



ACT Government Gazette

Gazetted Notices for the week beginning 19 May 2016

EXECUTIVE NOTICES

Health

Variation – Transfer

Liesl Centenera – Director, People Strategy and Services (E284) Section 80A(1)(a) of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

Midwifery

Midcall

Registered Midwife

Registered Midwife Level 2 \$85,659.00 - 90,789.00 (pro rata), Canberra (PN: TBA)

Gazetted: 25 May 2016

Closing Date: 8 June 2016

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvary.mercury.com.au>.

Eligibility/Other Requirements: AHPRA Registration.

Contact Officer: Christine Falez (02) 6201 6683 christine.falez@calvary-act.com.au

Clare Holland House

Palliative Care

Registered Nurse - Palliative Care

Registered Nurse Level 2 \$84,394.00 - 89,447, Canberra (PN: TBA)

Gazetted: 25 May 2016

Closing Date: 1 June 2016

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvary.mercury.com.au>.

Eligibility/Other Requirements: AHPRA Registration.

Contact Officer: Bradley Smith (02) 6264 7300 bradley.smith@calvary-act.com.au

Canberra Institute of Technology

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

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

CIT Business, Tourism and Accounting

Tourism, Hospitality and Events

Tourism and Travel Teacher

Teacher Level 1 \$68,451 - \$91,334, Canberra (PN: 51559)

Gazetted: 24 May 2016

Closing Date: 7 June 2016

Details: CIT Tourism, Hospitality and Events are seeking an experienced travel and tourism professional to teach from the Certificate III through to the advanced diploma level. In addition to teaching the number of hours prescribed in the relevant industrial award, you will also be committed to innovation in teaching and delivery assessment. Other duties include; maintaining and supporting student progression; maintaining accurate student records in accordance with legislation and established procedures; establishing new and maintaining existing working relationships with industry and key stakeholders; and developing comprehensive and critical knowledge of current practices in vocational and adult education. Demonstrated leadership experience, a high level of self-motivation, the ability to work in a team and also with a minimum of supervision are also key requirements of this role.

CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Qualifications and experience: Mandatory qualifications and/or registrations/licencing. Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015 Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or its successor). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or its successor). 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: Appropriate tertiary qualifications in Tourism and Travel or other relevant disciplines appropriate to teaching programs within the Colleges' scope at Advanced Diploma level. Knowledge of Galileo GDS and Cross Check Travel.

Note: This is a temporary position available 4 July 2016 until 3 July 2018 with possibility of extension and/or permanency from this process.

Contact Officer: Sue Leed (02) 6207 3229 sue.leed@cit.edu.au

CIT Brand and Business Development

CIT Brand and Business Development Management

Director

Senior Officer Grade A \$133,383, Canberra (PN: 55563)

Gazetted: 20 May 2016

Closing Date: 27 May 2016

Details: The Director Business Growth and Transformation has responsibility for establishing external relationships to provide varied and innovative workforce development solutions for local and national business. Building capacity to grow in new emerging market segments through encouraging input and innovation and undertaking further market analysis to refine CIT future business models.

CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Mandatory qualifications and/or registrations/licencing: Industry Experience:

Highly Desirable: Preferably tertiary qualification in Business and Management or other relevant area.

Note: This is a temporary position available for a period of three years from 1 July 2016 till 30 June 2019 with the possibility of extension.

Contact Officer: Carolyn Grayson (02) 6207 4955 carolyn.grayson@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

Office of the Head of Service

Executive Assistant to the Head of Service

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 36704)

Gazetted: 19 May 2016

Closing Date: 2 June 2016

Details: The Office of the Head of Service is seeking a highly motivated and reliable individual to fill an important position within their small team as the Executive Assistant to the Head of Service and Director-General, Chief

Minister, Treasury and Economic Development (CMTEDD). The successful applicant will work closely with the ACTPS Executive and the Head of Service's Executive Officer to provide strategic support to the Head of Service including high level coordination, workflow and output management, liaison and written communication. Emphasis will be placed on a proven ability to foster the smooth running of a high pressure, busy environment under limited direction. Duties include, but are not limited to the provision of executive support to the Director-General through telephone and executive diary management, arranging of travel, undertaking research and liaison on behalf of the Director-General and registration, tracking and management of all incoming and outgoing Director-General correspondence and briefs.

Eligibility/Other Requirements: The successful candidate may be required to obtain a relevant security clearance.
Contact Officer: Jacqui Bear (02) 6205 0465 jacqui.bear@act.gov.au

Shared Services

Shared Services ICT

Business Application Management/Education ICT

Assistant Manager

Senior Information Technology Officer Grade C \$97,514 - \$104,967, Canberra (PN: 17954)

Gazetted: 19 May 2016

Closing Date: 2 June 2016

Details: Under limited direction participate in planning and management of Information and Communication Technology (ICT) services for the Education Directorate.

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

Contact Officer: Mamun Khandakar (02) 6207 4757 Mamun.Khandakar@act.gov.au

Sales, Marketing and Property Management

Sales, Marketing and Land Management

Marketing and Community Development

Community Development and Events Manager

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 14877)

Gazetted: 20 May 2016

Closing Date: 27 May 2016

Details: The Land Development Agency (LDA) is seeking an enthusiastic Community Development and Event Manager to develop and implement a range of initiatives as part of the 'Mingle' Community Development program. The role requires the coordination of the Mingle program across multiple suburbs and includes community liaison, facilitating stakeholder partnerships and event logistics. It also involves coordinating the marketing activities of the program including resident communications, digital marketing, public relations opportunities and social media. There are opportunities for innovation and creativity to maximise customer engagement and interaction. The role works in a fast-paced environment with a focus on residents and stakeholders. We are looking for a dynamic, dedicated, flexible team player who is passionate about community development and events.

Eligibility/Other Requirements: Qualifications in marketing, community development, events or a related discipline. Understanding of ACT Government legislation. Understanding of the land or property development market, particularly in terms of community development. Current driver's licence.

Note: This position will be required to occasionally work after hours and on weekends. Selection may be based on application and referee reports only. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Jody Gleeson (02) 6205 1876 jody.gleeson@act.gov.au

Partnership Services

Service Centre

Service Desk

Service Desk HR Officer

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 36220)

Gazetted: 24 May 2016

Closing Date: 7 June 2016

Details: This role presents an opportunity to join a dynamic, customer focused Service Desk team, providing advice to ACT employees on HR related matters primarily over the telephone and via email. Applicants should have previous experience of working in a customer service environment (eg. a contact centre/service desk) and be able to evidence excellent oral and written communication skills. The majority of enquiries are related to payroll matters. Previous HR experience is not essential but is desirable. This is a permanent position based in Gungahlin. Note: Your application should include a completed coversheet, a statement evidencing how your skills and experience match the selection criteria and a current Curriculum Vitae.

