



ACT Government Gazette

Gazetted Notices for the week beginning 13 August 2015

Executive Notices

Chief Minister, Treasury and Economic Development

Engagement

Michelle Wicks – Director, Human Resources (E421) Section 72 of the Public Sector Management Act 1994

Variation – Assignment

Christopher Reynolds – Executive Director, Land Development (E558) Section 80A(1)(b) of the Public Sector Management Act 1994

Variation – Transfer

Benjamin Ponton – Deputy Director-General, Economic Development, Deputy Chief Executive Officer, Land Development Agency and Co-ordinator-General, Urban Renewal (E747) Section 80A(1)(a) of the Public Sector Management Act 1994

Cessation

Daniel Stewart – Co-ordinator-General, Urban Renewal (E747) – 07 August 2015

Daniel Stewart – Deputy Director-General (E664) – 07 August 2015

Education and Training Directorate

Engagement

Jacinta Evans – Director, Student Engagement (E307) Section 72 of the Public Sector Management Act 1994

VACANCIES

Canberra Institute of Technology

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

CIT Technology and Design

CIT Horticulture and Floristry

Head of Department

Manager Education Level 1 \$109,759, Canberra (PN: 51897)

Gazetted: 14 August 2015

Closing Date: 21 August 2015

Details: The Canberra Institute of Technology (CIT) is seeking a Head of Department for CIT Horticulture and Floristry programs. The officer will be required to manage the team through quality leadership in and management of education and related activities, contribute to the achievement of departmental goals of the College of Technology and Design. The discipline areas, taught at CIT Bruce, include floristry, nursery, parks and gardens, sports turf management, landscaping, conservation and land management, arboriculture and general horticulture.

Eligibility/Other Requirements: MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING - All managers at Manager Education - Level 1 or Manager Education - Level 2 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent), and an Advanced Diploma in Adult Learning and Development (or equivalent). Where a manager undertakes a teaching activity, the manager must also hold vocational qualifications equal or higher to that being taught. INDUSTRY EXPERIENCE - Relevant industry experience is highly desirable, though this does not have to be in the discipline being supervised. DESIRABLE - Bachelor of Education, Management or relevant higher level qualification. Minimum Certificate 3 level qualification in Horticulture or associated disciplines. Demonstrated experience in managing a team. Professional Industry Experience in Horticulture.

Note: This is a temporary position available for a period up to 2 November 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: Jane Cottee (02) 6207 8744 jane.cottee@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.

Student and Academic Services

Education Services

Education Design and Technology

Senior Education Designer

Teacher Level 2 \$94,697, Canberra (PN: 34770)

Gazetted: 14 August 2015

Closing Date: 28 August 2015

Details: CIT is seeking an enthusiastic person to work as a member of the Education Design and Technology Team providing advice and guidance to teaching staff in building capability in contemporary Vocational Education and Training (VET) sector practice. This includes leadership in course design, facilitating skill development, compliance, quality assurance and continuous improve, evaluation and research. Duties for this role includes: Provide leadership and guidance to support CIT Colleges and Teachers to generating new and creative ways to deliver competency-based training and assessment to meet the specific needs of a diverse range of students through the use of a range of methodologies, education/instructional design and educational technologies (Learning Management Systems, web based, mobile etc.); Monitor and evaluate relevant developments in education theory and educational technologies and advise CIT Colleges of these developments, while maintaining a comprehensive and critical knowledge of current practices in vocational and adult education including VET sector changes in the areas of compliance, quality assurance and best practice; Provide advice on the quality, efficiency and effectiveness of course, program or project delivery; Represent CIT through effective liaison with internal and external stakeholders including partners, industry and the community; Apply CIT policy and principles in relation to Respect, Equity and Diversity, Student Equity, ACT Public Service Values and Signature Behaviours, Work Health and Safety, Industrial Democracy and mandatory reporting obligations concerning suspected child abuse under the *Children and Young People Act 2008*.

Eligibility/Other Requirements: MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING - Training and Assessment Certificate IV level (such as a TAE40110 or equivalent); and an Advanced Diploma in Adult Learning and Development (or equivalent), and Relevant experience of training in the Australian VET sector. Industry Experience All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. DESIRABLE - Relevant higher level qualifications in Education. Relevant online learning qualifications. Relevant experience in scoping, developing, delivering or evaluating online courses.

Note: This is a temporary position available for a period of 14 months with the possibility of extension.

Applications should be no more than four pages and include two referee reports. Selection may be based on application and referee reports only.

Contact Officer: Anita Wesney (02) 6207 3593 anita.wesney@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 Health, Community and Science
Children's Education and Care
Teacher**

Teacher Level 1 \$66,442 - \$88,654, Canberra (PN: 14248, several)

Gazetted: 17 August 2015

Closing Date: 25 August 2015

Details: The Canberra Institute of Technology Children's Education and Care program is seeking qualified and motivated professionals to fill full-time and part-time Teacher Level 1 positions. Under the general direction of the Education Manager, a Teacher Level 1 will, using adult learning principals, teach and assess a range of Children's Education and Care programs, and produce high quality innovative teaching and assessment resources linked to current training package guidelines and workplace requirements and engage effectively with the Children's Education and Care sector to maintain current practice.

Eligibility/Other Requirements: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. New Teachers at Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) within twelve months of engagement. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning & Development (or equivalent). Industry Experience In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. DESIRABLE: A minimum of a Diploma qualification in Children's Education and Care or equivalent. A minimum of two years Industry experience in the Children's Services Sector.

Note: There are temporary full-time and part-time positions available until 13 September 2017 with the possibility of 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. 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_wvvp.

Contact Officer: Leslie Ralph (02) 6207 4904 leslie.ralph@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Workforce Capability and Governance

Deputy Director-General, Workforce Capability and Governance

Executive Level 3.7 \$310,010 to \$326,573 depending on current superannuation arrangements, Canberra (PN: E812)

Gazetted: 18 August 2015

Closing Date: 29 August 2015

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking experienced applicants for the senior executive role of Deputy Director-General, Workforce Capability and Governance. The Deputy Director-General advises the Chief Minister and works collaboratively with the CMTEDD Director-General, other Executives across the ACT Public Service (ACTPS), and key government and non-government stakeholders to implement Government policy. The Deputy Director-General role currently also includes concurrent appointment to the statutory role of Commissioner for Public Administration.

The position requires a person with exceptional leadership and executive management skills to provide strategic direction for the Division and the Service, and to undertake the duties of Commissioner for Public Administration. An established record of ethical leadership and accountability in public administration, people management and strategic partnerships is essential.

Remuneration: The position attracts a remuneration package ranging from \$310,010 - \$326,573, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$254,804.

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: Kathy Leigh (02) 6205 0246 kathy.leigh@act.gov.au

Treasury

Economic and Financial Group

Executive Director, Economic and Financial Group

Executive Level 2.6 \$298,454 to \$314,419 depending on current superannuation arrangements, Canberra (PN: E391)

Gazetted: 19 August 2015

Closing Date: 24 August 2015

Details: The Chief Minister, Treasury and Economic Development Directorate is seeking experienced applicants for the Senior Executive role of Executive Director, Economic and Financial Group. The Economic and Financial Group plays a key role within the Treasury Directorate. It has responsibility for providing analysis and advice to the Government and agencies on a range of economic, regulatory reform and taxation matters, preparing economic and revenue forecasts, facilitating appropriate intergovernmental financial arrangements, managing the Government's financial framework and insurance policy, and managing financial assets and liabilities, including superannuation liabilities and investments. The Executive Director will be responsible for the following over the vacancy period: monitor and advise on the state of the ACT economy; undertake economic and fiscal modelling and revenue forecasting; progress the implementation and further development of tax reform initiatives; undertake a review of the Lease Variation Charge framework; submit the Government's response to the review of the Water and Sewerage pricing framework and implement the associated reforms; facilitate a review of the management of ACT streetlights; manage and complete ACT participation in the Commonwealth Grants Commission 2016 Update Review of State Revenue Sharing Relativities; manage Treasury participation in the development of the Federal Government's White Papers on Federalism and National Tax Reform; contribute to Heads of Treasuries and Council on Federal Financial Relations processes and support the Heads of Treasury Accounting and Reporting Advisory Committee; progress implementation of the next phase of the catastrophic injury scheme (National Injury Insurance Scheme); progress improvements to compulsory third party insurance arrangements in the ACT; and continue progressing review and reform of the *Financial Management Act 1996*. The successful applicant should have outstanding leadership, strategic, and relationship management skills. They will be required to provide project management oversight of a number of significant policy development and reform projects while also supporting the regular work demands of the group.

Note: This is a temporary position available until 23 October 2015.

Remuneration: The position attracts a remuneration package ranging from \$298,454 - \$314,419, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$245,620.

Contract: The successful applicant will be engaged under a performance based contract for the period 1 September 2015 to 23 October 2015. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

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 against the ACTPS Executive Capabilities and the above duties, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: David Nicol (02) 6207 0260 david.nicol@act.gov.au

Economic Development

Procurement and Capital Works

Executive Director, Procurement

Executive Level 2.5 \$260,315 to \$274,016 depending on current superannuation arrangements, Canberra (PN: E814)

Gazetted: 18 August 2015

Closing Date: 25 August 2015

Details: Chief Minister, Treasury and Economic Development Directorate is seeking Expressions of Interest for the position of Acting Executive Director, Procurement and Capital Works (Infrastructure Branches and Executive Support).

This is a pivotal position in achieving the Key Priority of meeting the Government's commitments in delivering the capital works program, with the organisation accordingly embarking on a range of business reforms.

The primary responsibilities for this position are to:

Provide effective leadership in the delivery of efficient and effective government procurement, contract and project management of infrastructure projects, contract and tendering practices;

Represent Procurement and Capital Works in a range of senior Government and non Government forums; and

Undertake the overall management, motivation and leadership of the Infrastructure areas of Procurement and Capital Works to ensure the Division's objectives are achieved and individual team members reach their full potential.

