



ACT Government Gazette

Gazetted Notices for the week beginning 30 April 2015

EXECUTIVE NOTICES

Territory and Municipal Services

Variation – Assignment

James Roncon – Director, Public Transport (E600) Section 80A(1)(b) of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

Technical Officer Level 1

Technical Officer Level 1 \$51,556 - \$54,052, Canberra (PN: 7972)

Gazetted: 30 April 2015

Closing Date: 1 June 2015

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

Contact Officer: Susan Alexander (02) 6201 6266 susan.alexander@calvary-act.com.au

Palliative Care - Registered Nurse Level 2

Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 8322)

Gazetted: 30 April 2015

Closing Date: 14 May 2015

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

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

Registered Midwife Level 2 - Special Care Nursery

Registered Midwife Level 2 \$83,146 - \$88,125, Canberra (PN: 8303)

Gazetted: 30 April 2015

Closing Date: 15 May 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: Kathy Coonan (02) 6201 6036 kathy.coonan@calvary-act.com.au

Pharmacist

Health Professional Level 3 \$82,212 - \$86,626, Canberra (PN: 8032)

Gazetted: 30 April 2015

Closing Date: 29 May 2015

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

Contact Officer: Liisa Nurmi (02) 6201 6869 liisa.nurmi@calvary-act.com.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

Corporate

Human Resources

Director, Human Resources

Executive Level 1.2 \$197,350 to \$207,343 depending on current superannuation arrangements, Canberra (PN: E421)

Gazetted: 04 May 2015

Closing Date: 15 May 2015

Details: The Chief Minister, Treasury and Economic Development Directorate is seeking experienced applicants for the Senior Executive role of Director, Human Resources. The successful candidate will demonstrate outstanding leadership, strategic, relationship management and communications skills, with a commitment to public service integrity and people management.

Eligibility/Other Requirements: Applicants should have a proven record in leadership of strategic human resources and be able to demonstrate their capacity to be responsive, manage a diverse workload with competing priorities, to meet tight deadlines, and to contribute to and support various activities across the Directorate.

Remuneration: The position attracts a remuneration package ranging from \$197,350 - \$207,343, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$153,744.

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

Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Sue Hall (02) 6207 0569 sue.hall@act.gov.au

Shared Services ICT

Partnership Services Group

Business Application Management

Oracle E-Business Suite Technical Manager

Senior Information Technology Officer Grade B \$111,478 - \$125,497, Canberra (PN: 14260)

Gazetted: 06 May 2015

Closing Date: 21 May 2015

Details: Shared Services ICT is seeking an experienced professional to manage technical support of the Oracle E-Business Suite (EBS) application and provide relevant technical advice to stakeholders. Reporting to the Manager of Corporate Applications and Testing, this position is responsible for achieving quality outcomes in supporting and maintaining the ACT Government's EBS implementation.

Eligibility/Other Requirements: Educational and professional qualification checks may be undertaken prior to employment. Applications must address the Selection Criteria.

Contact Officer: Adrian O'Shaughnessy (02) 6207 1305 adrian.oshaughnessy@act.gov.au

Work Safety and Industrial Relations

Workplace Injury Performance

Strategic Performance

Manager, Strategic Performance

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 19230)

Gazetted: 06 May 2015

Closing Date: 20 May 2015

Details: The Workplace Safety and Industrial Relations Division is seeking an experienced ICT Information Management Professional to drive evidence based decision making on work safety and injury management. The successful applicant will manage a small team of business/performance analysts, monitor and report on workers' compensation scheme performance and design and deliver innovative and accessible injury management reports for internal and external stakeholders.

Eligibility/Other Requirements: Relevant tertiary qualifications and experience will be highly regarded.

Notes: Selection may be based on application and referee reports alone, or may involve interview and/or practical task assessment.

Contact Officer: Kristin Craig (02) 6207 0796 kristin.craig@act.gov.au

Access Canberra

Construction Services

Occupational Licensing

Team Leader Occupational Licensing

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 15372)

Gazetted: 05 May 2015

Closing Date: 12 May 2015

Details: Act as the statutory position holder of Registrar, responsible for managing the administration of the Australian Capital Territory Architects Board, by maintaining the register of architects, the organisation of travel itineraries, scheduling of board meetings including agenda preparation and minutes, scheduling of examinations, routine correspondence with the board members and preparation of reports, briefs, submissions, annual reports and comments; Perform duties as delegated by the Construction Occupations Registrar and assess license applications for compliance with the *Construction Occupations (Licensing) Act 2004* and its operational Acts; Management of a small team of administrative officers overseeing the day to day lodgement and processing activities for new licence applications and renewals and other activities as necessary; As the data custodian for licensee information, manage and maintain the electronic records in relation to the *Construction Occupations (Licensing) Act 2004*, its operational Acts and the *Architects Act 2004*; This includes maintaining accurate information to be accessed electronically by the public relating to Construction Occupations Licensing and the registration of Architects, the preparation of reports regarding licence data and analysis of that data as necessary; The role may include the coordination and production of outputs for the Construction Policy and Regulation Section Annual Report; Conduct audits to identify Construction Occupations licensee and registered Architect's compliance with legislative obligations; Prepare reports, briefs, submissions and comments required for the Construction Policy and Regulation Section; Maintain records in accordance with the *Territory Records Act 2002*.

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

Contact Officer: Ben Green (02) 6207 7387 ben.green@act.gov.au

Shared Services ICT

Operations Branch

Networks and Communications Services

Network Support Technician

Information Technology Officer Class 2 \$75,209 - \$86,075, Canberra (PN: 14629, several)

Gazetted: 06 May 2015

Closing Date: 20 May 2015

Details: The successful applicant will work as part of a team responsible for providing network support for operational and project related activities which specifically focus on Local Area Network (LAN) and Wireless technologies.