Contact Officer: George Abyad (02) 6207 7075 george.abiyad@act.gov.au

Access Canberra

Road User Services

Document Management

Team Leader

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 21869)

Gazetted: 20 May 2016

Closing Date: 27 May 2016

Details: Under the general direction of the Manager Operations: Lead a team in the provision of services to clients seeking access to road transport authority records. Lead a team in the management of records including scanning, maintenance, update and retrieval of information from a document storage system. Assist team members with more complex enquiries and provide guidance in relation to privacy matters and road transport authority policies. Undertake various administrative tasks for the business unit. Assist with the supervision, training and development of other staff within a business unit. Maintain records in accordance with the *Territory Records Act 2002*. This position does involve direct supervision of personnel.

Contact Officer: Maz Benn-Clibborn (02) 6207 5238 maz.benn-clibborn@act.gov.au

Shared Services

Partnership Services Group

Projects Front Door and Partnerships

Senior Analyst

Senior Officer Grade A \$133,383, Canberra (PN: 36326)

Gazetted: 19 May 2016

Closing Date: 3 June 2016

Details: Shared Services has an exciting opportunity available in its Projects Front Door (PFD) team. The PFD is the first point of contact for Directorates to explore what's possible to realise their business goals within constraints and the PFD Senior Analysts are responsible for helping the Directorates achieve this. The PFD Senior Analyst role would suit a person who has a very broad range of technical and soft skills including: Excellent customer service and communications skills; Business Analysis skills; and ICT Solution Architecture skills. The position offers a significant amount of day to day variety through the execution out of multiple, short-duration engagements that will at some stage cover most if not all ICT technical domains. Further, the business problems and opportunities coming through the Projects Front Door span the entire breadth of business processes covered by the ACT Government. This role is definitely one for those who like to use the full range of their skills on a regular basis.

Eligibility/Other Requirements: Tertiary Qualifications in a related field are desirable.

Contact Officer: Stan Callaghan (02) 6207 5881 stan.callaghan@act.gov.au

Policy and Cabinet

Cabinet Office

Senior Manager

Senior Officer Grade A \$133,383, Canberra (PN: 04828)

Gazetted: 20 May 2016

Closing Date: 27 May 2016

Details: The successful candidate will have extensive leadership experience and demonstrate a capability of managing multiple projects simultaneously. An understanding of the ACT Cabinet process will be highly regarded.

Note: This is a temporary position available until 20 April 2017.
Contact Officer: Sam Engele (02) 6205 0230 sam.engele@act.gov.au

**Land Development and Corporate
Public Housing Renewal Taskforce
Finance Manager**

Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 37024)

Gazetted: 24 May 2016

Closing Date: 31 May 2016

Details: The Public Housing Renewal Taskforce is looking for a dedicated and capable individual to provide financial support for the Taskforce and the implementation of the Public Housing Renewal Program. The successful candidate will be expected to undertake financial analysis and reporting and coordinate financial management tasks. This role will require candidates to demonstrate their knowledge and understanding of ACT Government financial management policies, guidelines and legislation. The successful candidate will be able to develop working relationships with senior finance personnel including relevant Chief Finance Officers.

Eligibility/Other Requirements: Qualifications in Finance and/or Accounting will be well regarded.

Note: This is a temporary vacancy available until 30 June 2019. Selection may be based on application and referee reports only.

Contact Officer: Rebecca O'Neill (02) 6205 3959 rebecca.o'neill@act.gov.au

Shared Services

Partnership Services Group

Projects Front Door and Partnerships

Projects Front Door Analyst

Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 37007)

Gazetted: 19 May 2016

Closing Date: 3 June 2016

Details: Shared Services has an exciting opportunity available in its Projects Front Door (PFD) team. The PFD is the first point of contact for Directorates to explore what's possible to realise their business goals within constraints and as a PFD Analyst you would work alongside the Senior Analyst to help Directorates achieve this. The PFD Analyst role would suit a person who has a very broad range of technical and soft skills including: Excellent customer service and communications skills; Business Analysis skills; and ICT Solution Architecture skills. The position offers a significant amount of day to day variety through the execution out of multiple, short-duration engagements that will at some stage cover most if not all ICT technical domains. Further, the business problems and opportunities coming through the Projects Front Door span the entire breadth of business processes covered by the ACT Government. This role is definitely one for those who like to use the full range of their skills on a regular basis.

Eligibility/Other Requirements: Tertiary Qualifications in a related field are desirable

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

Contact Officer: Stan Callaghan (02) 6207 5881 stan.callaghan@act.gov.au

Community Services

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

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

Housing and Community Services

Asset Management

Contract Management Team

Manager

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 10575)

Gazetted: 25 May 2016

Closing Date: 8 June 2016

Details: Asset Management is seeking an enthusiastic and motivated person to provide leadership and management to the Contract Management Team. This position plays a critical role between Housing and Community Services and the Total Facilities Manager, with responsibility to monitor the progress and performance to ensure services conform to the contract requirements. This role is also responsible for developing and implementing policy and procedure for contract management in compliance with Government strategy and maintaining appropriate records. Candidates are required to demonstrate strong leadership skills and the ability to coordinate and oversee a range of functions.

Contact Officer: Andrew Roylance (02) 6207 1306 andrew.roylance@act.gov.au

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

Housing and Community Services

Housing ACT

Housing Initiatives

Manager, Operational Services

Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 36801)

Gazetted: 24 May 2016

Closing Date: 8 June 2016

Details: Housing ACT is seeking a highly motivated candidate with strong legal, representation and strategic management skills. The successful candidate will be required to lead a team in the conduct of proceedings or civil litigation in legal forums including briefing of Counsel. We require someone who is also committed to the delivery of high quality customer service and has the ability to provide well researched sound advice, prepare reports and input into policy and legislation relevant to the work of Housing ACT.

Eligibility/Other Requirements: Legal qualifications and significant experience of appearing before the Tribunals, Courts or similar forums.

Notes: Prior to commencing in this role, a current registration issued under the *Working With Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Bernadette Maher (02) 6207 1346 bernadette.maher@act.gov.au

Director of Public Prosecutions

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

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

Legal Support

Assistant Paralegal Manager

Paralegal Grade 5 \$77,482 - \$88,676, Canberra (PN: 16875)

Gazetted: 20 May 2016

Closing Date: 3 June 2016

Details: Paralegals provide a vital role of supporting lawyers in prosecuting offences against ACT law within the Office of the Director of Public Prosecutions (ODPP). We are looking for a highly motivated Assistant Manager to focus on providing high quality legal support services to the ODPP legal staff along with the day to day people management of the paralegal team.