The successful applicant will possess: Extensive experience at a senior level in leading a complex procurement function;

Demonstrated capacity to ensure the delivery of significant capital works projects; and Appropriate management qualifications and knowledge of government procurement and contract requirements are highly desirable.

Remuneration: The position attracts a remuneration package ranging from \$260,315 - \$274,016, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$210,790.

Contract: The successful applicant will be engaged under a performance based contract for the period 2 September 2015 to 21 October 2015. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Note: Selection may be based on application and referees only.

How to Apply: Expressions of Interest of no more than two pages, addressing the above responsibilities and criteria as well as the ACTPS Executive Capabilities, should be forwarded with a current Curriculum Vitae and contact details of three referees.

Applications should be sent to: David Dawes david.dawes@act.gov.au by close of business, 25 August 2015.

Contact Officer: George Tomlins (02) 6207 8944 george.tomlins@act.gov.au

Asbestos Response Taskforce

Director, Technical and Regulation – Asbestos Response Taskforce

Executive Level 1.3 \$217,652 to \$228,851 depending on current superannuation arrangements, Canberra (PN: E796)

Gazetted: 14 August 2015

Closing Date: 21 August 2015

Details: The Chief Minister, Treasury and Economic Development Directorate is seeking experienced applicants for the senior executive role of Director, Technical and Regulation – Asbestos Response Taskforce. The Asbestos Response Taskforce is responsible for managing the Government's response to loose fill asbestos insulation in ACT homes. This function includes:

Provision of policy advice and operational support to the Chief Minister and the Cabinet; Delivery of the Loose Fill Asbestos Insulation Eradication Scheme;

Administration of the Government's financial assistance package; and

Development of appropriate regulatory, legislative and physical responses to short, medium and long term issues associated with asbestos in the built environment.

The Director, Technical and Regulation is responsible for:

The policy and regulatory agenda as it relates to asbestos;

Corporate governance for the Taskforce including risk management; and

Other duties as prescribed.

The successful candidate will demonstrate outstanding leadership, strategic, relationship management and project management skills.

Remuneration: The position attracts a remuneration package ranging from \$217,652 - \$228,851, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$172,285.

Contract: The successful applicant will be engaged under a performance based contract from as soon as possible to 31 December 2015 with the possibility of extension. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

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 against the ACTPS Executive Capabilities and the above duties, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Andrew Kefford (02) 6205 4717 andrew.kefford@act.gov.au

Access Canberra

WorkSafe ACT

Deputy Director - WorkSafe ACT

Senior Officer Grade A \$129,470, Canberra (PN: 35631)

Gazetted: 19 August 2015

Closing Date: 26 August 2015

Details: Provide high level technical advice and leadership in relation to achieving education and compliance with the legislation regulated by WorkSafe ACT; Establish and maintain effective working relationships with stakeholders, both internal and external; Lead the strategic direction and planning for the whole of WorkSafe ACT; Liaise with other areas of the Directorate and ACT Government in relation to policy and regulatory matters relevant to WorkSafe ACT's areas of responsibility; Represent WorkSafe ACT and the Directorate at a range of forums both locally and interstate.

Eligibility/Other Requirements: Qualifications relevant to the work of WorkSafe ACT are highly desirable.

Willingness to travel interstate as required.

Note: This is a temporary position available from 1 September 2015 for a period of three months with the possibility of extension.

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: Mark McCabe (02) 6205 0349 mark.mccabe@act.gov.au

Shared Services

Strategic Finance

Financial Services and Costing

Senior Management Accountant – Capital and Projects

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 34226)

Gazetted: 19 August 2015

Closing Date: 2 September 2015

Details: A six month vacancy with the possibility of an extension is available for a suitably qualified and experienced professional to lead Strategic Finance's Capital Management and Project Accounting functions. This is both a hands on and strategic position with a dual responsibility to progress appropriate strategies and to design or redesign internal work practices to ensure the ongoing capability of the capital/assets and project accounting functions within the Shared Services Strategic Finance area. Exceptional technical skills as well as the ability to plan, develop and implement strategies are foremost requirements of this position requiring demonstrable skills and experience at a senior level. Inclusive of undertaking monthly accounting processes, the successful applicant will also demonstrate significant financial accounting skills as well as a proven ability to implement, communicate and deliver policy that is relevant to capital/asset management and project accounting as relates to the delivery of internal and external government services. An understanding of costing and cost recovery in an ICT or other complex operating environment will be highly regarded as will the ability to communicate and to lead and manage change in a complex financial environment. Leading between one to three staff as well as liaising with other finance professionals and other staff will be key requirements of this position.

Eligibility/Other Requirements: Appropriate tertiary qualifications in Accounting, Commerce, Finance or a related field and membership of a peak Australian accounting body such as the NIAA, ASCPA or ICA are compulsory requirements.

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

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

Contact Officer: Greg Tong (02) 6205 2947 greg.tong@act.gov.au

Infrastructure Finance and Advisory

Infrastructure Policy and Analysis

Infrastructure Analyst

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 34962)

Gazetted: 13 August 2015

Closing Date: 20 August 2015

Details: The Chief Minister Treasury and Economic Development Directorate is seeking a highly skilled technical specialist with a demonstrated understanding of, or experience in policy and commercial analysis including well rounded knowledge of infrastructure project transactions and procurements within Government. The position of Infrastructure Analyst requires the ability to prepare high level advice to Government on financial aspects of major infrastructure projects in the Territory. The successful applicant will have a strong understanding of government process and operations from within government or from government advisory and will be able to actively support decision making on all commercial aspects of major infrastructure projects. The applicant will be rewarded with a positive team environment, flexible work arrangements and excellent remuneration.

Eligibility/Other Requirements: Position may require a Security Clearance.

Contact Officer: Damon Hall (02) 6207 0058 damon.hall@act.gov.au

Workplace Safety and Industrial Relations

Injury Management and Safety

Quality Assurance and Reporting Manager

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 24852)

Gazetted: 13 August 2015

Closing Date: 21 August 2015

Details: The Quality Assurance and Reporting Manager reports to the Senior Manager, Injury Management and Safety Team within the Workplace Safety and Industrial Relations Division. The position provides the opportunity to contribute to the continuous improvement of injury and illness case management, rehabilitation and return to work outcomes across the ACT Government. The role involves a high level of stakeholder engagement, balanced with a focus on business process improvement, quality assurance and audit. Duties include the development and implementation of quality assurance systems and protocols, and review and enhancement of case management processes supported by the establishment of robust data analysis and research methodologies. The incumbent will be required to operate with a strong regard for legislative requirements and business objectives whilst maximising customer services and team cohesion.

The successful applicant will possess strong communication and inter-personal skills, whilst also being a strategic thinker with strong analytical abilities. Experience in business process improvement, quality assurance and/or audit is required, along with proven ability in the injury management and workers compensation field.

Note: This is a temporary position available ASAP for the period of up to six months. The selection process may be based on applications only. Applications are limited to existing ACT Government employees only.

How to Apply: Expressions of interest should include a supporting statement of no more than two pages outlining skills, experience and attributes in the above areas.

Applications should be sent to the contact officer by close of business 21 August 2015.

Contact Officer: Rachel Hughes (02) 6207 8322 rachel.hughes@act.gov.au

Infrastructure Finance and Advisory

Manager, Project and Executive Support

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 36002)

Gazetted: 17 August 2015

Closing Date: 25 August 2015

Details: As a member of a small team, the Manager, Project and Executive Support will work closely with the Executive Director of Infrastructure Financing and Advisory (IFA) Division to support the Under-Treasurer, and will also work with other members of the IFA team under limited direction. This position is responsible for a range of accountability and coordination functions within the Division. It provides significant high-level strategic, operational and administrative support, including managing a range of project tasks, communications activities, research and analysis of business planning activities and briefing documents for senior officers. A significant part of the role involves providing governance and secretariat services to Executive level committees across a range of infrastructure projects. The Manager, Project and Executive Support will liaise across whole of government with various external stakeholders, whilst maintaining a high level of confidentiality and discretion and responding quickly to business needs and adhering to tight timeframes.

Contact Officer: Peter Murray (02) 6207 5650 peter.murray@act.gov.au

Corporate

Corporate Management

Governance

Project Manager

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 27981)

Gazetted: 14 August 2015

Closing Date: 21 August 2015

Details: Expressions of Interest are sought for a temporary vacancy in Corporate Management, Chief Minister, Treasury and Economic Development Directorate. The position will be responsible for the administration and coordination tasks associated with the compliance, processing and reporting of requests/complaints made under the *Freedom of Information Act 1989*, and *Information Privacy Act 2014*, and for the provision of advice and coordination of training. We are looking for someone with demonstrated knowledge and experience in the interpretation and application of relevant legislation, and someone who has exceptional organisational, coordination and communications skills. The position will also assist the team with other administrative functions and governance processes within the business unit.

Note: This is a temporary position available until 25 November 2015. Selection may be based on application and referee reports only.

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 one referees and a current curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Chris Cole (02) 6207 5883 chris.cole@act.gov.au

Shared Services

Strategic HR and Corporate

Organisational Development

Senior Officer Workforce Planning

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 32174)

Gazetted: 19 August 2015

Closing Date: 26 August 2015

Details: A temporary position exists for an experienced HR Practitioner with experience in Workforce Planning and Project Management. We are looking for a candidate with knowledge and skills in Workforce Planning, HR data metric design and reporting and high verbal and written communication skills.

Note: This is a temporary position available until 19 October 2015.