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: Karen McAlister (02) 6207 2341 karen.mcalister@act.gov.au

Shared Services ICT

Operations Branch

Platform Systems

Third Level Support Analyst

Information Technology Officer Class 2 \$75,209 - \$86,075, Canberra (PN: 17398)

Gazetted: 04 May 2015

Closing Date: 18 May 2015

Details: The successful candidate for this role will be required to provide third level technical support to Shared Services ICT staff and customers, and assist in developing solutions for Whole of Government identified issues and participate in assigned project work.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Knowledge and understanding of the role of Information Technology in ACT Government is desirable. Possession of, or the ability to rapidly attain a Protected Security Clearance as well as ability to obtain a Schools Police Check is mandatory.

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: Tom Papazoglou (02) 6207 9858 tom.papazoglou@act.gov.au

Revenue Management Division

Revenue Collection Transformation Program

Business Analyst

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 55582)

Gazetted: 05 May 2015

Closing Date: 12 May 2015

Details: The Revenue Collection Transformation Program is seeking a Business Analyst to work as an integral member of the program team. Reporting to the Business Design Team Lead, the Business Analyst will assist program team members to identify and map baselines and future state business processes, elicit and document business rules, use cases and other business and ICT design artefacts.

Eligibility/Other Requirements: IT or other relevant degree desirable. Experience in specialised business analysis tools, particularly Sparx Enterprise Architecture software.

Note: This is a temporary position available until 30 July 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: Vanessa Mettam (02) 6205 8550 vanessa.mettam@act.gov.au

Strategic Policy and Cabinet Group

Strategic Policy and Cabinet

Cabinet

Coordination and Support Officer

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 33711)

Gazetted: 30 April 2015

Closing Date: 7 May 2015

Details: Chief Minister, Treasury and Economic Development are seeking a highly motivated Officer to join the Strategic Policy and Cabinet Division as Coordination and Support Officer. The successful applicant will have a sound understanding of the machinery of government and be able to deliver high quality work, with a focus on attention to detail, in a high pressure environment with minimal supervision.

Notes: This is a temporary position available until October 2015 with the possibility of extension.

Contact Officer: Pam Darville (02) 6205 0543 pam.darville@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

Office for Children, Youth and Family Support

Child and Youth Protection Services

CYPS Operations

Case Manager

Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 16564, several)

Gazetted: 06 May 2015

Closing Date: 21 May 2015

Details: The Case Manager role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by best practice trauma informed case management.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. Social Work, Psychology, Social Welfare, Social Science or related discipline. Two year's experience working with children, youth and/or families in a social work/case management role. Current driver's licence.

Notes: An order of merit established from this process may be used to fill future permanent and temporary vacancies at level. Position may be filled from application and referee reports only. 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: Shantha Siva (02) 6205 3875 ISSProject@act.gov.au

Office for Children, Youth and Family Support

Child and Youth Protection Services

CYPS Performance

Therapeutic Assessor

Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 16558, several)

Gazetted: 06 May 2015

Closing Date: 17 May 2015

Details: The Health Professional 3 Therapeutic Assessor role is focussed on undertaking appropriate developmental and therapeutic assessments. Therapeutic Assessors will contribute to the work of the Out of Home Care Taskforce by: actively participating in developing and refining the service model; participating in an evaluation of the new framework; supporting the Team Leader in the collection of data or research pertaining to the project; and generally contributing to the program development.

Eligibility/Other Requirements: Essential: Relevant tertiary qualifications e.g Social Work, Psychology or allied health. At least three years practice experience working with children, young people and their carers or families. Current driver's licence.

Note: An order of merit established from this process may be used to fill future permanent and temporary vacancies at level. Selection for this position may be based on written application and referee reports only. 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: Shantha Siva (02) 6205 3875 ISSProject@act.gov.au

Housing and Community Services

Housing ACT

Tenancy Operations

Client Support Coordinator

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 03846, several)

Gazetted: 30 April 2015

Closing Date: 7 May 2015

Details: The Client Support Coordinator provides specialist advice and support to public housing tenants who may be experiencing issues that impact on their ability to maintain a tenancy. We are looking for a person who is able to provide innovative and flexible service responses to achieve better housing and social outcomes for clients. The successful applicant will have a good understanding of the role Housing ACT plays in the community. They will need to demonstrate that they have excellent interpersonal, problem solving, communication (oral and written) and time management skills.

Eligibility/Other Requirements: A current driver's licence. Relevant tertiary qualifications in Social Work, Welfare Work or Community Development and/or a minimum of three years working with clients with complex needs are highly desirable. Experience in using a range of IT business and office applications.

Notes: This is a temporary position available for a period of up to eight months. 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: Jill Micic (02) 6207 1251 jill.micic@act.gov.au

Office for Children, Youth and Family Support
Child and Youth Protection Services
Child and Youth Protection Services Operations
Team Leader Operational Support
Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 19624, several)

Gazetted: 30 April 2015

Closing Date: 14 May 2015

Details: The Team Leader role is focussed on supporting Child and Youth Protection Services CYPs to deliver the best possible life outcomes for children and young people through the efficient administration of one of the Operational Support Teams and through the effective management of the staff within that team.

Note: An order of merit established from this process may be used to fill future permanent and temporary vacancies at level for the next 12 months. Position may be filled from application and referee reports only. 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.

Eligibility/Other Requirements: Experience and/or desire to work in a community services environment and proficiency with Microsoft Office products and database systems is desirable. Current driver's licence.