Eligibility/Other Requirements: Minimum mandatory qualification is a Diploma of Legal Services. The successful candidate will be required to undergo a Criminal Record Check.

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

Education

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

**Deputy Director-General
Governance and Assurance
Governance and Assurance
Executive Officer
Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 35730)**

Gazetted: 20 May 2016

Closing Date: 27 May 2016

Details: The Governance and Legal Liaison section is seeking a person who is able to support the work of the section at a high level and within tight timeframes. The successful person will be able to provide sound advice on matters including administrative law, claims and compliance issues including those relevant to schools. The successful person will also be able to provide support at a high level to continue the implementation of a new policy development framework for the directorate including providing key advice on the development and review of individual policies. The successful applicant requires highly developed interpersonal skills, the ability to research and analyse complex matters, excellent oral and written communication skills, experience working with limited supervision, and the ability to work collaboratively and operate as an effective team member.

Contact Officer: Anne Siripol (02) 6205 9151 anne.siripol@act.gov.au

**Education Strategy
Student Engagement
Network Student Engagement Teams
Speech Pathologist and Occupational Therapist
Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 36992, several)**

Gazetted: 23 May 2016

Closing Date: 6 June 2016

Details: The Education Directorate is expanding their Network Student Engagement Teams (NSET) to include allied health professionals and a range of positions are currently being recruited to provide allied health support to ACT Public Schools, applications for a Health Professional Level 3 (HP3) Speech Pathologists and Occupational Therapists are being sought. These positions will work closely with the schools to provide in-school services to assist students who require allied health support to access the school curriculum. These positions will have an exciting opportunity to assist with the development of this new NSET function which will facilitate allied health support in the school environment. There are a range of positions which will suit experienced clinicians.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in either Occupational Therapy or Speech Pathology. Eligibility for membership or registration with the appropriate professional body/bodies, refer to duty statement. Current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. Current driver's licence essential.

Notes: These are temporary positions available for 12 months with the possibility of extension and permanency. There are two duty statements, please select and respond to the appropriate duty statement depending on your profession. Full and part-time hours will be considered.

Contact Officer: Jane ShunWah (02) 6205 3312 or (02) 6207 2232 jane.shunwah@act.gov.au

**Education Strategy
Student Engagement
Specialist Schools
Speech Pathologist, Physiotherapist and Occupational Therapist
Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 36989, several)**

Gazetted: 20 May 2016

Closing Date: 6 June 2016

Details: The Education Directorate is expanding their Network Student Engagement Teams (NSET) to include allied health professionals and a range of positions are currently being recruited to provide allied health support to ACT

Specialist schools, applications for a Health Professional Level 3 (HP3) Speech Pathologist, Physiotherapist and an Occupational Therapist are being sought. These positions will work closely with the schools to provide in-school services to assist students who require allied health support to access the school curriculum. These positions will have an exciting opportunity to assist with the development of this new NSET function which will facilitate allied health support in the school environment. These positions will suit clinicians with experience in the area of Disability. They are part of a wider initiative to build allied health capacity into the NSET teams.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in either Occupational Therapy or Physiotherapy or Speech Pathology. Eligibility for membership or registration with the appropriate professional body/bodies, refer to duty statement. Current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. Current driver's licence essential.

Notes: These are temporary positions available for 12 months with the possibility of extension and permanency. Please note there are three duty statements, please select and respond to the appropriate duty statement, depending on your profession. Full and part-time hours will be considered.

Contact Officer: Jane Shun Wah (02) 6205 3312 or (02) 6207 2232 jane.shunwah@act.gov.au

Office for Schools

South/Weston Network

Curtin Primary School

Classroom Teacher

Classroom Teacher \$60,687 - \$95,935, Canberra (PN: 06357)

Gazetted: 24 May 2016

Closing Date: 7 June 2016

Details: Curtin Primary requires a dynamic classroom teacher for a Year 1/2 class with a demonstrated ability to work collaboratively and build relationships with all students, staff and parents, as part of a professional learning community. Using the Australian Curriculum to plan differentiated programs to cater for the diverse needs within a mixed ability class.

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

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Notes: This is a temporary position available from 18 July 2016 to 14 July 2017 with possibility of extension.

Contact Officer: Kerri Clark (02) 6205 5622 kerri.clark@ed.act.edu.au

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

Office for Schools

South/Weston Network

Charles Weston School Coombs

Classroom Teacher

Classroom Teacher \$60,687 - \$95,935, Canberra (PN: 35791)

Gazetted: 25 May 2016

Closing Date: 8 June 2016

Details: Charles Weston School Coombs is Canberra's newest school having opened in February 2016. Currently we have a small growing enrolment and are operating multi-aged classes across the school from Preschool – Year 6. We are looking for a Classroom Teacher who is willing to work from Kindergarten to Year 6 with a particular focus on providing targeted teaching to students with additional needs. We require teachers who have the ability to work highly collaboratively. We also require teachers who have an interest in inquiry based pedagogy, are flexible and want to help develop the systems and practices of our school as a foundation staff member. The school is an integral part of the local community and as such requires staff to build relationships with all students, parents and staff.

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

registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Notes: This is a temporary position available until 26 January 2017.

Contact Officer: Kate McMahon (02) 6142 0404 charlesweston@ed.act.edu.au

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

Education Strategy

Student Engagement

Network Student Engagement Teams

Speech Pathologist and Occupational Therapist

Health Professional Level 2 \$59,971 - \$82,328, Canberra (PN: 36985, several)

Gazetted: 23 May 2016

Closing Date: 6 June 2016

Details: The Education Directorate is expanding their Network Student Engagement Teams (NSET) to include allied health professionals and a range of positions are currently being recruited to provide allied health support to ACT Public Schools, applications for a Health Professional Level 2 (HP2) Speech Pathologists and Occupational Therapists are being sought. With supervision and support, these positions will work closely with the schools to provide in-school services to assist students who require allied health support to access the school curriculum. These positions will have an exciting opportunity to assist with the development of this new NSET function which will facilitate allied health support in the school environment. There are a range of positions which will suit clinicians who are recent graduates. Please note, although a minimum of 12 months experience is preferred, if you are a recent graduate with close to 12 months experience, your application will be considered and if successful, commencement level will be discussed with you.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in either Occupational Therapy or Speech Pathology. Eligibility for membership or registration with the appropriate professional body/bodies, refer to duty statement. Current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. Current driver's licence essential.

Notes: These are temporary positions available for 12 months with the possibility of extension and permanency. Please note there are two duty statements, please select and respond to the appropriate duty statement, depending on your profession. Full and part-time hours will be considered.