How to Apply: Expressions of interest are sought from potential candidates who are requested to submit a curriculum vitae and not more than three pages written explanation on how current experience, skills, knowledge and achievement are relevant to the role requirements, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Christiana Eze (02) 6205 0517 christiana.eze@act.gov.au

Policy and Cabinet

Territory Records Office

Digital Records Project Manager

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 34257)

Gazetted: 18 August 2015

Closing Date: 25 August 2015

Details: The Territory Records Office is seeking a strategic thinker and practical information professional who can identify the disparate recordkeeping needs of government agencies and marry them with a whole of government digital records approach. The Digital Records Project Manager will be required to work closely with the ACT Government's Records Services unit to identify the optimal configuration of records systems that meets business needs across the ACT Public Service (ACTPS) and to translate this into standard implementation models and advice. The Digital Records Project Manager will also work closely with the Director of Territory Records and ACTPS stakeholder agencies, including senior managers, to develop and gain agreement to whole of government management and governance arrangements for digital records systems. This includes arrangements for license management, database administration, change control, metadata management, thesaurus management, and supporting records services such as quality control and training.

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

Contact Officer: Danielle Wickman (02) 6207 0194 dani.wickman@act.gov.au

Revenue Management

Advice and Assessments

Legal Specialist

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 55153, several)

Gazetted: 18 August 2015

Closing Date: 1 September 2015

Details: The position requires the ability to carry out legal research in relation to a broad range of tax laws, the laws of equity and trusts, corporations law and other related disciplines. The successful applicant will have the ability to apply research findings to reach important outcomes and to provide high level legal advice. The position will also involve briefing Legal Counsel from time to time. The position requires the provision of advice on tax assessments, arising from complex commercial transactions, and general advice to Government in relation to taxation policy and administration. The position may involve the supervision of staff in undertaking these tasks. Eligibility/Other Requirements: Tertiary qualifications in Law, Public Administration or another relevant discipline would be an advantage. Educational and professional qualifications checks may be undertaken prior to employment.

Notes: These positions may be offered for temporary filling for an initial period of 6-12 months with the possibility of extension and/or permanency during that period. Selection may be based on application and referee reports only.

Contact Officer: Morgan Bryant (02) 6207 0066 morgan.bryant@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.

Access Canberra

Customer Coordination Services

Customer Service Integration

Customer Service Integration Analyst

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 24523)

Gazetted: 13 August 2015

Closing Date: 27 August 2015

Details: Access Canberra, Customer Coordination Services are seeking applications to fill the role of Customer Service Integration Analyst. The Customer Coordination Services team plans, designs, re-engineers, delivers and coordinates customer services across online, phone, email and face to face channels. Duties include managing self-services including the ACT Government Customer Relationship Management system, ACT Government booking system and multiple websites.

Eligibility/Other Requirements: Competency in CSS3, HTML5 and JavaScript (jQuery library). Desirable to have skills in PHP, SQL and Funnelback search engine.

Contact Officer: Adam Pitt (02) 6205 0735 adam.pitt@act.gov.au

Procurement and Capital Works

Commercial Branch

Contracts and Prequalification

Prequalification Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 26951)

Gazetted: 13 August 2015

Closing Date: 27 August 2015

Details: We are looking for a highly motivated person to undertake the duties of a Prequalification Officer in a busy team environment.

Eligibility/Other Requirements: Relevant qualifications and experience and a background in the Construction Industry or related fields is desirable.

Notes: This is a temporary position available for five years. Selection may be based on application and referee reports only.

Contact Officer: Noel Bradfield (02) 6207 7154 noel.bradfield@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.

Access Canberra

Customer Coordination Services

RaFT

SmartForms Analyst/Designer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 36009)

Gazetted: 14 August 2015

Closing Date: 21 August 2015

Details: The successful candidate will be responsible for the development of Business Analysis specification development and Process Re-engineering services. Design, integration, user testing and release of electronic forms into the production environment. Assist in the development of strategies for implementing business improvement processes, including reviewing and improving existing forms processes. Assist in the delivery of new forms and payment service projects or initiatives. Coordinate and resolve customer issues relating to electronic forms and payments. Investigate best practice approaches to delivering improved electronic forms and payment services. Note: This is a temporary position available for 12 months with the possibility of extension or permanency. The successful applicant may be selected from application and referee reports only. Previous experience in a similar role may be an advantage.

Contact Officer: Christine Morris (02) 6207 2740 christine.morris@act.gov.au

Access Canberra

Transport Regulation

Road User Services

Office Manager

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 04684)

Gazetted: 14 August 2015

Closing Date: 21 August 2015

Details: Under the limited direction of the Senior Manager, Business and Finance Services, manage all aspects of the day to day operations of the Business unit, including, but not limited to, human resources, overseeing fleet, uniforms, building maintenance, purchasing and general admin tasks. Manage staff within the Business unit. Assist in the formulation and implementation of administration policy for Access Canberra. Provide advice and direction for Access Canberra staff. Other duties as directed in conjunction with the Senior Manager. Provide secretariat support to various Access Canberra committees as required and maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Current driver's licence.

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

Contact Officer: Leighton Phipps (02) 6207 7172 leighton.phipps@act.gov.au

Workplace Safety and Industrial Relations Division

Office of the Executive Director

Office Manager

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 36017)

Gazetted: 18 August 2015

Closing Date: 8 September 2015

Details: An exciting opportunity exists within the Office of the Executive Director in the Workplace Safety and Industrial Relations Division. The Office Manager position involves the delivery of high quality and timely administrative support to the Executive Director and to the Division. Key aspects of the role are coordinating reporting requirements for the Division, managing resources, including budgets/finances, and supervising a small team. This is a demanding environment and the ability to work under pressure, meet tight deadlines and manage competing priorities is essential. Applicants should be able to demonstrate strong budget and resource management, time management and communication skills.

Eligibility/Other Requirements: Qualifications in bookkeeping or experience in budget management preferred.

Contact Officer: Melinda Johnston (02) 6205 0308 melinda.johnston@act.gov.au

Economic Development

ACT Property Group

Tenancies

Senior Tenancy Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 07747)

Gazetted: 14 August 2015

Closing Date: 1 September 2015

Details: ACT Property Group is seeking an experienced and qualified person to work in a busy tenancy management area. The person in this position will be responsible for coordinating tenancy and business management functions in the team, including financial transactions and business systems.

Eligibility/Other Requirements: Experience and qualifications in Property Management will be highly regarded.

Contact Officer: Tania Shaw (02) 6205 9937 tania.shaw@act.gov.au

Procurement and Capital Works

Commercial Branch

Contracts and Prequalification

Prequalification Officer

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 14547)

Gazetted: 13 August 2015

Closing Date: 27 August 2015

Details: We are looking for a highly motivated person to undertake the duties of a Prequalification Officer in a busy team environment.

Eligibility/Other Requirements: Relevant qualifications and experience and a background in the Construction Industry or related fields is desirable.

Notes: This is a temporary position for five years. Selection may be based on application and referee reports only.

Contact Officer: Noel Bradfield (02) 6207 7154 noel.bradfield@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.

Access Canberra

Registration and Fair Trading

Background Screening WWVP

Risk Assessment Officer

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 30720, several)

Gazetted: 19 August 2015

Closing Date: 26 August 2015

Details: Under the broad direction of the Manager: Undertake complex risk assessments in accordance with relevant legislation and the Risk Assessment Guidelines. Deal appropriately with highly confidential and sensitive information. Assist to foster an environment of working together across the various disciplines within Access Canberra. Manage high volume work plans. Contribute to Access Canberra's 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 Work Health and Safety principles.

Notes: These temporary positions are available for six months, with the possibility of extension.

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

Shared Services

Partnership Services Group

Business Application Management

Business Systems Support Officer

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 17912)

Gazetted: 19 August 2015

Closing Date: 2 September 2015

Details: This role will be required to deliver comprehensive training and first tier support for computer based business applications to ACT Health staff, in particular the ACT Patient Administration System (ACTPAS), Orion Clinical Portal, Mes@Is and the Mental Health Client Management Application (MHAGIC).

Eligibility/Other Requirements: Participation in the after hours on-call roster for application support is mandatory once skill set is developed. The possession of, or the ability to attain a Baseline 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. Willingness to obtain qualifications in IT applications training would be an advantage.

Notes: This temporary position is available until 25 January 2016 with the possibility of extension and/or permanent filling from this recruitment process. Selection may be based on written application and referee reports only.

Contact Officer: Melinda Jeffery (02) 6205 2272 melinda.jeffery@act.gov.au

Access Canberra

Customer Coordination Services

RaFT

SmartForms Design and Support

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 36008)

Gazetted: 14 August 2015

Closing Date: 21 August 2015

Details: The successful candidate will undertake the Form Designer role for the Electronic Forms Management System SmartForms using design and layout standards. Provide quality control testing services for modified and/or new SmartForms to ensure consistency of design standards and compliance with form specifications. Provide support to the system administrator in the day-to-day operations of the SmartForms system. Assist in the development of strategies for implementing improvements to business processes, including reviewing and improving existing forms processes. Assist in the delivery of customer coordination service projects or initiatives as directed. Assist in investigating best practice approaches to delivering improved electronic forms and payment services.

Note: This is a temporary position available for 12 months with the possibility of extension or permanency. The successful applicant may be selected from application and referee reports only. Previous experience in a similar role may be an advantage.