Contact Officer: Shantha Siva (02) 6205 3875 ISSProject@act.gov.au

Office for Children, Youth and Family Support
Child and Youth Protection Services
CYPs Practice and Performance
Contract Data and Reporting Officer
Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 11456, several)

Gazetted: 30 April 2015

Closing Date: 14 May 2015

Details: The Contract Data and Reporting Officer is focussed on supporting Child and Youth Protection Services (CYPs) to deliver the best possible life outcomes for children and young people through administrative support across a range of administrative support functions.

Eligibility/Other Requirements: Desirable: Experience and/or desire to work in a community services environment. Proficiency with Microsoft Office products and database systems. Current driver's licence.

Notes: An order of merit established from this process may be used to fill future permanent and temporary vacancies at level. Position may be filled from written application and referee reports only. 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: Shantha Siva (02) 6205 3875 ISSProject@act.gov.au

Office for Children, Youth and Family Support
Child and Youth Protection Services
CYPs Operations
Case Manager
Health Professional Level 2 \$58,212 - \$79,912, Canberra (PN: 10446, several)

Gazetted: 06 May 2015

Closing Date: 21 May 2015

Details: The Case Manager role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by best practice trauma informed case management.

Eligibility/Other Requirements: Essential: Relevant tertiary qualifications e.g. Social Work, Psychology, Social Welfare, Social Science or related discipline. One (1) year's experience working with children, youth and/or families in a social work/case management role. Current driver's licence.

Note: An order of merit established from this process may be used to fill future permanent and temporary vacancies at level. Selection for this position may be based on written application and referee reports only. 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: Shantha Siva (02) 6205 3875 ISSProject@act.gov.au

**Office for Children, Youth and Family Support
Child and Youth Protection Services
Child and Youth Protection Services Operations
Audit and Compliance Officer
Health Professional Level 2 \$58,212 - \$79,912, Canberra (PN: 44588)**

Gazetted: 05 May 2015

Closing Date: 17 May 2015

Details: The Audit and Compliance Officer role is focussed on supporting the operation, or continuous improvement, of Child and Youth Protection Services (CYPs). This will be done primarily through conducting case reviews, practice reviews and audits to identify gaps in policies and procedures and develop strategies and processes to improve CYPs practice and maintain legislative compliance.

Eligibility/Other Requirements: Essential: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. One year's experience working with children, youth and/or families in a social work/case management role. Current driver's licence.

Notes: An order of merit established from this process may be used to fill future permanent and temporary vacancies at level. This position may be filled from application and referee reports only. 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: Shantha Siva (02) 6205 3875 ISSProject@act.gov.au

**Office for Children, Youth and Family Support
Child and Youth Protection Services
CYPs Operations
Paralegal
Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 12256)**

Gazetted: 30 April 2015

Closing Date: 14 May 2015

Details: The Paralegal assists the Legal Services team through a range of supporting activities including the drafting of routine advices, preparation of court documents, co-ordinating arrangements with witness, locating and preparing lists of authorities and the preparation of evidence.

Eligibility/Other Requirements: Desirable: Experience and/or desire to work in a community services environment. Previous experience working in a legal office and/or currently studying Law. Experience in the preparation of court documents and knowledge of the court and tribunal system and relevant procedures.

Note: An order of merit will be created for filling temporary or permanent future positions at level within the next 12 months from this process. Selection for this position may be based on written application and referee reports only. 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: Shantha Siva (02) 6205 3875 ISSProject@act.gov.au

**Office for Children, Youth and Family Support
Child and Youth Protection Services**

Child and Youth Protection Services Operations

Case Aid/Operational Support Officer

Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 07377, several)

Gazetted: 30 April 2015

Closing Date: 14 May 2015

Details: The Operational Support Officer/Case Aid is focussed on supporting Child and Youth Protection Services (CYPS) to deliver the best possible life outcomes for children and young people through administrative support across a range of administrative support functions.

Eligibility/Other Requirements: Desirable: Experience and/or desire to work in a community services environment. Proficiency with Microsoft Office products and database systems. Current driver's licence.

Notes: An order of merit established from this process may be used to fill future permanent and temporary vacancies at level. Position may be filled from application and referee reports only. 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: Shantha Siva (02) 6205 3875 ISSProject@act.gov.au

Office for Children, Youth and Family Support

Child and Youth Protection Services

CYPS Operations

Case Manager

Health Professional Level 1 \$54,591 - \$69,555, Canberra (PN: 32484, several)

Gazetted: 05 May 2015

Closing Date: 21 May 2015

Details: The Case Manager is the entry level position into Child and Youth Protection Services case management. It is expected that Health Professional Level 1 (HP1) will grow in skill and experience through formal and informal development, supervision by Health Professional Level 3 (HP3) Case Managers and support from Team Leaders and other staff. The role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by best practice trauma informed case management.

Eligibility/Other Requirements: Essential: Relevant tertiary qualifications e.g. Social Work, Psychology, Social Welfare, Social Science or related discipline. Proficiency with Microsoft Office programs. Current driver's licence.

Notes: An order of merit established from this process may be used to fill future permanent and temporary vacancies at level. Position may be filled from application only. 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: Shantha Siva (02) 6205 3875 ISSProject@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

South/Weston Network

Mawson Primary School

Deputy Principal

School Leader B \$121,464, Canberra (PN: 15955)

Gazetted: 05 May 2015

Closing Date: 19 May 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).