Contact Officer: Jane ShunWah (02) 6205 3312 or (02) 6207 2232 jane.shunwah@act.gov.au

Education Strategy

Student Engagement

Network Student Engagement Teams

Allied Health Assistant

Allied Health Assistant 3 \$59,322 - \$65,835, Canberra (PN: 36981, several)

Gazetted: 20 May 2016

Closing Date: 27 May 2016

Details: The Education Directorate is expanding their Network Student Engagement Teams (NSET) to include allied health assistants (in addition to allied health professionals) and a range of positions are currently being recruited to provide allied health assistant support to ACT Public Schools, applications for Allied Health Assistants 3 (AHA 3) are being sought. Under the supervision of an allied health professional/s, these positions will work closely with the schools to provide in-school services to students who require assistance to access the school curriculum. These positions will have an exciting opportunity to assist with the development of this new NSET function which will facilitate allied health support in the school environment. There are a range of positions which will suit applicants with a minimum qualification of a relevant Certificate IV or equivalent qualification plus relevant experience. Experience in the school setting would be an advantage.

Eligibility/Other Requirements: Minimum qualification of a relevant Certificate IV or equivalent qualification plus relevant experience. Current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. Current driver's licence essential.

Notes: These are temporary positions available for 12 months with the possibility of extension and permanency.

Contact Officer: Jane ShunWah (02) 6205 3312 or (02) 6207 2232 jane.shunwah@act.gov.au

Office for Schools

North/Gungahlin Network

Gold Creek School

Home Science Assistant

School Assistant 2 \$43,736 - \$48,298, Canberra (PN: 01949)

Gazetted: 23 May 2016

Closing Date: 6 June 2016

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

Eligibility/Other Requirements: Mandatory: Prior to commencing in this role, a current registration issued under the *Working With Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Desirable: First Aid qualification, or willingness to undertake appropriate training.

Contact Officer: Kerry Lyttle (02) 6205 1740 kerry.lyttle@ed.act.edu.au

Office for Schools

North Gungahlin Network

Gold Creek School

School Administrative Assistant

School Assistant 2 \$43,736 - \$48,298, Canberra (PN: 02948)

Gazetted: 23 May 2016

Closing Date: 6 June 2016

Details: Gold Creek School is seeking applications from experienced Administrative Assistants. This position is to provide general reception and administrative support including, but not limited to; telephone switchboard, addressing enquiries, receiving school visitors and liaising with stakeholders, as well as, filing, photocopying, data entry and record keeping in MAZE, finance and receipting for excursion and purchase orders and first aid. The occupant is expected to be proactive, exercise judgement and work with limited supervision.

Eligibility/Other Requirements: Mandatory: Prior to commencing in this role, a current registration issued under the *Working With Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Desirable: First Aid qualification, or willingness to undertake appropriate training.

Contact Officer: Kerry Lyttle (02) 6205 1740 kerry.lyttle@ed.act.edu.au

Office for Schools

Tuggeranong Network

Gilmore Primary School

Principal

School Leader A \$141,588 - \$170,010, Canberra (PN: 01811)

Gazetted: 25 May 2016

Closing Date: 8 June 2016

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

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further

information on Working with Vulnerable People registration refer to
https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Kerrie Heath (02) 6205 5428 kerrie.heath@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 Strategy

Student Engagement

Student Wellbeing

Positive Behaviour for Learning External Coach

School Leader C \$110,720, Canberra (PN: 36646, several)

Gazetted: 24 May 2016

Closing Date: 5 June 2016

Details: An exciting opportunity exists for experienced teachers to work collaboratively with schools to support their implementation of the Positive Behaviour for Learning (PBL) approach (often referred to as Positive Behaviour Interventions and Support). PBL External Coaches work to support school leaders to implement the PBL framework in their school. In accordance with Directorate policies PBL External Coaches will also work with School Network Leaders, school executive teams to develop an effective school-wide positive behaviour support model that addresses universal, selected and targeted interventions based on the PBL framework.

Eligibility/Other Requirements: A minimum of 4 years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Notes: Two positions will be offered on a temporary basis to January 2020.

Contact Officer: Pauline Parfitt (02) 6207 0457 pauline.parfitt@act.gov.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

Finance and Operational Support

Facilities and Fleet Management

Facilities Manager

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 36174)

Gazetted: 24 May 2016

Closing Date: 7 June 2016

Details: The Facilities Manager role is focused around managing the Directorate's corporate accommodation and associated building infrastructure/management issues along with implementing sustainable initiatives. Other key responsibilities include management of office furniture and equipment, vehicle fleet management and undertaking the role of Agency Security Officer focusing on building security and the safety and protection of staff and the general public.

Eligibility/Other Requirements: Experience in managing the delivery of building and office maintenance, and the operation of security procedures would be advantageous.

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

Contact Officer: Geoff Stannard (02) 6207 7472 geoff.stannard@act.gov.au

Environment

Conservation Research

Wildlife Officer

Technical Officer Level 1 \$53,114 - \$55,686, Canberra (PN: 07938)

Gazetted: 24 May 2016

Closing Date: 31 May 2016

Details: The person selected for this position will join a group of wildlife management staff at Tidbinbilla Nature Reserve, who are responsible for the daily care, maintenance and display of a range of native wildlife. The primary focus of the position is the daily care and maintenance of a large, captive population of corroboree frogs. There will also be opportunities to assist with husbandry of other wildlife species at Tidbinbilla Nature Reserve.

Eligibility/Other Requirements: Job requirements include experience in the husbandry and management of animals in a zoo or similar environment, preferably with captive breeding of amphibians. The successful applicant will be required to work a shift of 10 days on and 4 days off as per roster arrangements.

Notes: This is a temporary position for 12 months, with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Murray Evans (02) 6207 2118 murray.evans@act.gov.au

Health

Selection documentation for the following positions may be downloaded from

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

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

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Mental Health Director of Clinical Services

Clinical Director Adult Community

Senior Specialist \$215,686, Canberra (PN: 14037)

Gazetted: 26 May 2016

Closing Date: 7 July 2016

Overview of the work area and position: The position holder is expected to operate within the *Public Sector Management Act (1994)*, the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College. The position will be accountable and responsible to the Executive Director - Mental Health, Justice Health and Alcohol and Drug Services through an Individual Learning and Development Plan. In keeping with the value of collaboration, the position will operate in partnership with other members of the executive of the Division. Professional lines of accountability will be to the Chief Psychiatrist. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach. The Clinical Director and the Operational Director for each program area will work in collaboration to ensure high quality outcomes for the people who use the program - utilising the matrix document at Attachment A. 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. In conjunction with the Operational Director, the appointee will be expected to provide a high level of clinical leadership to ensure that allocated resources are managed to meet all service delivery targets. A key role will be to ensure medical engagement with the Division, and to efficiently manage medical staff recruitment, placement and leave arrangements. The appointee will be expected to represent the Division both internally and externally in a range of strategic and planning forums. It is expected that approximately 75% of the Clinical Director's time will be focused on their substantive clinical service delivery role and approximately 25% will be allocated to the other duties. Currently it is expected that approximately 75% of the Clinical Director time will be allocated to clinical care and 25% will be providing Clinical Director functions.