Contact Officer: Christine Morris (02) 6207 2740 christine.morris@act.gov.au

Access Canberra

Construction, Environment and Workplace Protection

WorkSafe ACT

WorkSafe Support Officer - Asbestos

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 22862)

Gazetted: 13 August 2015

Closing Date: 20 August 2015

Details: Provide advice in accordance with relevant legislation: receive and coordinate responses to incoming enquiries and complaints in accordance with procedures; advise on legislation and technical issues; promote health and safety awareness and practices within workplaces to minimise work related injuries and illness; and draft correspondence, reports and other written material relating to work health and safety and workers' compensation issues. Contribute to the day to day operations of WorkSafe ACT: contribute to the direction of WorkSafe ACT and the development of policy, procedures and practices to achieve best practice in work health and safety; entering Incident and Dangerous Occurrence (IDO) report forms onto the correct data bases and dealing with information in the appropriate manner by providing advice or forwarding report to the Inspectorate; answer enquiries regarding workers' compensation, long service leave, manual handling and work health and safety; and contribute to the targets and objectives of the team work plan. Contribute to efficient work practices and sound corporate governance: contribute to WorkSafe ACT operations and attend staff meetings; participate in team planning and training activities; contribute to workplace diversity, participative practices and promote work health and safety principles; and maintain records in accordance with the *Territory Records Act 2002*. Other duties as directed.

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

Contact Officer: Matt Craig-Barry (02) 6205 4284 matt.craig-barry@act.gov.au

Shared Services

Human Resources

Payroll and Personnel Services

Payroll Officer – Payroll and Personnel Services

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 09471, several)

Gazetted: 18 August 2015

Closing Date: 1 September 2015

Details: The successful applicant will work collaboratively in a team environment involved in the calculation and processing of salary, salary variations, allowances, leave, compensation and superannuation entitlements. The successful candidate will also deliver high level quality customer service and foster productive working relationships with stakeholders.

Contact Officer: Julie Thomson (02) 6205 3812 julie.thomson@act.gov.au

Shared Services

Partnership Services Group

Business Application Management

Junior Business Systems Support Officer

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 25963)

Gazetted: 17 August 2015

Closing Date: 31 August 2015

Details: This position will assist with the Help Line support to users, help investigate operational and business application problems and assist with requests for data for management reports under the supervision of the Team Leaders. Develop the skill set to deliver training in computer based business applications to Health staff, in particular, the ACT Patient Administration System (ACTPAS) and/or Concerto and/or the Mental Health Client management application (Mhagic).

Eligibility/Other Requirements: The possession of, or the ability to attain a baseline 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. Willingness to obtain qualifications in IT applications training would be an advantage.

Note: This temporary position is available for five months with the possibility of extension and/or permanency from this recruitment process. Selection may be based on application and referee reports only. Participation in the after hours on-call roster for application support is mandatory once skill set is developed.

Contact Officer: Melinda Jeffery (02) 6205 2272 melinda.jeffery@act.gov.au

Access Canberra

Registration and Fair Trading

Land Titles

Client Service Officer

Administrative Services Officer Class 2 \$49,927 - \$55,130, Canberra (PN: 42529, several)

Gazetted: 18 August 2015

Closing Date: 25 August 2015

Details: As the first point of contact for clients, answer, screen and transfer telephone calls and provide high level client service. Undertake cashier duties in accordance with the *Financial Management Act 1996*, including managing cash and daily balancing. Undertake responsibilities of, data entry, scanning, indexing, and searching databases to provide for client services. Provide administrative support. Contribute to Access Canberra operations, and perform other duties as directed. Maintain records in accordance with the *Territory Records Act 2002*.

Note: These are temporary positions available for a period of up to five 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: Danielle Kain (02) 6207 0491 danielle.kain@act.gov.au

Access Canberra

Registration and Fair Trading

Registration and Client Services

Client Services Officer

Administrative Services Officer Class 2 \$49,927 - \$55,130, Canberra (PN: 45681)

Gazetted: 18 August 2015

Closing Date: 25 August 2015

Details: As the first point of contact for clients, answer, screen and transfer telephone calls and provide high level client service. Undertake cashier duties in accordance with the *Financial Management Act 1996*, including managing cash and daily balancing. Undertake responsibilities of, data entry, scanning, indexing, and searching databases to provide for client services. Provide administrative support. Contribute to Access Canberra operations, and perform other duties as directed. Maintain records in accordance with the *Territory Records Act 2002*.

Note: This is a temporary position available until 30 September 2015 with the possibility of extension.

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: Tony Friend (02) 6205 1185 tony.friend@act.gov.au

Arts, Business, Events, Sport and Tourism

Sport and Recreation Services

Sport and Recreation Facilities

Sportsground Maintenance Officer

General Service Officer Level 5-6 \$49,180 - \$58,933, Canberra (PN: 34253)

Gazetted: 14 August 2015

Closing Date: 28 August 2015

Details: Sport and Recreation Services is seeking a fit and able individual to be a team member, as part of the Horticultural Maintenance team, to assist in the maintenance activities of ACT Government Sportsgrounds. Duties include responsibility for and oversight of staff undertaking general mowing and edging activities, weeding, cleaning of facilities, operation of pneumatic tyred tractors with turf implant and other specialized turf equipment in turf management activities. Individual needs to have experience in operation of irrigation systems and have been involved in operating irrigation through a central control system. Line marking activities and some minor tree surgery work will also will be involved.

Eligibility/Other Requirements: Current ACT driver's licence is essential (truck licence preferable). Ability to undertake the physical requirements of the tasks listed in the Duty Statement. Certificate III in Turf Management or Horticulture.

Note: This is a temporary position available 1 September 2015 until 31 August 2017.

Contact Officer: Dave Mann (02) 6207 2110 dave.mann@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.

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

Community Participation Group

Office for Women

Policy Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 43079)

Gazetted: 14 August 2015

Closing Date: 21 August 2015

Details: The Community Participation Group is seeking an experienced Policy Officer to contribute to the development of policy and program advice, preparation of Ministerial briefings and correspondence and provide support to the Ministerial Advisory Council on Women. The position will report to the Senior Manager, Office for Women.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field would be highly regarded.

Note: This is a temporary position available until 31 December 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: Michelle Bamford (02) 6207 2552 michelle.bamford@act.gov.au

Housing and Community Services

Housing ACT

Gateway Services

Senior Gateway Officer

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 26813)

Gazetted: 18 August 2015

Closing Date: 25 August 2015

Details: Gateway Services is seeking an enthusiastic and motivated person who enjoys interaction with a diverse client group to contribute as a Senior Gateway Officer. The successful applicant will be required to demonstrate the ability to exercise sound judgement, manage multiple tasks and provide professional, high quality client focussed service delivery. The position occupant will manage the day-to-day operations of a busy frontline operational area that is responsible for providing housing assistance in a human services environment and supporting clients apply for social housing.

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

Note: This is a temporary position available until 17 August 2016 with the possibility of permanency. An order of merit will be established from this process that may be used to fill future temporary and permanent positions at level over the next 12 months. Applicants are requested to limit their response to no more than 350 words per criterion.

Contact Officer: Paul Bink (02) 6205 3878 paul.bink@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.

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**

Education Strategy

Learning and Teaching

Teaching Policy and Practice

Project Manager

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 35969)

Gazetted: 19 August 2015

Closing Date: 2 September 2015

Details: The Teaching Policy and Practice section is looking for a candidate who has proven leadership capacity including the design and delivery of complex policies, programs and projects within tight deadlines. Can demonstrate high level strategic and analytical skills and an understanding of the requirements of government and a proven ability to provide strategic advice on the implementation of government policies and priorities with an emphasis on stakeholder engagement, innovation and sustainability.

Eligibility/Other Requirements: Desirable: Relevant knowledge of the VET sector/or experience in this field.

Previous experience in program management and policy development. Relevant tertiary qualifications.

Notes: This is a temporary position available until 30 June 2016 with the possibility of extension. 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: Josephine Andersen (02) 6205 9350 josephine.andersen@act.gov.au

Education Strategy

Learning and Teaching

Teaching Policy and Practice

Project Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 35970)

Gazetted: 19 August 2015

Closing Date: 2 September 2015

Details: The Teaching Policy and Practice section is looking for a candidate with demonstrated management skills including the ability to manage workloads, solve problems, handle competing priorities and meet deadlines. They must also have well developed oral and written communication skills, with demonstrated experience in developing and editing complex reports and briefings and display sound judgement and interpersonal skills, initiative and the ability to work individually or as part of a team to produce high quality work.

Eligibility/Other Requirements: Understanding of and experience in Vocational Education and Training in schools is desirable.

Note: This is a temporary position available until 30 June 2016 with the possibility of extension. The successful applicant may be selected from application and referee reports only.

Contact Officer: Tracy Gallagher (02) 6205 2045 tracy.gallagher@act.gov.au

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.

Deputy Director-General

Governance and Assurance

Audit and Assurance

Risk Management and Insurance Coordinator

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 00426)

Gazetted: 14 August 2015

Closing Date: 21 August 2015

Details: The successful applicant will be required to provide advice and assistance to Directorate staff on risk and insurance matters; Assist in the development and delivery of programs to improve risk management, insurance and compliance; Review and update relevant: frameworks, policies, guidelines, templates, reports and websites; Provide support and advice on legislative obligations and regulatory responsibilities; Prepare high quality briefs, letters and reports for senior officials; and liaise and provide assistance to external stakeholders.

Eligibility/Other Requirements: Knowledge of the financial and administrative operation of ACT Government schools including all relevant computer applications to a very high standard; oral and written communication skills to a professional standard and well developed interpersonal and liaison skills; sound analytical and investigatory capacity and ability to be objective; ability to work without supervision; ability to consistently display high quality customer service principles, practices and attributes; ability to apply equity and diversity, participative management and occupational health and safety principles and practices in the workplace. Knowledge of systems based auditing; and knowledge of accounting and general office software an advantage.