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: Amanda Andrews (02) 6205 8033 amanda.andrews@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 and Weston Network

The Woden School

Business Manager

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 00618)

Gazetted: 06 May 2015

Closing Date: 20 May 2015

Details: The Woden School is seeking a highly experienced officer to fill the position of Business Manager. The successful candidate will be expected to manage a busy work environment with high level competing demands including but not limited to Human Resource, Finance, Risk and Compliance Management. The ideal candidate will have demonstrated high level management skills, ability to communicate effectively with colleagues, executive teams and major client groups and external stakeholders ensuring high quality customer service is delivered. The position is required to liaise with the Principal to ensure continuity in the delivery of key programs across the school. Be a member of the Executive Team at the school and respond to and provide current, accurate and detailed reporting to both the school Principal and School Board. Further duties include developing policies and procedures relating to facilities management, responsibility for the preparation of budgets, expenditure reviews, statements and, monitor estimates and financial returns. The Business Manager has supervision responsibility for twenty three Administrative Support Officers engaged in various designated roles within the school. The successful candidate will be required to plan, direct and supervise their overall duties. Assisting each with personal performance and professional development.

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

Applicants are strongly encouraged to contact the Principal for further information regarding this position. This position requires a high understanding of financial and HR management, computer systems and an understanding of the school environment. Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: www.worksafe.act.gov.au/health_safety. Desirable: Working knowledge of the MAZE management and Accelerus Reporting Systems. A Current First Aid certificate or willingness to undertake appropriate training.

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: Ian Copland (02) 6205 5966 ian.copland@ed.act.edu.au

Office for Schools

South/Weston Network

Forrest Primary School

Teacher as Librarian

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 06931)

Gazetted: 05 May 2015

Closing Date: 19 May 2015

Details: Forrest Primary School is a P-6 school with 520 students. It is expected to be authorised as an International Baccalaureate World School in 2015, delivering the Primary Years Programme (PYP). The successful candidate will be working primarily as a Teacher-Librarian in an environment of flexible learning in agile spaces. The project of developing this contemporary learning environment is exciting and demands expertise, knowledge of PYP and flexibility. Good student management skills and skills in having children inquire as individuals and groups is

essential. The successful candidate needs to plan collaboratively with all teams and therefore have strong people and communication skills.

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). Work on the release roster and a willingness to contribute to the corporate life of the school and be able to promote strong, relevant parent engagement.

Notes: This position is available from Term three 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: Christine Pilgrim (02) 6205 5644 christine.pilgrim@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 of Schools
South/Weston Network
Canberra College
Teacher Librarian**

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 05492)

Gazetted: 05 May 2015

Closing Date: 12 May 2015

Details: A Teacher Librarian with a high level of IT skills and able to work collaboratively in a team to support students and staff research and resourcing needs. The role will also focus on the library as a literacy support centre.

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: 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: George Palavestra (02) 6142 3288 george.palavestra@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
University of Canberra High School Kaleen
Classroom Teacher – Agriculture and Horticulture**

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 06349)

Gazetted: 30 April 2015

Closing Date: 14 May 2015

Details: University of Canberra High School Kaleen is small community school in Belconnen in the ACT. This position involves teaching Agriculture and Horticulture to Years 7 to 10 including students with diverse learning needs. Leading and managing the school farm and related trade training resources. Developing a whole school sustainability program including links with the school canteen. Contributing to school wide teaching and learning teams. Working with community groups to create educational opportunities for 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). Certificate II in Horticulture, Certificate II in Agriculture, Certificate IV in Workplace Assessor desirable or willingness to train.

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: Denis Dickinson (02) 6205 5811 denis.dickinson@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

Macgregor Primary School

Staffing and Administrative Support Officer

Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 35229)

Gazetted: 30 April 2015

Closing Date: 7 May 2015

Details: Macgregor Primary School is seeking a highly motivated person to fill the position of Staffing Officer. The successful applicant will possess excellent communication and customer service skills and will have the ability to work within a busy work environment with competing demands. The successful applicant will work closely with the Executive Teacher to ensure that staff absence records are accurate and current. The successful applicant will effectively and accurately enter data produce records/reports; liaise successfully with staff; provide administrative support to staff throughout the school; and work flexibly and effectively as part of a collaborative administrative team.

Note: This is a temporary position available until 18 December 2015 with the possibility of permanency from this process. This is a part-time position at 20 hours per week. Selection for this position may be based on written application and referee reports only. 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: Susan Aveyard (02) 6205 7511 Susan.Aveyard@ed.act.edu.au

Environment and Planning

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

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

Sustainability and Climate Change

Energy Market and Renewables

Senior Policy Officer

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 35571)

Gazetted: 30 April 2015

Closing Date: 20 May 2015

Details: The Environment and Planning Directorate is seeking a highly motivated individual with a proven track-record for the position of Senior Policy Officer to support the Energy Markets and Renewables (EMR) section within the Sustainability and Climate Change division. The successful applicant will take a leadership role in the development, delivery and coordination of waste policy, including the ACT Waste Management Strategy 2011-2025, providing a range of innovative policy options and expert advice on current and future waste issues and strategies delivered to the ACT community. The mission of the EMR section is to 'do great policy'. This includes valuing evidence and expert opinion, inviting critical discussion, collaboration and robust options analysis. This mission provides guidance as to team members who regularly work to deliver complex, high-stakes policy outcomes under significant time pressures. This is balanced by flexible working arrangements and a supportive team environment.

Eligibility/Other Requirements: Tertiary qualifications in Economics, Engineering, Science, the humanities or similar are essential.