Salary, Remuneration and Conditions: Senior Specialist: \$215,686. 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 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation of \$346,594.

Eligibility/Other Requirements: Qualifications and experience: Mandatory: Registered with the Medical Board of Australia. Fellowship of the Royal Australian and New Zealand College of Psychiatrists and evidence of satisfactory participation on the RANZCP Continuing Professional Development Program. Extensive experience in the leadership and management of diverse teams working in a mental health services environment. Desirable: Knowledge of the *Mental Health Act 2015* and other related legislation. Experience training postgraduates and clinical supervisory skills. Current driver's licence. Please note prior to commencement successful candidates will

be required to: have current registration issued under the *ACT Working with Vulnerable People Act 2011*; and undergo a pre-employment Police check. Note: This position is a permanent senior specialist position. The Clinical Director position is a three year tenure. Contact Officer: Dr Peter Norrie (02) 6205 0687 peter.norrie@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 2, 6 Bowes Street PHILLIP ACT 2605 Special Requirements: Please apply for this position via the Health Website or Hardy International Group: http://hardygroupintl.com/web/careers.php?search_id=915

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Business Support Mental Health
Chief Psychiatrist
Senior Specialist \$215,686, Canberra (PN: 25809)

Gazetted: 26 May 2016

Closing Date: 7 July 2016

Overview of the work area and position: The position will be accountable and report to the Executive Director - Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) through a Performance Agreement Plan. In keeping with the value of collaboration, the position will operate in partnership with other members of the executive of the Division. MHJHADS aims to be socially inclusive and operate within a recovery-focused and/or harm minimisation approach. The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College. The position holder will fulfil the statutory role as Chief Psychiatrist under the Mental Health Act (2015) and as such will have accountability to the Minister for Health. The Chief Psychiatrist and the Executive Director will work in collaboration to ensure high quality outcomes for all of the people who use the services provided by the Division. The role of the Chief Psychiatrist is to safeguard the rights of individuals, improve service delivery, administer the functions under the Act and monitor standards and services. In conjunction with Clinical Directors, the appointee will be expected to provide a high level of clinical leadership across all disciplines, ensuring strong medical engagement within MHJHADS. The appointee will be expected to represent the Division and ACT Health both internally and externally in a range of strategic and planning forums. Currently it is expected that approximately 50% of the Chief Psychiatrist time will be allocated to the statutory role and functions of the Chief Psychiatrist, 25% will provide oversight as the senior doctors for MHJHADS and 25% will be providing direct clinical care.

Salary, Remuneration and Conditions: Senior Specialist: \$215,686. 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 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation of \$346,594.

Eligibility/Other Requirements: Mandatory: Registered with the Medical Board of Australia. Fellowship of the Royal Australian and New Zealand College of Psychiatrists and evidence of satisfactory participation on the RANZCP Continuing Professional Development Program. Extensive experience in the leadership and management of diverse teams working in a mental health services environment. Desirable: Knowledge of the *Mental Health Act 2015* and other related legislation. Experience training postgraduates and clinical supervisory skills. Current driver's licence. Please note prior to commencement successful candidates will be required to: have current registration issued under the *ACT Working with Vulnerable People Act 2011*; and undergo a pre-employment Police check.

Contact Officer: Katrina Bracher (02) 6205 1313 katrina.bracher@act.gov.au

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 2, 6 Bowes Street PHILLIP ACT 2605 or via Hardy International Group: http://hardygroupintl.com/web/careers.php?search_id=913

Special Requirements: Please apply for this position via the Health Website or Hardy International Group: http://hardygroupintl.com/web/careers.php?search_id=913

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Mental Health Director of Clinical Services

Clinical Director Adult Acute

Senior Specialist \$215,686, Canberra (PN: 15104)

Gazetted: 26 May 2016

Closing Date: 2 June 2016

Overview of the work area and position: The position holder is expected to operate within the *Public Sector Management Act (1994)*, the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College. The position will be accountable and responsible to the Executive Director - Mental Health, Justice Health and Alcohol and Drug Services through an Individual Learning and Development Plan. In keeping with the value of collaboration, the position will operate in partnership with other members of the executive of the Division. Professional lines of accountability will be to the Chief Psychiatrist. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach. The Clinical Director and the Operational Director for each program area will work in collaboration to ensure high quality outcomes for the people who use the program - utilising the matrix document at Attachment A. 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. In conjunction with the Operational Director, the appointee will be expected to provide a high level of clinical leadership to ensure that allocated resources are managed to meet all service delivery targets. A key role will be to ensure medical engagement with the Division, and to efficiently manage medical staff recruitment, placement and leave arrangements. The appointee will be expected to represent the Division both internally and externally in a range of strategic and planning forums. It is expected that approximately 75% of the Clinical Director's time will be focused on their substantive clinical service delivery role and approximately 25% will be allocated to the other duties. Currently it is expected that approximately 75% of the Clinical Director time will be allocated to clinical care and 25% will be providing Clinical Director functions.

Salary, Remuneration and Conditions: Senior Specialist: \$215,686. 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 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation of \$346,594 Eligibility/Other Requirements: Mandatory: Registered with the Medical Board of Australia. Fellowship of the Royal Australian and New Zealand College of Psychiatrists and evidence of satisfactory participation on the RANZCP Continuing Professional Development Program. Extensive experience in the leadership and management of diverse teams working in a mental health services environment. Desirable: Knowledge of the *Mental Health Act 2015* and other related legislation. Experience training postgraduates and clinical supervisory skills. Current driver's licence. Please note prior to commencement successful candidates will be required to: have current registration issued under the *ACT Working with Vulnerable People Act 2011*; and undergo a pre-employment Police check.

Note: This position is a permanent senior specialist position. The Clinical Director position is a three year tenure.

Contact Officer: Dr Peter Norrie (02) 6205 0687 peter.norrie@act.gov.au

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 2, 6 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services

Women, Youth and Children's

Child, Youth and Women Health Program

Community Paediatrician

Staff Specialist Band 1-5 \$159,644 - \$197,006, Canberra (PN: 23976)

Gazetted: 26 May 2016

Closing Date: 9 June 2016

Overview of the work area and position: Women, Youth and Children Community Health Programs delivers a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team. The Child At Risk Health Unit (CARHU) is a multidisciplinary team that provides specialist health services to children, young people and their families or carers who have been affected by abuse and/or neglect. The medical staff work in collaboration with police, child protection services and community based agencies to support the health and well being of vulnerable children. The Staff Specialist Paediatrician is responsible for providing paediatric services from the CARHU and The Canberra Hospital, including child development, child protection and forensic assessments, and participation in the CARHU after hours forensic

roster. The Specialist plays a key role in ensuring that care within the service reflects best practice and has responsibility for the supervision of registrars. The successful applicant will have clinical skills and experience in the fields of developmental paediatrics, child behaviour, child protection and forensic medical assessments, as well as strong liaison and organisational skills, for example, in building relationships with stakeholders and the timely provision of medico-legal reports.