Note: This is a temporary position available for a period of 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: Megan Young (02) 6205 9102 megan.young@act.gov.au

Office for Schools

South and Weston Network

Hughes Primary School

Building Services Officer 3

General Service Officer Level 8 \$60,476 - \$63,903, Canberra (PN: 35041)

Gazetted: 13 August 2015

Closing Date: 27 August 2015

Details: Hughes Primary School is seeking an energetic, organised and self-motivated person to undertake the duties of the Building Services Officer. In accordance with Directorate policies and under general/limited supervision, the successful applicant will assume responsibility for the security of the school buildings, furniture, fittings and equipment; and the maintenance of the school buildings and day to day grounds maintenance. The successful applicant will monitor the schools' maintenance programs and contractors, undertake regular inspections to determine priorities, perform or organise repairs to trade/industry standard and ensure this standard when organising and overseeing emergency repairs; undertake relevant administrative tasks as required; ensure compliance with risk management and safety documentation requirements. The successful applicant should demonstrate a willingness to work with the school community to achieve sustainability initiatives.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training; evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: www.worksafe.act.gov.au/health_safety. Mandatory Training in other WHS procedures will be required during employment: for example Working at Heights, Sharps. Desirable: An industry recognised trade qualification or equivalent work experience. A high understanding of computer systems including Microsoft Office suite. First Aid qualification or willingness to undertake appropriate training.

Notes: This is a part-time position available at 20 hours per week, rosters hours to be negotiated. 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: Kate Smith (02) 6205 5699 kate.smith@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**

Legislation

Senior Policy Officer

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 30829)

Gazetted: 13 August 2015

Closing Date: 27 August 2015

Details: Applicants are sought for the temporary position of Senior Policy Officer in the legislation section. The successful applicant will have the opportunity to work on a range of exciting projects in legislation reform, statutory compliance and review of legislative instruments i.e. regulations, disallowable instruments and appointments. If you have experience in energy, environmental, property or planning law; enjoy debate on administration and legal matters and have an eye for detail then this position may be of interest.

Eligibility/Other Requirements: Academic qualifications in Law and experience in government operations in the legal area.

Note: This position will be filled temporarily for six months with the possibility of a further six month extension.

Contact Officer: David Dunstan (02) 6207 1716 david.dunstan@act.gov.au

Health

**Selection documentation for the following positions may be downloaded from <http://www.health.act.gov.au/employment>.
Apply online at <http://www.health.act.gov.au/employment>**

Canberra Hospital and Health Services

Surgery and Oral Health

Orthopaedic Surgery

Visiting Medical Officer

Visiting Medical Officer (VMO) \$Negotiable, Canberra (PN: n/a)

Gazetted: 20 August 2015

Closing Date: 3 September 2015

The Position: Applications are invited for the above Visiting Medical Officer Orthopaedic Surgery positions from suitably qualified medical graduates with Fellowship of the Royal Australasian College of Surgeons. Accredited post-Fellowship training in foot/ankle or shoulder/hand is highly desirable. Emergency and elective orthopaedics is performed at Canberra Hospital and elective only at Calvary Health Care. The unit at Canberra Hospital comprises twelve VMO surgeons, six AOA accredited registrars, eight pre-SET registrars and eight RMOs.

Eligibility/Other Requirement: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency, and Fellowship of the Royal Australasian College of Surgeons or an equivalent higher specialist qualification. Salary, Remuneration and Conditions: Visiting Medical Officer: Sessional & Fee For Service rates. Visiting Medical Officer Contracts will be for a 3 year term. The generic VMO contract is available online: <http://www.legislation.act.gov.au/ni/2013-381/default.asp> About our great city, Canberra, Australia's National Capital: Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road. If you are successful and move to Canberra, you will have a Canberra liaison person to help provide you information to settle you into our community. For more information on our great city and your future, visit:

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

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency, and Fellowship of the Royal Australasian College of Surgeons or an equivalent higher specialist qualification.

Note: No Agency enquiries will be accepted at this time. Overseas Trained Medical Practitioner's will be considered.

Contact Officer: Dr Bryan Ashman (02) 6244 3515 bryan.ashman@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

Canberra Hospital and Health Services

Pathology

Pathology Admin

Pathology

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

Senior Specialist \$199,231, Canberra (PN: 35888)

Gazetted: 20 August 2015

Closing Date: 17 September 2015

The Position: Applications are invited for the above part time (0.3 FTE) position from suitably qualified and experienced medical specialist. Fellowship of RCPA or equivalent is essential. The successful applicant will under the direction of the ED of pathology assist with the direction of the departments of cytogenetics and molecular pathology. The specialties of molecular genetics and cytogenetics are part of ACT Pathology, the supplier of comprehensive pathology services to Canberra Hospital, Calvary Hospital and ACT community. ACT Pathology includes a number of specialty departments including Chemical Pathology, Microbiology, Haematology, Immunopathology and Anatomical Pathology all of which are directed by specialist pathologists. 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: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Fellowship of the Royal College of Pathologists of Australasia or equivalent and be eligible for registration as a Medical Specialist in the appropriate discipline of pathology in the Australian Capital Territory. Higher academic qualifications are desirable.

Note: This is a part time position (0.3FTE)

Contact Officer: Associate Professor Sanjiv Jain (02) 6244 2869 or Professor Peter Collignon (02) 6244 2891

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

Medicine

Medicine Units

Endocrinology

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

Senior Specialist \$199,231, Canberra (PN: 17536)

Gazetted: 20 August 2015

Closing Date: 27 August 2015

The Position: Applications are invited to this part-time position from suitably qualified medical graduates with Fellowship of the Royal Australasian College of Physicians in the sub-specialty of Endocrinology or equivalent who are eligible for medical specialist registration in Australia. As well as providing clinical services in Endocrinology and Diabetes, it is expected that the successful applicant will also take a role in both undergraduate and postgraduate medical education and training of junior doctors. 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 Australasian College of Physicians in the sub-specialty of Endocrinology or an equivalent higher specialist qualification.

Note: This position is a part time position.

Contact Officer: Dr Dennis Wilson (02) 6244 2228 denis.wilson@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

Canberra Hospital and Health Services

Division of Medicine

Infectious Diseases

Director Infectious Diseases

Specialist/Senior Specialist, Canberra (PN: 30475)

Gazetted: 20 August 2015

Closing Date: 16 September 2015

Indicative total package value of between: \$242,052 - \$320,753 (\$242,052 - \$294,520 Specialist 1-5 only) inclusive of salary, applicable allowances and 9.5% super.

Before Applying: Please contact the Principal consultant, John Mollett +64 273 689 282 or +61 2 9964 9099

To obtain selection documentation, please email: aclare@hardygroupintl.com

Please DO NOT APPLY for this position via this website.

Canberra Hospital and Health Services

Surgery and Oral Health

Plastic Surgery

Plastic Surgeon

Specialist/Senior Specialist, Canberra (PN: 28531)

Gazetted: 20 August 2015

Closing Date: 16 September 2015

Indicative total package value of between: \$242,052 - \$320,753 (\$242,052 - \$294,520 Specialist 1-5 only) inclusive of salary, applicable allowances and 9.5% super.

Before Applying: Please contact the Principal consultant, Rhodie Miller +61 422 816 557 or +61 2 9900 0109

To obtain selection documentation, please email: aclare@hardygroupintl.com

Please DO NOT APPLY for this position via this website.

Canberra Hospital and Health Services

Surgery and Oral Health

Urology

Consultant Urology Surgeon

Specialist/Senior Specialist/Visiting Medical Officer, Canberra (PN: 32646)

Gazetted: 20 August 2015

Closing Date: 16 September 2015

Indicative total package value of between: \$242,052 - \$320,753 (\$242,052 - \$294,520 Specialist 1-5 only) inclusive of salary, applicable allowances and 9.5% super.

Visiting Medical Officer Contracts will be for a 3 year term. The generic VMO contract is available online:

<http://www.health.act.gov.au/professional/medical>

Before Applying: Please contact the Principal consultant, Rhodie Miller +61 422 816 557 or +61 2 9900 0109

To obtain selection documentation, please email: aclare@hardygroupintl.com

Please DO NOT APPLY for this position via this website.

Population Health

Health Protection Service

Pharmaceutical

Chief Pharmacist

Health Professional Level 6 \$129,470 An Attraction and Retention Incentive also currently applies for Pharmacists employed by Health Directorate, this will be reviewed annually, Canberra (PN: 27948)

Gazetted: 20 August 2015

Closing Date: 3 September 2015

Details: The Director Health Protection Service is seeking Expressions of Interest to fill the role of Acting Chief Pharmacist from 9 November 2015. The Chief Pharmacist manages the Pharmaceutical Services section within the Health Protection Service. The section is responsible for regulatory and policy activities in relation to the supply of medicines and poisons in the ACT, in accordance with local legislation. The section is also responsible for regulating community pharmacy ownership and premises in the ACT. The primary operational activities of the section include regulating the prescribing of controlled medicines and monitoring their supply, as well as licensing and inspection functions. Policy activities include managing projects to consider amendments to local legislation and providing high level advice to the Chief Health Officer, Director General and Minister for Health in relation to medicines prescribing and supply.

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

To apply, applicants must be an experienced Pharmacist. Management experience within a government regulatory and policy setting will also be highly regarded.

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

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.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

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Contact Officer: Vivien Bevan (02) 6205 0961

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Business Support Mental Health

Operational Director, Justice Health Services

Senior Officer Grade A \$129,470, Canberra (PN: 25981)

Gazetted: 20 August 2015

Closing Date: 3 September 2015

Details: The position will be accountable and responsible to the Executive Director - Mental Health, Justice Health, Alcohol and Drug Services through a Performance Management Plan. In keeping with the value of collaboration, the position will operate in partnership with other members of the Executive of the Division. The Operational Director and the Clinical Director for each program are will work in collaboration to ensure high quality outcomes for the people who use the program - utilising the matrix document (attachment which can be viewed on the Health website). In addition, they will work in collaboration with other program areas to ensure high quality outcomes for the people who use services from the Division.

Eligibility/Other Requirements: Tertiary qualifications in health or a related discipline are essential. Postgraduate qualifications in a management field are highly 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.