Contact Officer: Jon Sibley (02) 6205 1889 jon.sibley@act.gov.au

Sustainability and Climate Change

Energy Market and Renewables

Senior Policy Officer

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 33901, several)

Gazetted: 30 April 2015

Closing Date: 20 May 2015

Details: The Environment and Planning Directorate is seeking a highly motivated, self-starting individual for the position of Senior Policy Officer to support the Energy Markets and Renewables (EMR) Section within the Sustainability and Climate Change division. The successful applicant will take a leadership role in the development, delivery and coordination of the energy policy, including the ACT Sustainable Energy Policy 2011-2020, providing a range of innovative policy options and expert advice on current and future energy issues and strategies delivered to the ACT community. The mission of the EMR section is to 'do great policy'. This includes valuing evidence and expert opinion, inviting critical discussion, collaboration and robust options analysis. This mission provides guidance as to team members who regularly work to deliver complex, high-stakes policy outcomes under significant time pressures. This is balanced by flexible working arrangements and a supportive team environment.

Eligibility/Other Requirements: Tertiary qualifications in Economics, Engineering, Science, The Humanities or similar are highly desirable. Candidates with tertiary qualifications achieved in the last four years should provide an academic transcript as part of their application.

Contact Officer: Jon Sibley (02) 6205 1889 jon.sibley@act.gov.au

Sustainability and Climate Change

Energy Market and Renewables

Policy Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 35572, several)

Gazetted: 01 May 2015

Closing Date: 19 May 2015

Details: The Environment and Planning Directorate is seeking a highly motivated, self-starting individual for the position of Policy Officer to support the Energy Markets and Renewables (EMR) section within the Sustainability and Climate Change division. The successful applicant will assist in the development, delivery and coordination of energy policy, including the ACT Sustainable Energy Policy 2011-2020, providing a range of policy advice on energy issues and strategies delivered to the ACT community. The mission of the EMR section is to 'do great policy'. This includes valuing evidence and expert opinion, inviting critical discussion, collaboration and robust options analysis. This mission provides guidance to team members who regularly work to deliver complex, high-stakes policy outcomes under significant time pressures. This is balanced by flexible working arrangements and a supportive team environment.

Eligibility/Other Requirements: Tertiary qualifications in Economics, Engineering, Science, the humanities or similar are desirable. Candidates with tertiary qualifications achieved in the last four years should provide an academic transcript as part of their application.

Note: This is a temporary position available until 31 December 2015 with the possibility of extension and/or permanent filling. A second position may also be filled for a four month period using this process.

Contact Officer: Jon Sibley (02) 6205 1889 jon.sibley@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>

Strategy and Corporate

Policy and Government Relations

Executive Director, Policy and Government Relations

Executive Level 2.4 \$238,982 to \$251,417 depending on current superannuation arrangements, Canberra (PN: E431)

Closing Date: 6 May 2015

Weeks to Close: 11 May 2015

Details: ACT Health is seeking experienced applicants for the executive role of Executive Director, Policy and Government Relations.

Duties of the role include:

1. Lead and manage the Policy Division of ACT Health to undertake national, whole of government and territory wide health policy activities and manage contracts with non-government service providers in order to improve health services in the ACT.
 2. Negotiate and develop the ACT component of national policies to ensure that the ACT benefits from, and inputs into, national health policies and reform activities.
 3. Negotiate and develop the ACT Health component of whole-of-ACT-Government policies in consultation with other areas of specialist knowledge policies to ensure that ACT Health benefits from, and inputs into, whole of government policies and reform activities.
 4. Negotiate and develop health-sector-wide policies in consultation with other ACT Health areas, non-government organisations and consumers.
 5. Manage the following specialist health policy areas: aged care, primary care, community health, drug and alcohol, home and community care, mental health and Indigenous health, including:
 - providing strategic advice to the Minister and senior management on the above issues;
 - providing advice on the appropriateness and implications of finding offers from the Australian Government on the above issues;
 - overseeing the process of negotiation of intergovernmental agreements on the above issues, including regular reporting, data requirements and milestone achievements;
 - providing advice to Government on health matters raised by the ACT Legislative Assembly or other forms of public inquiry on the above issues.
 6. Negotiating and managing funding agreements with over 75 non-government service providers to ensure that the providers provide good quality, value for money services to the ACT community.
 7. Providing specialist assistance where required to other areas of the portfolio regarding the policy development process to achieve consistency across ACT Health policies, including:
 - reviewing proposed policies prior to presentation to Portfolio Executive to ensure consistency with other existing or proposed policies;
 - assisting other ACT Health areas with the policy development process and with negotiation with non-government and private sectors, where resources are available;
 - develop whole-of-Health policies which do not fit logically into the responsibility of other portfolio areas.
 8. Manage the following key relationships to achieve good working relationships and effective outcomes, including activities such as:
 - working closely with the Australian Government on relevant national policy matters;
 - maintaining close working relationships with the Chief Minister, Treasury and Economic Development Directorate and other agencies on whole-of ACT Government policy issues;
 - maintaining formal communication and liaison with other ACT Government bodies on relevant policy issues;
 - maintaining communication with non-government organisations, peak bodies and the community on relevant health policy issues.
 9. Represent Policy Division on the ACT Health Portfolio Executive to contribute to ACT Health corporate decision making.
 10. Manage the staff and budget of Policy Division to ensure that financial and human resources are used to contribute effectively to ACT Government and ACT Health strategic directions.
 11. Assist in the development of the skills and experience of the staff within Policy Division.
 12. Represent ACT Health in a wide range of national and local forums to communicate with stakeholders about ACT Government, and/or ACT Health policies, positions and activities.
- Interested applicants should refer to the ACTPS Executive Capabilities located at the following link:
<http://www.cmd.act.gov.au/governance/public/publications#exec>.
- Remuneration: The position attracts a remuneration package ranging from \$238,982 - \$251,417, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$191,308.
- Contract: The successful applicant will be engaged under a performance based contract for the period 18 May 2015 to 26 June 2015. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.
- Contact Officer: Stephen Goggs (02) 6205 0868 stephen.goggs@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Medical Physics and Radiation