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$159,644 - \$197,006. 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 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$261,392 - \$318,194.

Eligibility/Other Requirements: Able to be registered as a medical practitioner in the Australian Capital Territory and a Fellow of the Royal Australasian College of Physicians; Division of Paediatric and Child Health. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check.

Note: This position is a temporary part time position of three days per week for two years, with the possibility of a permanent position becoming available. A starting date can be negotiated from the beginning of June 2016.

Contact Officer: SEE SPECIAL CONDITIONS

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 2, 6 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services

Clinical Support Services

Pharmacy

Medication Safety and Quality Pharmacist

Health Professional Level 4 \$97,514 - \$104,967, Canberra (PN: 15985, several)

Gazetted: 26 May 2016

Closing Date: 10 June 2016

Details: Working within the Pharmacy Services' Quality Use of Medicines, Research and Education team, the Medication Safety and Quality Pharmacist will lead, manage and coordinate efforts to improve the safety and quality of medicines use across the Canberra Hospital and Health Services. The Medication Safety and Quality Pharmacist will have a range of responsibilities including monitoring the quality and safety of medicines use, developing and implementing interventions to improve the safety and quality of medicines use, engaging clinical staff in quality improvement activities and representing Pharmacy Services on relevant internal and external committees. The Medication Safety and Quality Pharmacist will also provide a range of pharmacy services on weekends and after hours on a rotational basis as rostered.

Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or extensive clinical pharmacy, or quality improvement experience deemed equivalent. The successful applicants will be required to undergo a police check prior to commencement.

Note: To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application.

ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

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

ACT Health is a smoke free environment, across all buildings, grounds and vehicles.

ACT Government employees enjoy excellent employment conditions. More Information is available at:

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

ACT Health also offers attractive salary packaging arrangements. Many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9,095, 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.

Reimbursement of many relocation costs is available if you are successful and move to Canberra.

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

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

Contact Officer: Daniel Lalor (02) 6244 2121

Canberra Hospital and Health Services

Clinical Support Services

Pharmacy - TCH

Medicines Information Pharmacist

Health Professional Level 4 \$97,514 - \$104,967, Canberra (PN: 25283)

Gazetted: 26 May 2016

Closing Date: 9 June 2016

Details: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of over 45 Pharmacists. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. In addition, the Quality Use of Medicines, Research and Education team offer services to support the safe and quality use of medicines across Canberra Hospital and Health Services. An opportunity exists to join the Quality Use of Medicines, Research and Education team as the Medicine Information Pharmacist. The Medicines Information Pharmacist will enhance the quality and safety of medicines use across Canberra Hospital and Health Services by planning and providing medicines information services, leading quality improvement and medication safety initiatives and working with the Drug and Therapeutics and Adverse Drug Reaction Reporting Committees to promote safe, efficacious and cost-effective medicines use.

Eligibility/Other Requirements: Registered or applied for registration with Australian Health Practitioner Regulation Authority. Minimum five years of experience in hospital pharmacy. Postgraduate qualifications relevant to the fulfilment of the roles of the position or extensive pharmacy experience deemed equivalent.

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: Daniel Lalor (02) 6174 7106 daniel.lalor@act.gov.au

Strategy and Corporate

E-Health and Clinical Records

ISB Management and Strategy

Finance Manager

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 36976)

Gazetted: 26 May 2016

Closing Date: 2 June 2016

Details: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The E-health and Clinical Records Branch is responsible for implementation and support of the ACT Health Information and Communication Technology (ICT) Strategic Plan; management and support of ACT Health clinical records across acute, primary and community based services;

providing advice in relation to health information management related matters; coordination of ICT projects; management of the relationship with ACT Health ICT vendors; financial reporting on the ACT Health use of ICT; development, implementation and maintenance of ICT policies and procedures; and ensuring ACT Health information security in conjunction with the Executive Director, Performance Information, and Shared Services ICT. The Finance Manager for E-Health and Clinical Records (EHCR) provides a range of services such as budgeting, reporting, analysis and other financial support. As the primary financial contact for a division the Finance Manager will be flexible in meeting changing priorities and adaptable in working with a variety of different stakeholder groups.

Qualifications and experience: Desirable: CPA/CA or working towards qualification. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check.

Notes: This is a temporary position available for 12 months. To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application. ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Government employees enjoy excellent employment conditions. More Information is available at:

<http://health.act.gov.au/employment/enterprise-agreements/>. ACT Health also offers attractive salary packaging arrangements. Many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9,095, 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. Reimbursement of many relocation costs is available if you are successful and move to Canberra.

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Contact Officer: Joey Lee (02) 6174 7971 joey.lee@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Children, Youth and Women's Health Program

Registered Nurse

Registered Nurse Level 2 \$85,659 - \$90,789, Canberra (PN: 18647)

Gazetted: 26 May 2016

Closing Date: 9 June 2016

Details: Would you like to use your paediatric nursing skills in a community setting? We are looking for an experienced registered nurse to work with the Healthcare Access At School (HAAS) team. HAAS is a contemporary nursing service that provides nurse-led care to students who require assistance with complex or invasive health care needs in order for them to safely attend school. The Registered Nurse (RN) completes a full health needs assessment and develops a healthcare plan in partnership with the parents and other health providers as needed. School staff are trained by the Nurse in the required health tasks and are assessed by the RN as competent. The RN provides ongoing support to the student, school and parents. You will be well supported by a Clinical Nurse Consultant and the rest of the HAAS team.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Paediatric nursing experience and/or qualification is desirable.

Notes: This is a temporary position available for a period of seven months. Taking annual leave during the school holidays is an advantage in this position, due to the main workload being during school term time, and there may be the opportunity to purchase extra leave to take during the school holiday period if clinical needs are met. Hours of work are Monday to Friday 8:00am – 4:30pm. Your days will be divided between the schools and the office located at 1 Moore Street Civic.

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

ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

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

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ACT Government employees enjoy excellent employment conditions. More Information is available at:

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

ACT Health also offers attractive salary packaging arrangements. Many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9,095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the Contact Officer to confirm the position's eligibility for these benefits.