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Contact Officer: Katrina Bracher (02) 6205 1313

Canberra Hospital and Health Services

Women, Youth and Children

Women and Babies

Clinical Midwife Manager

Registered Nurse Level 3.2 \$107,764, Canberra (PN: 22394)

Gazetted: 20 August 2015

Closing Date: 27 August 2015

Details: The Maternity and Gynaecology Outpatients Manager for the Maternity/Gynaecology Outpatient's area is responsible for operational management and leadership within the clinical environment. Applicants must have demonstrated high level of management, communication, leadership and expertise in coordinating the clinical practices within the clinical environment to ensure the efficient and effective provision of quality care to develop strategies in response to changing organisational needs. This is based on best practice principles and within a collaborative multidisciplinary framework. The successful applicant will report to the Assistant Director of Nursing and Midwifery for Women and Babies.

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

Notes: This is a temporary position available for a period of five months with the possibility of extension. Please note that this selection may be based on application and referee reports only.

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: Penny Maher (02) 6174 7392

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Nursing

Advanced Practice Nurse

Registered Nurse Level 3.1 \$95,326 - \$99,249, Canberra (PN: 33754)

Gazetted: 20 August 2015

Closing Date: 3 September 2015

Details: An opportunity exists for a Registered Nurse with extensive experience in primary care and/or emergency care to join the team of Nurses in the Nurse led Walk-in Centre in the ACT. A full-time position is available on rotating shifts. The Walk-in Centre was an initiative of the ACT Government with the aim of providing timely and convenient access to health care to the ACT Community. It has been a well received and supported service to the community of the ACT for the last three years. This position will be based primarily at Belconnen Walk-in Centre but may be required to work at the Tuggeranong Walk-in Centre according to service needs. The role of the Advanced Practice Nurse is to work within protocols to provide, episodic, timely, expert health care and education to clients. The Advanced Practice Nurse contributes to the ongoing support, education and research for the whole team who work in the Walk-in Centre.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Post Graduate tertiary Nursing qualification in Acute and/or Primary Care relevant to nursing in a Walk-in Centre. Demonstrated extensive clinical experience in a relevant acute and/or primary care area.

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: Tim Keun (02) 6205 4485

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Team Leader, AMHS Community Team

Health Professional Level 4 \$94,653 - \$101,888, Canberra (PN: 11684)

Gazetted: 20 August 2015

Closing Date: 27 August 2015

Details: Applications are sought from enthusiastic and innovative individuals for the position of Team Leader at the newly established Gungahlin Mental Health Team (GMHT). The Team Leader will oversight the management of a multi-disciplinary team consisting of medical and non-medical clinical staff that provides specialist evidence based mental health assessment and treatment services to consumers with moderate to severe mental health issues.

The team provide Recovery-focused clinical services for people with mental health conditions who live in the Gungahlin region, with an emphasis on positive outcomes that are tailored to an individual consumer's needs. The Team Leader position is well supported by the Adult Mental Health Service management team to implement the clinical governance framework at team level and manage the corporate governance aspects of the team.

All professional disciplines are welcome to apply (inclusive of relevant registration).

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

Mandatory Qualifications:

Social Work: Bachelor of Social Work and eligible for membership of the Australian Association of Social Work.

Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy and registered with Australian Health Practitioner Regulation Authority (AHPRA), eligible for professional membership of Occupational Therapy Australia.

Psychology: At least a 4 or 5 year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1), General Psychology registration with AHPRA. Mandatory registration requirements: AHPRA Psychology Board approved principal and secondary supervisor for 4+2 Internship and 5+1 program.

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: David Jackson-Hope (02) 6207 8331

Population Health

Office of the Chief Health Officer

Population Health SPA

OzFoodNet Epidemiologist

Health Professional Level 4 \$94,653 - \$101,888, Canberra (PN: 23780)

Gazetted: 20 August 2015

Closing Date: 3 September 2015

Details: The Health Protection Service is seeking suitable applicants for the position of OzFoodNet Epidemiologist. The OzFoodNet Epidemiologist supports the Communicable Disease Control Section with the provision of high-level epidemiological advice on the surveillance and management of sporadic cases and outbreaks of food-borne and other enteric diseases in the ACT. The applicant will contribute to ACT representation on OzFoodNet, a national network that conducts surveillance and investigation of food-borne diseases.

Eligibility/Other Requirements: Tertiary qualifications and experience in Communicable Disease Epidemiology, however suitably experienced applicants without Epidemiological qualifications may be considered.

Notes: This is a part-time temporary position and being offered on a job share arrangement at 18 hours per week, until 30 June 2016. 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 as a document to be uploaded and included with your application. Please provide at least one written referees report with your application (maximum 2 pages).

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Contact Officer: Rebecca Hundy (02) 6205 2052

Canberra Hospital and Health Services

HealthCARE Improvement

Executive Officer

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 32557)

Gazetted: 20 August 2015

Closing Date: 3 September 2015

Details: HealthCARE Improvement Division, ACT Health is seeking a dynamic and skilled administrative officer who will provide high level strategic advice and support to the Executive Director. To be successful in this role you will require a demonstrated record of achievement in providing secretariat support at high level forums and the coordination of responses to both internal and external stakeholders regarding strategic and operational matters. You will also have organisational skills of a high order with strong communication and interpersonal skills and the ability to work effectively, independently and within a team environment.

Eligibility/Other Requirements: Experience in provision of administrative support and coordination in a health services environment 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. ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>. Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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Contact Officer: Deborah Browne (02) 6174 7127

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Support

Cancer Nursing

Flow Coordinator

Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 29428)

Gazetted: 20 August 2015

Closing Date: 27 August 2015

Details: An exciting position for a Registered Nurse to work within a multidisciplinary team environment. The Flow Coordinator in collaboration with the administration staff will be required to run and provide schedules for consultation of patients that occur on level 2 of the Cancer Region Cancer Centre (CRC). The role will involve health assessments, the plan and delivery of treatment education. It is an expectation that you will work within the multidisciplinary team and provide collaborative care which involves the consumer, their carers and other key stakeholders.

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: Denise Breust 0412 501 716

Canberra Hospital and Health Services

Women, Youth and Children

Community Health Programs

Audiometry Registered Nurse 2

Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 29178)

Gazetted: 20 August 2015

Closing Date: 3 September 2015

Details: Are you an Audiometry Registered Nurse who would like to work primarily with children? We have a part-time (16 hours a week) position available at the new Belconnen Health Centre. Hours are 08:30-17:00 and there is flexibility regarding which days you would prefer. Feel free to give the contact officer a call if you would like to discuss this opportunity.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (APRAH) or eligible for registration. Post Graduate Audiometry Nursing qualification.

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: Erin Cronin (02) 6205 1575

Health Infrastructure Program

Health Planning and Infrastructure Support

Administration Support

Team Leader, Administration Support

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 21591)

Gazetted: 20 August 2015

Closing Date: 27 August 2015

Details: Health Planning and Infrastructure is looking for a suitably experienced Administration Officer to fill the role of Team Leader, Administration Support. The Health Infrastructure Program (HIP) is a response to meet the future healthcare requirements of the ACT and regional population. The program links the expansion and development of facilities to changes in the way services are delivered, harnessing new technologies and planning the workforce of the future to deliver services planned around our patients in the safest and most efficient way. The Administration Support Team Leader is responsible for the management of a small team of Administrative Support Officers who provide support to internal and external stakeholders across the life of HIP projects in an

often complex and high pressure environment. The successful applicant will possess strong administrative experience, excellent communication skills, the ability to identify areas for improvement and implement change and high level negotiation skills. Demonstrated ability to lead a small team to deliver required outcomes is also desirable. A background in administration, with a high level of knowledge of secretariat functions would be an advantage.

Eligibility/Other Requirements: Experience working in an office environment supporting health, or project management activity is desirable, but not required.

Notes: This is a temporary position available for a period of up to four months, with the possibility of extension. To be considered for this role, please provide a written response outlining your experience against the selection criteria. 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.

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Contact Officer: Alice Fawcett (02) 6174 8010

Canberra Hospital and Health Services

Women, Youth and Children

Women and Babies

Casual Register - Registered Midwife

Registered Nurse Level 1 \$59,874 - \$79,980, Canberra (PN: C06920, several)

Gazetted: 20 August 2015

Closing Date: 3 September 2015

Details: The Centenary Women's and Children's Hospital is seeking experienced Midwives to fill casual positions on our casual pool. The casual pool provides backfill to all areas of maternity including, Post Natal, Antenatal and the Birthing unit. We are looking for flexible staff to be available for a range of shifts.

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

Notes: Please note selection may be based on application and referee reports only.

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Contact Officer: Regina Ginich (02) 6174 7582

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Child and Adolescent Mental Health
Health Professional
Health Professional Level 2 \$58,212 - \$79,912, Canberra (PN: 21570)

Gazetted: 20 August 2015

Closing Date: 27 August 2015

Details: The Division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide contemporary evidence-based mental health services guided by the principles of recovery. Mental Health Services collaborates with consumers, works respectfully with their carers and with the government sector, primary providers and community agencies to promote recovery. Mental Health Services provide services congruent with national and territory plans and policies. The Child and Adolescent Mental Health Service (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health problems. The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment, treatment and clinical management within a recovery focused framework. This position is located within the Southside team, based in Woden and will perform clinical management, therapeutic intervention, assessment, intake and triage duties. Applications are sort from Allied Health Professionals who have experience in providing therapeutic interventions for children, young people and their families.

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

Notes: This is a permanent, full-time position available from January 2016. An Attraction an Retention Incentive may be applicable pending the qualifications, skills and experience of the successful applicant. Successful applicants may be kept on a merit list to fill future full-time permanent vacancies at level across either the North or South Community Teams within a 12 month period.