Senior Radiation Engineer

Health Professional Level 4 \$94,653 - \$101,888, Canberra (PN: 31594)

Gazetted: 07 May 2015

Closing Date: 28 May 2015

Details: We are seeking a suitably qualified and experienced person to lead and manage the Radiation Engineering team based at the Canberra Hospital. This team provides critical first line repair and maintenance services for various items of biomedical equipment, primarily for the Varian medical linear accelerators (Clinacs) installed at the hospital. ACT Health has four Clinacs (Trilogy and iX) and multiple other radiation equipment (including a Topex superficial x-ray source and Toshiba and Philips CT scanners) on which training is provided if required. Other opportunities for professional development are also provided and strongly supported.

The successful applicants will be part of the Medical Physics and Radiation Engineering department of ACT Health. The department is part of the Division of Clinical Support Services and is integral in providing clinical, scientific and technical support services to ACT Health, including to the Capital Region Cancer Service (CRCS) and the Medical Imaging Department (MID). The vision of the Radiation Engineering team is to provide timely and responsive client focused services with the emphasis on making the experience for cancer patients receiving treatment on the Clinacs as safe, effective and efficient as possible.

This is a great opportunity to work with a dynamic professional and technical team in Canberra where the quality of life is superior to many other cities in the world. Canberra is within a couple of hours drive of ski fields, ocean beaches and great agricultural produce as well as being within easy reach of the bustle of Sydney and Melbourne.

Eligibility/Other Requirements: A university degree in a relevant Engineering discipline or equivalent with eligibility for full membership of one of the appropriate professional bodies. Extensive experience in the repair, maintenance and operation of a medical linear accelerator is essential, preferably in equipment similar to that installed at ACT Health. Significant experience in the repair, maintenance and operation of radiation sources is highly desirable. Experience in the repair, maintenance and operation of complex medical equipment and biomedical devices (such as computed tomography or magnetic resonance equipment) is 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.

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

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

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Contact Officer: Sean Geoghegan (02) 6244 2256

Director General Reports

Office of the Director General

Project Officer

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 33341)

Gazetted: 07 May 2015

Closing Date: 14 May 2015

Details: Strategic Projects are seeking a team member to fill this position which is responsible to provide support and work under the direction to the ACT Health Strategic Projects Team. The occupant of this position will work as

a member of the project team responsible for the implementation of Strategic Projects across the health portfolio. Knowledge of both corporate and clinical services in the ACT Health sector is an advantage and project planning abilities are a requirement of the position.

Eligibility/Other Requirements: Experience in change management and/or project management in a government agency is desirable.

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

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Contact Officer: Liz Sharpe (02) 6205 2075

Strategy and Corporate

Deputy Director General Strategy and Corporate

Senior Safety Advisor

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 29480)

Gazetted: 07 May 2015

Closing Date: 21 May 2015

Details: ACT Health is an ACT Government Directorate, which focuses on the provision of a comprehensive range of health services to the people in the Canberra region. The Health Directorate is currently seeking an enthusiastic, responsible and committed Senior Safety Advisor to join their team for an initial period of 10 months, with a possibility of extension. The role of Senior Safety Advisor will be to provide expert advice to ACT Health executive, managers and employees on safety matters. This will be carried out through policy development and implementation, research, analysis and presentation of findings to senior management and staff within the organisation. The Senior Safety Advisor will also be responsible for promoting work health and safety in the workplace including training and education programs and advice to managers and consultative committees across ACT Health. The role will be focused on delivering key safety projects.

Eligibility/Other Requirements: In order to perform successfully in this role, you should have a demonstrated knowledge and experience in the application of WH&S practices in large organisations. Formal qualifications in WH&S, or a relevant discipline would be highly regarded. Appropriate WH&S experience will also be considered. Additionally you will have a familiarity with WH&S legislation and experience undertaking risk assessments and audits. You will be an effective communicator with excellent negotiation and presentation skills, and will be driven by results and outcomes, with a proven ability to work independently with limited supervision within tight deadlines. Applicants with WH&S multi-industry experience will be highly regarded. Applicants need to have advanced skills in the Microsoft office suite.

Notes: This is a temporary position available for a period of 10 months with the possibility of extension.

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

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

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Contact Officer: Rob Swain (02) 6174 8052

Canberra Hospital and Health Services

Women, Youth and Children

Women's and Babies

Maternity Outpatients Team Leader

Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 26910)

Gazetted: 07 May 2015

Closing Date: 14 May 2015

Details: Maternity Outpatients are looking for a motivated full-time Registered Midwife with an interest in coordinating and delivering care to women during pregnancy. The position involves working weekdays in the antenatal clinic. This vacancy is ideal for a Midwife interested in joining a dynamic team. The role incorporates triage of referrals, direct client care and coordination of outpatient clinics. The Team Leader supports the development and orientation of new staff and students and acts as a role model to promote evidence based practise.

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

Note: This is a temporary full-time position available for a period of 12 months. The clinic operates during business hours.

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.

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Contact Officer: Wendy Alder (02) 6142 6101

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Cancer Nursing

Registered Nurse

Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 29904, several)

Gazetted: 07 May 2015

Closing Date: 14 May 2015

Details: Applications are sought from suitably qualified Registered Nurses to fill 2 Level 2 positions within the Immunology Outpatients Department. The unit is seeking highly motivated Nurses who will be engaged in

consultation, coordination, support and education with families, carers and other agencies as well as being an excellent role model for other staff.

