 14193) (Gazetted 16 February 2015)

**ACT Corrective Services
Custodial Operations
Jeffrey Thomas McDermott: 791-29199**

From: Correctional Officer Class 1 \$53,417 - \$64,102

Justice and Community Safety

To: Correctional Officer Class 2 \$67,313 - \$72,254

Justice and Community Safety, Canberra (PN. P35375) (Gazetted 26 March 2015)

**ACT Corrective Services
Custodial Operations
Michael Psaila: 820-79217**

From: Correctional Officer Class 1 \$53,417 - \$64,102

Justice and Community Safety

To: Correctional Officer Class 2 \$67,313 - \$72,254

Justice and Community Safety, Canberra (PN. 35371) (Gazetted 26 March 2015)

ACT Corrective Services

Custodial Operations

Gregory John Tarlinton: 827-52109

From: Correctional Officer Class 1 \$53,417 - \$64,102

Justice and Community Safety

To: Correctional Officer Class 2 \$67,313 - \$72,254

Justice and Community Safety, Canberra (PN. 35376) (Gazetted 26 March 2015)

ACT Corrective Services

Custodial Operations

Natalie Marie Veenstra: 817-32130

From: Correctional Officer Class 1 \$53,417 - \$64,102

Justice and Community Safety

To: Correctional Officer Class 2 \$67,313 - \$72,254

Justice and Community Safety, Canberra (PN. P35365) (Gazetted 26 March 2015)

ACT Corrective Services

Custodial Operations

Todd Ward: 821-06473

From: Correctional Officer Class 1 \$53,417 - \$64,102

Justice and Community Safety

To: Correctional Officer Class 2 \$67,313 - \$72,254

Justice and Community Safety, Canberra (PN. P35373) (Gazetted 26 March 2015)

ACT Corrective Services

Custodial Operations

Edward Wilkes: 820-90889

From: Correctional Officer Class 1 \$53,417 - \$64,102

Justice and Community Safety

To: Correctional Officer Class 2 \$67,313 - \$72,254

Justice and Community Safety, Canberra (PN. 35363) (Gazetted 26 March 2015)

ACT Corrective Services

Custodial Operations

Rodney George Kent: 820-81827

From: Correctional Officer Class 1 \$53,417 - \$64,102

Justice and Community Safety

To: Correctional Officer Class 2 \$67,313 - \$72,254

Justice and Community Safety, Canberra (PN. 35368) (Gazetted 26 March 2015)