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: Elloise Barry (02) 6205 1469

Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Community Care Program
Physiotherapist
Health Professional Level 2 \$58,212 - \$79,912, Canberra (PN: 23320)

Gazetted: 20 August 2015

Closing Date: 3 September 2015

Details: There is an exciting opportunity for a physiotherapist to join the Rehabilitation, Aged and Community Care (RACC) Physiotherapy Team. Community Care physiotherapists assess and treat a diverse range of musculoskeletal conditions and provide care to the frail elderly and disabled. Interventions are provided on an individual basis, in group settings, health centres and in patient homes. We are a friendly team with strong supportive links across ACT Health. Staff meets regularly to share knowledge and foster team culture, striving for continual quality improvement and excellent patient outcomes. Our physiotherapists work alongside other health professionals to deliver multi disciplinary, patient centred care.

Eligibility/Other Requirements: Degree in Physiotherapy, and registration with the Physiotherapy Board of Australia. Current driver's licence is essential.

Notes: This is a full-time temporary position with the Community Care Program until March 2016 with the possibility of extension. Applications should include a written response to the selection criteria, recent CV, and two written referee reports. These positions may be required to participate in overtime, on call, and/or rotation roster. This recruitment round may be used to fill future full-time and part-time physiotherapy vacancies at this level across the Division of Rehabilitation, Aged and Community Care.

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: Dominic Furphy (02) 6205 3808

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Office Manager

Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 08311)

Gazetted: 20 August 2015

Closing Date: 27 August 2015

Details: Applications are invited for the position of Officer Manager attached to the Adult Mental Health Service. The position provides administrative support to the adult community multi-disciplinary teams of Nurses, Psychologists, Occupational Therapists, Social Workers and Consultant Psychiatrists. The successful applicant will be prepared to rotate to the different mental health teams as required.

Eligibility/Other Requirements: Possession of a current driver's licence. Health related training such as Medical Terminology would be an advantage.

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: David Jackson Hope (02) 6207 8331

Strategy and Corporate

Performance and Innovation

Territory Wide Surgical Services

Central Wait List Officer

Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 35819)

Gazetted: 20 August 2015

Closing Date: 27 August 2015

Details: The Territory Wide Surgical Services Team is seeking applications from highly motivated individuals interested in joining a dynamic team who are involved in new initiatives in realigning surgery across the Territory. This exciting opportunity includes the management of patients waiting for elective surgery in the ACT. The successful applicant will be required to complete an administrative audit of the Request for Admission form, add patients to the elective surgery waiting list, audit the surgery waiting lists and respond to calls from consumers to the Surgery Access Line.

Eligibility/Other Requirements: Excellent communication, organizational and time management skills with the ability to liaise effectively with staff and patients in a busy team environment. Experience in the use of the ACT Patient Administration System and a high level of keyboard and administrative skills in a health environment would be an advantage.

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

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Contact Officer: Elaine Men (02) 6205 1157

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Mental Health Services / Gungahlin Mental Health Team

Social Worker, Psychologist or Occupational Therapist

Health Professional Level 1 \$54,591 - \$69,555, Canberra (PN: 25203)

Gazetted: 20 August 2015

Closing Date: 27 August 2015

Details: Adult Mental Health Services have an exciting opportunity for a Health Professional Level 1 - Social Worker or Psychologist or Occupational Therapist to join the newly established Gungahlin Mental Health Team. The Adult Mental Health Services are a contemporary evidence based service that provides high quality mental health care that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer,

their carers and other key services. Under supervision, it is expected that you will develop competencies and skills to provide sound interventions to consumers of the service and participate in quality initiatives to promote optimal service delivery. The position is supported by a cohesive multi-disciplinary team. Provide individual or group service delivery. Apply knowledge, skills, and professional judgement in the delivery of routine services. Eligibility/Other Requirements: Social Work: Bachelor of Social Work and eligible for membership of the Australian Association of Social Work. Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy and registered with Australian Health Practitioner Regulation Agency (AHPRA), eligible for professional membership of Occupational Therapy Australia. Psychology: At least a 4- or 5- year accredited tertiary sequence of study in Psychology, General Psychology registration with AHPRA. Mandatory registration requirements: AHPRA Psychology Board approved principal and secondary supervisor for 4+2 Internship and 5+1 program. General registration with AHPRA if required.

Notes: This is a temporary position available for 12 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.

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.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

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

Contact Officer: David Jackson Hope (02) 6207 8331

Canberra Hospital and Health Services

Medicine

ACT Health Diabetes Service

Enrolled Nurse

Enrolled Nurse Level 1 \$54,303 - \$58,018, Canberra (PN: 33660)

Gazetted: 20 August 2015

Closing Date: 3 September 2015

Details: The ACT Health Diabetes Service has a permanent part-time position available for an Enrolled Nurse. The position involves carrying out eye screening and foot assessments on patients with diabetes within ambulatory care clinics. The position involves working Monday to Friday.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Must hold and maintain a current driver's licence.

Notes: This is a part-time position available at 28 hours per week.

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/>

Contact Officer: Vicki Mahood (02) 6174 7929 or Marilyn Hines (02) 6174 5117

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**

Security and Emergency Management Branch Policy Officer

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 48980)

Gazetted: 13 August 2015

Closing Date: 28 August 2015

Details: Do you possess a strong policy background, with exceptional writing skills and big ideas, if so, then this Policy Officer role in the Security and Emergency Management Branch (SEMB) is for you. The SEMB provides whole-of-government (WHOG) policy, coordination, and strategic advice on issues relating to security and emergency management across the ACT. SEMB is part of the Justice and Community Safety Directorate and works closely with all ACT Government directorates and relevant interstate and federal government agencies. JACS SEMB is responsible for the management of protective security for the ACT Government. This combines procedural, physical, personnel and information security measures designed to protect government information, functions, resources, employees and clients against security threats. JACS SEMB provides the WhoG control function for the development, verifying, reviewing and implementation of protective security policies and procedures. In addition to the above responsibilities JACS SEMB facilitate security and emergency management coordination within the Territory and into the Commonwealth through its representation at a variety of federal committees and sub-committees.

Eligibility/Other Requirements: A current security clearance is desirable. This is a designated Security Assessment Position to "Negative Vetting 1" (Secret) Level.

Note: Applicants are asked to provide an application cover letter, a statement addressing the selection criteria (no more than half a page per criteria against the duties and responsibilities), details of two (2) referees and a current curriculum vitae.

Contact Officer: Phil Carson (02) 6207 0309 phil.carson@act.gov.au

Legislation, Policy and Programs

Justice Planning and Safety Programs

Policy Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 00154)

Gazetted: 19 August 2015

Closing Date: 26 August 2015

Details: Legislation, Policy and Programs is seeking a motivated Policy Officer to join the Justice Planning and Safety Programs team at the Administrative Services Officer Class 6 level. The team has a key role in: coordinating briefings for national forum meetings and Ministerially appointed bodies; managing the ACT Policing Purchase Agreement; and managing justice projects which invoke a whole-of-government and community approach to identifying and responding to priority crime and safety concerns. Important functions of the position include: coordinating briefings for national forum meetings; providing effective Secretariat support for Ministerially appointed bodies; managing reporting on justice projects and developing and promoting positive relationships with key stakeholders.

Eligibility/Other Requirements: Experience providing effective Secretariat support or similar is desirable.

Knowledge of or experience using an electronic record management systems to progress work is desirable.

Note: This is a temporary position available until 1 September 2016 with the possibility of extension.

Contact Officer: Jennifer Bauer (02) 6205 3085 jennifer.bauer@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**

Corporate and Business Enterprises

Finance

Director, Finance (Chief Financial Officer)

Executive Level 1.3 \$217,652 to \$228,851 depending on current superannuation arrangements, Canberra (PN: E416)

Gazetted: 18 August 2015

Closing Date: 25 August 2015

Details: The Territory and Municipal Services Directorate (TAMS) is seeking expressions to fill an expected short term vacancy as the Director Finance (Chief Finance Officer).

The CFO leads the Finance branch in facilitating the management of the Directorate's budget and providing financial advice to the Minister for Territory and Municipal Services, the Executive Leadership Team, Executives and line managers.

The position has significant contact with the Minister(s) Office, Director-General, Executive Leadership Team and ACT Treasury as well as engagement with other Directorates. The occupant requires a high degree of sensitivity and confidentiality, excellent negotiation and representational skills and the ability to meet tight deadlines. The successful applicant will demonstrably be able to contribute immediately as CFO and have a current working knowledge of the financial and budgetary environment the ACTPS. Applicants should submit a CV and no more than two pages addressing the Executive Capabilities and Job Specific Criteria. Contact details for two referees should be provided.

Remuneration: The position attracts a remuneration package ranging from \$217,652 - \$228,851, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$172,285.

Contract: The successful applicant will be engaged under a performance based contract for up to nine months with possibility of extension. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Gordon Elliott (02) 6207 5819 gordon.elliott@act.gov.au

Infrastructure, Roads and Public Transport

Roads ACT

Road Maintenance

Contract Manager

Infrastructure Officer 3 \$94,873 - \$104,145, Canberra (PN: 29018)

Gazetted: 17 August 2015

Closing Date: 8 September 2015

Details: Road Maintenance is seeking a suitable candidate who, under general direction from the Manager Programme Delivery, is responsible for planning and organising infrastructure maintenance services programs to ensure timeliness of service delivery and optimise efficiency and resource allocation. This includes road resurfacing programmes, pavement marking, sign maintenance and minor new works.

Eligibility/Other Requirements: Tertiary qualifications in Civil Engineering.