Eligibility/Other Requirements: Applicants must hold or be eligible to hold registration with the NMBA through the Australian Health Practitioner Regulation Agency (AHPRA). Current unrestricted driver's licence.

Notes: These are full time positions, working Monday to Friday.

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

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Contact Officer: Wendy Spencer (02) 6174 8456 or 0431 887 346

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Ambulatory Care Outpatient

Outpatient Services Team Leader Urology Clinic

Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 26999)

Gazetted: 07 May 2015

Closing Date: 21 May 2015

Details: Specialising in Urology as part of the Outpatient Services Clinical Support team the successful applicant for this Team Leader position will provide a coordinated approach to clinic management, as well as leadership and support to new and existing team members across multiple clinic locations at the Canberra Hospital. Services provided in the clinics include Medical and Surgical specialist led consultations, procedural and multidisciplinary assessment and planning clinics.

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

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/>

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Contact Officer: Kellie Burke (02) 6244 4019

**Canberra Hospital and Health Services
Cancer, Ambulatory and Community Health Support
Adult Community and Older Persons
Clinical Development Nurse**

Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 10539)

Gazetted: 07 May 2015

Closing Date: 21 May 2015

Details: As part of the Outpatient Services team the successful applicant for this newly established position will provide leadership, coordination and support to a number of new and existing team members across multiple clinic locations at the Canberra Hospital. Services provided in the clinics include Medical and Surgical Specialist led consultations, procedural and multidisciplinary assessment and planning clinics.

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

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.

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Contact Officer: Kellie Burke (02) 6244 4019

**Strategy and Corporate
Business and Infrastructure
Security and Emergency Preparation
Switchboard Supervisor**

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 20122)

Gazetted: 07 May 2015

Closing Date: 14 May 2015

Details: The Switchboard Supervisor position is a hands-on role, which is responsible for the day-to-day operations of the Canberra Hospital Switchboard and Main Reception by: Efficiently coordinating daily activities of the Switchboard and Main Reception business units including monitoring work practices and workflow. Ensuring delivery of excellent customer service to all external and internal callers at all times. Coordinating staff induction, staff training, writing standard operating procedures and managing staff rosters. Undertaking Switchboard and Main Reception duties when operationally required.

Eligibility/Other Requirements: Certificate IV in Workplace Assessment and Training, or the ability and willingness to obtain.

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.

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Contact Officer: Rohan Samara (02) 6174 5116

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

ACT Wide Mental Health Services

Nurse

Registered Nurse Level 1 \$59,874 - \$79,980, Canberra (PN: 21861)

Gazetted: 07 May 2015

Closing Date: 21 May 2015

Details: Brian Hennessy Rehabilitation Centre is a 30 bed residential mental health rehabilitation facility. It is a contemporary evidence-based service providing high quality mental health care that is guided by the principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that under supervision, you will provide high quality clinical nursing skills and care to achieve positive outcomes for consumers. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Demonstrated mental health knowledge and practice. Current driver's licence.

Notes: This position involves working shift work, including evenings, weekends and night shift.

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.

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Contact Officer: Gai McKibbin (02) 6205 1222

Canberra Hospital and Health Services

Women, Youth and Children

Women's and Babies

Registered Midwife

Registered Nurse Level 1 \$59,874 - \$79,980, Canberra (PN: 31413)

Gazetted: 07 May 2015

Closing Date: 21 May 2015

Details: The Centenary Hospital for Women and Children, as part of ACT Health, have temporary full-time and part-time positions available in their Birthing Unit. We are seeking experienced Midwives with a good team spirit to fill these positions.

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

Note: These are temporary full-time and part-time positions available from three to six months. 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.

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Contact Officer: Regina Ginich (02) 6174 7582

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

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Communications Centre Emergency Dispatcher

Ambulance Support Officer 2 \$55,805-\$58,797 (including shift penalties and rostered overtime), Canberra (PN: 03507, several)

Gazetted: 30 April 2015

Closing Date: 14 May 2015

Details: Expressions of Interest (EOI) are being sought from suitably qualified members or those wishing to become qualified, who may be interested in undertaking periods of higher duties (HDA) in the Communication Centre Emergency Dispatch position. Potential candidates should provide a response to each individual Selection Criteria outlining experience and/or ability, contact details of at least two referees and a current curriculum vitae. Please limit your responses to one A4 page against each criteria.

Eligibility/Other Requirements: Mandatory: Certificate III Ambulance Communications or equivalent minimum 1 year experience as Emergency Call Taker. Minimum touch typing skills of 40 words per minute with accuracy of 95%. Completion of ACTAS Secondary Call Taker or equivalent. Desirable: Australasian Inter-Service Incident Management System (AIIMS). Experience working in a Emergency Services Communications Centre. Other Requirements: If you are found suitable for the position and have not completed the ACTAS Certificate IV Ambulance Communications Program you will need to successfully complete this program prior to being offered a period of HDA into the position.

Notes: These temporary positions are available from June 2015 until June 2016.

Contact Officer: Louise Smith (02) 6207 9018 louise.smith@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

Roads and Public Transport

Roads ACT

Road Maintenance

Manager Program Development

Infrastructure Officer 4 \$112,439 - \$127,748, Canberra (PN: 27729)

Gazetted: 06 May 2015

Closing Date: 21 May 2015

Details: Road Maintenance is seeking a suitable candidate who, under limited direction, manages the Program Development section. This includes: development and implementation of inspection systems; development of asset maintenance programs; providing advice to the Directorate and Minister; managing consultancies; providing strategic and technical advice; and development of standards and specifications. The position is responsible for the management of 14 staff (Professional Officers, Technical Officers and General Service Officers).