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: Peter Thompson (02) 6207 6829 peter.thompson@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 Territory Services

ACT Parks and Conservation Service

Fire, Forests and Roads

Senior Fire Management Officer

Senior Professional Officer Grade C \$94,653 - \$101,888, Canberra (PN: 35857)

Gazetted: 18 August 2015

Closing Date: 1 September 2015

Details: The ACT Parks and Conservation Service (PCS) is a Branch within the Parks and Territory Services Division that is responsible for the sustainable management of the ACT's national parks, nature reserves, commercial softwood forests and rural lands, including management of Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Googong Foreshores, water catchment areas and commercial pine plantations. PCS implements a broad range of natural and cultural resource management programs both on and off reserve that support sustainable environmental conservation land management and heritage outcomes. The management of bushfires is a core function of the Parks and Conservation Service across the land that it is responsible for. PCS is seeking applications from suitably qualified and experienced people to perform the role of a Senior Fire Management Officer in the Fire, Forests and Roads Section. The successful applicant will possess extensive knowledge of bushfire behaviour and demonstrated experience in the development and delivery of fuel management plans and activities, and ideally, will hold nationally recognised qualifications in a functional role under the Australasian Inter-service Incident Management System(AIIMS).

Eligibility/Other Requirements: This position is a designated Fire position under the ACT Public Sector Technical and Other Professional Enterprise Agreement, and bushfire related activities, including bushfire suppression and rostered standby, are a mandatory component of the position. Applicants should note that bushfire suppression involves strenuous and physically demanding activity, often in remote locations. Accordingly, employment to the position is conditional upon passing a pre-employment medical and successful completion of the nationally recognised arduous Fire Fighting Fitness Assessment. Applicants must possess a relevant tertiary qualification in Land Management, Forestry or other relevant discipline.

Note: Applicants must be prepared to work a shift roster, weekends, public holidays or evening shifts at any site on an "as needs" basis and be prepared to wear a uniform.

Contact Officer: Neil Cooper (02) 6207 2488 neil.cooper@act.gov.au

Infrastructure, Roads and Public Transport

Public Transport

Marketing and Communications

Marketing and Communications Officer

Administrative Services Officer Class 5/6 \$69,797 - \$86,075, Canberra (PN: 21298)

Gazetted: 19 August 2015

Closing Date: 26 August 2015

Details: Public Transport are seeking a suitable candidate who can assist in developing marketing and communication strategies, with a specific focus on marketing acquisition and retention campaigns. The successful candidate will manage a large range of marketing communications (including advertising, web, social media, collateral and passenger information) from conception to completion including briefing documentation, sourcing quotes, coordinating artwork, copywriting, gaining approvals, production, distribution and measurement.

Eligibility/Other Requirements: Tertiary qualifications in marketing, communications, graphic design or related discipline would be an advantage.

Note: This is a temporary position available until 29 January 2016. This position may be filled at either the Administrative Services Officer Class 5 or Administrative Services Officer Class 6 level depending on the successful applicant's skills and experience.

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: Sally van Aalst (02) 6207 9704 sally.vanaalst@act.gov.au

Infrastructure, Roads and Public Transport

Public Transport

ACTION

Recruitment and Training Coordinator

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: A20251)

Gazetted: 13 August 2015

Closing Date: 20 August 2015

Details: A Recruitment and Training Coordinator is required to fill a temporary vacancy for three months. The position is critical to the continuity of bus driver recruitment and training processes.

Note: This is a temporary position available ASAP for three 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: Owen Bowler (02) 6207 7598 owen.bowler@act.gov.au

Infrastructure, Roads and Public Transport

Public Transport

Customer Service Officer

Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 20388)

Gazetted: 18 August 2015

Closing Date: 26 August 2015

Details: The Public Transport branch is seeking a dynamic individual with strong and effective communication skills to fill the position of Customer Service Officer within the Customer Service/MyWay Team. The successful applicant will work under the direction of the Customer Service Manager in providing high quality customer service outcomes via multiple communication channels. High level computer skills, telephone skills and attention to detail will be highly regarded for this role. The ACT Public Service is committed to building a culturally diverse workforce and 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: Jeremy Smith (02) 6207 2322 jeremy.smith@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 Territory Services

Libraries ACT

Collections

Library Courier

Administrative Services Officer Class 2 \$49,927 - \$55,130, Canberra (PN: 46077, several)

Gazetted: 18 August 2015

Closing Date: 25 August 2015

Details: Libraries ACT would like to hear from people interested in becoming one of two Courier Drivers. The role includes meeting people, customer service, moving materials between sites around Canberra, and promoting a positive image of Libraries ACT. Anyone with excellent customer service skills, who can work independently and as part of a team, meet deadlines, and has an excellent driving record would be encouraged to apply.

Eligibility/Other Requirements: Current full "C" Class driver's licence and an excellent driving record/history with:

No convictions recorded in the past 10 years for driving a vehicle with a prescribed range of alcohol; No suspension or cancellation of license in the past 10 years for traffic infringements or other matters, excluding parking fines; No more than six (6) accrued demerit points off license at the time of application.

Note: This is a temporary part-time position available to 30 June 2017 at 22 hours per week. Libraries ACT is a seven day a week service and applicants will be required to work weekends. 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: Matthew Burless (02) 6027 5742 matthew.burless@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

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

Peta Lemmon 846-90941, Section 68(1), 7 September 2015

Information Technology Officer Class 2 \$75,209 - \$86,075

Hui Li 846-90861, Section 68(1), 17 August 2015

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

Emily Modesti 846-90802, Section 68(1), 20 August 2015

Community Services

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

Jason Buchanan 843-99724, Section 68(1), 14 August 2015

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

Timothy Luke Staples 846-90175, Section 68(1), 14 August 2015

Health

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

Oluwatoyin Adesanya 847-26094, Section 68(1), 14 August 2015

Assistant in Nursing \$46,061 - \$47,621

Marilyn Anstice 845-21515, Section 68(1), 13 August 2015

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

Kirsten Campbell 845-20416, Section 68(1), 1 August 2015

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

Anne Hackett 839-26713, Section 68(1), 14 August 2015

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

Loveness Makanda 842-89066, Section 68(1), 17 August 2015

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

Kelsey Martin 842-89584, Section 68(1), 13 August 2015

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

Nicole McDerby 845-22382, Section 68(1), 17 August 2015

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

Christine Mead 771-96195, Section 68(1), 20 August 2015

Health Service Officer Level 3 \$45,588 - \$47,070

Stephen Picker 846-89916, Section 68(1), 27 August 2015

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

Rebecca Schultz 842-88901, Section 68(1), 14 August 2015

Assistant in Nursing \$46,061 - \$47,621

Yvonne Shane 838-53542, Section 68(1), 13 August 2015

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

Karyn Ward 846-89756, Section 68(1), 6 August 2015

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

Kristen Winton 842-88514, Section 68(1), 13 August 2015

Health Professional Level 1 \$54,591 - \$69,555

Kate Groeschel: 846-90669, Section 68 (1), 7 September 2015

Health Service Officer Level 7 \$55,806 - \$58,933

Gu Zhang 840-51832, Section 68(1), 12 August 2015

Justice and Community Safety

Trust Officer Level 1 \$62,208 - \$71,230

Kristy White 846-84816, Section 68(1), 18 August 2015

TRANSFERS

Health

Maria Papastamos: 817-52406

From: Registered Nurse Level 2 \$88,125

Health

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

Health, Canberra (PN. 22700) (Gazetted 28 May 2015)

PROMOTIONS

Calvary Health Care ACT (Public)

Tami Murrells

From: Registered Nurse Level 3.3 \$99,249

ACT Health

To: Registered Nurse Level 5.5 \$147,043

Calvary Health Care, Bruce, Canberra (PN. 7549) (28 May 2015)

Community Services

Office for Children, Youth and Family Support

Care and Protection Services

Practice Support Unit

Peter Lyons: 827-40060

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. 18431) (Gazetted 3 July 2015)

Office for Children, Youth and Family Support
Child and Youth Protection Services
Child and Youth Protection Services Operations
Glenn McLeod: 716-03319

From: Administrative Services Officer Class 4 \$62,802 - \$68,002
Community Services
To: Administrative Services Officer Class 5 \$69,797 - \$73,881
Community Services, Canberra (PN. 19624) (Gazetted 30 April 2015)

Office for Children, Youth and Family Support
Child and Youth Protection Services
Child and Youth Protection Services Operations
Larissa Sellars: 821-06289

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. 19623) (Gazetted 30 April 2015)

Office for Children, Youth and Family Support
Care and Protection Services

Lee-Ann Margaret Warne: 82115038
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. 11456) (Gazetted 30 April 2015)

Office for Children, Youth and Family Support
Care and Protection Services

Maree Anne Bristot: 74112179
From: Administrative Services Officer Class 4 \$62,802 - \$68,002
Community Services
To: Administrative Services Officer Class 5 \$69,797 - \$73,881
Community Services, Canberra (PN. 42183) (Gazetted 30 April 2015)

Education and Training

Education Strategy
Teaching Policy and Practice

Sarah Jane Darcy: 82448000
From: Classroom Teacher \$57,169 - \$90,388
ACT Education and Training Directorate
To: †School Leader C \$104,319
Education and Training, Canberra (PN. 02281) (Gazetted 23 June 2015)

Health

Canberra Hospital and Health Services

**Cancer, Ambulatory and Community Health Support
Ambulatory Care Outpatients**

Marinel Lai: 786-50388

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

Health

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

Health, Canberra (PN. 17898) (Gazetted 30 April 2015)

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

Theresa McDonough: 843-88849

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

Health

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

Health, Canberra (PN. 22703) (Gazetted 25 June 2015)

**Strategy and Corporate
Business and Infrastructure**

Gordana Pajkowska: 821-06510

From: Health Service Officer Level 3 \$45,588 - \$47,070

Health

To: Health Service Officer Level 4 \$47,070 - \$48,870

Health, Canberra (PN. 23066) (Gazetted 23 April 2015)

Canberra Hospital and Health Services

Andrew Stedman: 795-49599

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. 35672) (Gazetted 16 October 2014)