Eligibility/Other Requirements: Tertiary qualifications in Engineering are essential and relevant experience desirable.

Note: 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.

Contact Officer: Ken Marshall (02) 6213 0762 ken.marshall@act.gov.au

Roads and Public Transport

Public Transport

Flexible Transport

Indigenous Trainee

Administrative Services Officer Class 1 \$44,366 - \$48,805, Canberra (PN: 35566)

Gazetted: 05 May 2015

Closing Date: 19 May 2015

Details: The Flexible Transport Office seeks a committed person to undertake an indigenous trainee program to assist with the delivery of the local indigenous community bus service.

Eligibility/Other Requirements: This is an identified position for an Aboriginal or Torres Strait Islander person. A Year 10 certificate or equivalent required. Must hold a Class LR driver's licence; have undergone a Working with Vulnerable People registration (or have the ability to obtain either of these endorsements). For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available for a period of two years.

Contact Officer: Ian Corey (02) 625 0676 ian.corey@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

Chief Minister, Treasury and Economic Development

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

Stephanie Majeed 846-86053, Section 68(1), 4 May 2015

Director of Public Prosecutions

Prosecutor Grade 1 \$68,204 - \$77,358

Benjamin Ettinger 835-99601, Section 68(1), 21 April 2015

Prosecutor Grade 1 \$68,204 - \$77,358

James Walker 835-95133, Section 68(1), 1 May 2015

Education and Training

School Assistant 2 \$42,453 - \$46,881

Michael Ryan 821-04830, Section 68(1), 30 April 2015

Health

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

Christine Foy 839-27302, Section 68(1), 28 April 2015

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

Louise Kelly 834-51332, Section 68(1), 30 April 2015

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

Fiona McAllister 846-86440, Section 68(1), 7 May 2015

Allied Health Assistant 2 \$47,147 - \$54,052

Katrina Rasheed 846-86360, Section 68(1), 4 May 2015

Radiation Therapist Grade 2 \$60,667 - \$83,852

Regina Reynolds-Smith 843-91124, Section 68(1), 30 April 2015

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

Gabrielle Sek 840-49011, Section 68(1), 5 May 2015

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

Brett Sproule 844-32889, Section 68(1), 7 May 2015

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

Claire Wiltshire 846-86678, Section 68(1), 4 May 2015

Justice and Community Safety

Senior Officer Grade A \$129,470

Susan Penn-Turrall 846-85907, Section 68(1), 4 May 2015

TRANSFERS

Justice and Community Safety

Julie Beddoe: 742-45350

From: Senior Officer Grade B \$111,478 - \$125,497
Chief Minister, Treasury and Economic Development

To: Legal 1 \$58,213 - \$117,241

Justice and Community Safety, Canberra (PN. 35565) (Gazetted 1 October 2014)

PROMOTIONS

Community Services

Housing and Community Services

Housing ACT

Tenancy Operations

Danielle Clifford: 836-09291

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

Community Services

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

Community Services, Canberra (PN. 43516) (Gazetted 19 December 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.

Education and Training

Education Strategy

Student Engagement

Aboriginal and Torres Strait Islander Education

Beth Craddy: 025-34815

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

Education and Training

To: †School Leader B \$121,464

Education and Training, Canberra (PN. 32409) (Gazetted 6 February 2015)

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

Education Strategy

Student Engagement

Disability Education

Kristen Laurent: 835-66666

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

Education and Training

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

Education and Training, Canberra (PN. 35252) (Gazetted 7 May 2015)

Health

Canberra Hospital and Health Services

Toby Ellison: 831-22408

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

Health

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

Health, Canberra (PN. 31325) (Gazetted 29 January 2015)

**Canberra Hospital and Health Services
Medicine**

Ji Shi: 813-18263

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

To: Registered Nurse Level 2 \$83,146 - \$88,125
Health, Canberra (PN. 29110) (Gazetted 19 March 2015)

**Canberra Hospital and Health Services
Deputy Director General Canberra Hospital and Health Services
Health Care Improvement**

Veronica Walker: 608-07965

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

To: †Registered Nurse Level 3.1 \$95,326 - \$99,249
Health, Canberra (PN. 24307) (Gazetted 12 March 2015)

**Director General Reports
Population Health
Health Protection Service**

Bronwyn Wilkes: 796-27307

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

To: †Health Professional Level 4 \$94,653 - \$101,888
Health, Canberra (PN. 21360) (Gazetted 19 March 2015)

Justice and Community Safety

**ACT Government Solicitor
Litigation and Dispute Resolution**

Elizabeth Bryce: 827-29195

From: Government Solicitor 1 \$66,566 - \$99,676
Justice and Community Safety

To: †Government Solicitor 2 \$104,464 - \$125,347
Justice and Community Safety, Canberra (PN. 35575) (Gazetted 13 February 2015)

**ACT Law Courts and Tribunal
Registry Operations
Court Services Unit**

Felicity Perkins: 736-38937

From: Administrative Services Officer Class 6 \$75,209 - \$86,075
Justice and Community Safety

To: †Senior Officer Grade C \$94,653 - \$101,888
Justice and Community Safety, Canberra (PN. 35516) (Gazetted 12 March 2015)

Territory and Municipal Services

**Parks and City Services
Parks and Conservation Service
Partnerships Planning and Biosecurity**

Wendy Townsend: 843-98035

From: Veterinary Officer Level 2 \$79,534 - \$106,373

Territory and Municipal Services

To: †Veterinary Officer Level 3 \$119,638 - \$122,773

Territory and Municipal Services, Canberra (PN. 02426) (Gazetted 23 February 2015)

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