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Contact Officer: Narelle O'Connor (02) 6205 5006

Canberra Hospital and Health Services

Medicine

Chronic Disease

Exercise Physiologist/Physiotherapist

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 33411)

Gazetted: 26 May 2016

Closing Date: 9 June 2016

Details: The Obesity Management Service is looking to recruit a Health Professional with a special interest in chronic disease management to the position of a Exercise Physiologist/ Physiotherapist. Located in the Belconnen Community Health Centre (BCHC), the Obesity Management Service (OMS) is a community based service which aims to support adults with class 3 obesity to improve their health and wellbeing. The OMS is led by a physician and the team includes Registered Nurses, Dietitians, Psychologists and an Exercise Physiologist/ Physiotherapist. The successful applicant will have proven experience in chronic disease management, excellent communication skills and experience in multidisciplinary work. The position reports to the OMS Coordinator and senior discipline specific Allied Health professional support will be provided as appropriate.

Eligibility/Other Requirements: Appropriate Degree or Diploma in Exercise Science or the equivalent from a recognised tertiary institution. Eligibility for accreditation with National Association Exercise and Sports Science Australia (ESSA) OR appropriate Degree or Diploma in Physiotherapy, or recognised equivalent qualification and eligibility for Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence is essential.

Notes: This is a full-time temporary position for approximately 12 months, part-time hours will be considered. To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application. Selection for the position may be filled on written application and references only. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

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

ACT Health also offers attractive salary packaging arrangements. Many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9,095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the Contact Officer to confirm the position's eligibility for these benefits.

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Contact Officer: Ana O'Rourke (02) 6205 5297 ana.o'rourke@act.gov.au

Canberra Hospital and Health Services

Office of the Deputy Director General

Executive

Consumer Feedback and Engagement Coordinator

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 04572)

Gazetted: 26 May 2016

Closing Date: 2 June 2016

Details: The Office of the Deputy Director-General, Canberra Hospital and Health Services (CHHS) is seeking someone with excellent customer service and high level written and oral communication skills for the position of Consumer Feedback and Engagement Coordinator. This position will work to Divisional Executive Officers in the Office of the Deputy Director-General and with other Consumer Feedback Coordinators, to investigate and respond to feedback on ACT Health services.

Eligibility/Other Requirements: Desirable but not mandatory, recent experience in a clinical or operational environment within the healthcare sector.

Notes: To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application. ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Government employees enjoy excellent employment conditions. More Information is available at: <http://health.act.gov.au/employment/enterprise-agreements/>. ACT Health also offers attractive salary packaging arrangements. Many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9,095, 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. Reimbursement of many relocation costs is available if you are successful and move to Canberra.

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Contact Officer: Samantha Lang (02) 6244 3659 samantha.lang@act.gov.au

Population Health

Health Promotion

Health Promotion and Grants

Project Officer

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 29432)

Gazetted: 26 May 2016

Closing Date: 9 June 2016

Details: Health Promotion is seeking a Project Officer to assist develop, implement and evaluate strategies, projects and activities that target health promotion priorities. They would demonstrate knowledge of contemporary health promotion theory and practice and knowledge and ability to undertake health promotion projects.

Eligibility/Other Requirements: A tertiary qualification or equivalent experience in a field relevant to Health Promotion is desirable.

Note: This is a temporary position available for a period of eight months with the possibility of an extension. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

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/>

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: Alanna Williamson (02) 6207 7811

**Canberra Hospital and Health Services
Surgery, Oral Health and Medical Imaging
Surgical Administration
Personal Assistant**

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 23668)

Gazetted: 26 May 2016

Closing Date: 2 June 2016

Details: This Personal Assistant role supports the Executive Director of the Division of Surgery and Oral Health, who is responsible for delivering inpatient and outpatients surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

Eligibility/Other Requirements: Previous experience in a healthcare environment is highly desirable. Prior to commencement successful candidates will be required to undergo a pre employment police check.

Notes: To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application.

ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

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

ACT Health is a smoke free environment, across all buildings, grounds and vehicles.

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ACT Health also offers attractive salary packaging arrangements. Many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9,095, 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.

Reimbursement of many relocation costs is available if you are successful and move to Canberra.

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Contact Officer: Melanie Applebee (02) 6244 3207 melanie.applebee@act.gov.au

**System Innovation Program
Strategic Implement Group**

System Innovation Group

Personal Assistant

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 37018)

Gazetted: 26 May 2016

Closing Date: 2 June 2016

Details: If you have good organisation and communication skills, enjoy working in a dynamic environment and have a good understanding of how strategic areas work, this role would be an exciting opportunity for you. The System Innovation Group (SIG) was established in ACT Health as the enabling division tasked to support the delivery of the System Innovation Program (SIP). Projects within the SIP are grouped under seven (7) strategic themes including Access, Quality, Mental Health, Innovation and Sustainability, Culture, Partnerships and Infrastructure. The Personal Assistant is responsible for providing high level administrative support to two Executive Directors for Finance, Performance and Data and Strategic Partners, infrastructure, Business and Digital. The position supports the Executive Directors on day-to-day matters and is part of the executive support team with the Executive Officer, SIG. Applications are sought from suitable candidates who have experience in providing high level personal/executive assistant support to the Executive Director level or equivalent. Applicants should be receptive and adaptive to change within a busy office environment.

Eligibility/Other Requirements: Recent experience providing support to an Executive Director is highly desirable. Experience with TRIM or similar records management or workflow systems is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available for a period of two years. To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application. ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. 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: Sonia Hogan (02) 6244 3187

Strategy and Corporate

E-Health and Clinical Records

ISB Management and Strategy

Clinical Records Officer

Administrative Services Officer Class 2/3 \$51,436 - \$62,720, Canberra (PN: 25730)

Gazetted: 26 May 2016

Closing Date: 2 June 2016

Details: The community-based Clinical Records Unit are seeking an experienced and highly motivated clinical records administration officer to join our team. The successful applicant will have demonstrated ability to work with an electronic patient information system and storage and retrieval system for clinical records, in addition to excellent communication skills, attention to detail, and the ability to work individually and as part of a team.

Eligibility/Other Requirements: Current driver's licence is highly desirable.

Notes: Selection may be based on written application and referee reports only. Applicants must provide written responses to the Selection Criteria, a current CV and two written referee reports based on the Selection Criteria. Incomplete or late applications will not be considered. A test looking for the applicants eye for detail may be conducted as part of the of the interview process.

ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

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

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Contact Officer: Jodie Mackenzie (02) 6205 7369 jodie.mackenzie@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women's and Children's Health Operational

Administrative Officer

Administrative Services Officer Class 2 \$51,436 - \$56,796, Canberra (PN: 31480)

Gazetted: 26 May 2016

Closing Date: 2 June 2016

Details: Exciting opportunities exist for dynamic and motivated individuals interested in the position of Administrative Officer within the Women, Youth and Children Outpatient Administration Team. The successful applicant will be enthusiastic, have excellent interpersonal skills and excellent customer service skills. Provide administrative and general office support to the Women, Youth and Children Outpatient Department with duties including booking appointments, referral management, screening telephone calls, filing and data entry. Applicants will need to have excellent communication, organisational and time management skills, with and an ability to liaise effectively with staff at all levels. A high level of knowledge and demonstrated ability in the use of health based IT systems including ACTPAS is desirable. This role requires demonstrated ability to ensure high quality customer service standards and to support and provide assistance to the Women, Youth and Children's Management team as necessary.

Notes: To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application. ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Government employees enjoy excellent employment conditions. More Information is available at: <http://health.act.gov.au/employment/enterprise-agreements/>. ACT Health also offers attractive salary packaging arrangements. Many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9,095, 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. Reimbursement of many relocation costs is available if you are successful and move to Canberra.

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Contact Officer: Stephanie Hatch (02) 6174 7677 stephanie.a.hatch@act.gov.au

Strategy and Corporate

E-Health and Clinical Records

ISB Management and Strategy

CRIS Officer

Administrative Services Officer Class 2/3 \$51,436 - \$62,720, Canberra (PN: 12058, several)

Gazetted: 26 May 2016

Closing Date: 2 June 2016

Details: The Clinical Record Service is seeking enthusiastic staff to join our Clinical Record Information System (CRIS) Team. The CRIS team comprises of three shifts, two day shifts and one evening shift. We have 3 full time Monday-Friday vacancies, two on the day shift and one on the evening shift. Hours are 7:00am to 3:21pm and 8:30am to 4:51pm day shift or 3:00pm to 10:51pm evening shift. The CRIS team processes hard copy (paper) clinical records by preparing, scanning and indexing the documents into the Clinical Record Information System, making the documents available electronically to authorised users for ongoing patient care. Due to the nature of the work, it is essential that the successful applicants have a good understanding of confidentiality, an excellent eye for detail, and are able to work quickly and efficiently to meet very tight deadlines.

Notes: Selection may be based on written application and referee reports only. Applicants must provide written responses to the Selection Criteria, a current CV and two written referee reports based on the Selection Criteria. Incomplete or late applications will not be considered.

A test looking for the applicants eye for detail may be conducted as part of the of the interview process.

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: Heather Byrne (02) 6244 3663 heather.byrne@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Nursing Administration

Director of Nursing and Midwifery

Registered Nurse Level 5.5 \$151,488, Canberra (PN: 29615)

Gazetted: 26 May 2016

Closing Date: 2 June 2016

Details: Clinical Support Services is seeking to employ an enthusiastic and capable individual to undertake the role of Director of Nursing and Midwifery. As an executive member of Clinical Support Services, the Director of Nursing and Midwifery will, in consultation with the Executive Director and ACT Chief Nurse, provide strategic leadership, direction, planning and operational input into service delivery using the best available evidence on the broad range of services provided within the division.

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

Notes: This is a permanent, full-time position. Applicants are required to submit a maximum of three pages application addressing the Selection Criteria, a current Curriculum Vitae and two recent referee reports. The successful candidate may be selected based on written application and referee reports only. Work samples and other competency based assessment tools may be used as part of the selection process for this position.

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

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

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

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

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Contact Officer: Adrian Scott (02) 6174 7135

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

ACT Corrective Services

Alexander Maconochie Centre

Offender Services and Corrections Programs

Team Leader

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 14004)

Gazetted: 20 May 2016

Closing Date: 7 June 2016

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated, career-oriented person to fill the position of Team Leader in the Case Management Unit in Offender Services and Corrections Programs. Under the limited direction of the Offender Services and Corrections Programs Manager, you will be responsible for managing a team of case management and offender services staff, overseeing the development and reviewing of case management plans and strategies and assisting in the development and management of interventions for high-risk detainees requiring intensive rehabilitation and reintegration support. Further to this, you will participate in the ongoing review and evaluation of work practices within the Case Management Unit, ensure information is recorded with a high degree of accuracy and contribute to the monthly data recording and information required by ACTCS Senior Management. To be successful, you will be required to demonstrate exceptional communication and interpersonal skills in addition to strong leadership and management skills. You will also have a demonstrated ability and understanding of case management practice and ability to provide practical advice on complex case management issues. To apply, applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement addressing the selection criteria (maximum of one A4 page per criteria); (3) a current resume; (4) the names and contact details of two referees; and (5) a copy of their driver's licence. Please ensure you submit all five items. Ideally, one of the referees should be a current supervisor.

Eligibility/Other Requirements: Tertiary qualifications in Behavioural/Social Sciences/Education fields highly desirable; Current driver's licence is essential; Eligible candidates will be required to undergo a criminal history check. Current registration issued under the *Working with Vulnerable People (Background Check) Act 2011* is essential. Applicants may be required to undertake psychological aptitude testing as part of the assessment process.

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

ACT Law Courts and Tribunal Administration

Magistrates Court

Registry Operations

Security and Facilities Officer

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 37043)

Gazetted: 20 May 2016

Closing Date: 3 June 2016

Details: The ACT Law Courts and Tribunal Administration is looking for a highly motivated individual with a customer service focus to work within a fast paced environment. The successful applicant will be responsible for facilities management services, including repairs and maintenance, procurement provisions, security arrangements including the implementation of the Protective Security Policy Framework and emergency management plans and procedures. The successful applicant will have sound liaison and communication skills and the capacity to negotiate outcomes with internal and external stakeholders at all levels.

Eligibility/Other Requirements: Experience in security, facilities management and corporate services highly desirable.

Contact Officer: Corinne Appleby (02) 6207 1064 corinne.appleby@act.gov.au

**ACT Law Courts and Tribunal Administration
Magistrates Court**

Conferencing

Legal Officer

Legal 1 \$59,972 - \$120,785 (pro rata for part-time), Canberra (PN: 37051)

Gazetted: 25 May 2016

Closing Date: 9 June 2016

Details: The ACT Law Courts and Tribunal is seeking an experienced lawyer to undertake the role of Legal Officer in the Alternate Dispute Resolution (ADR) section of the ACT Magistrates Court. The successful applicant will be required to manage and provide ADR services, predominantly in relation to the Domestic Violence and Protection Orders jurisdiction and undertake less complex dispute resolution matter in relation to civil matters and workers compensation. The successful applicant will also be required to develop and maintain sound working relationships with a range of key stakeholders and represent the court at inter-agency meetings. For information on the ACT Law Courts and Tribunal Administration please visit: <http://www.courts.act.gov.au>.

Eligibility/Other Requirements: Admission to practise as a Legal Practitioner of the ACT Supreme Court, the High Court, or the Supreme Court of a State or another Territory with at least three years post admission experience. Accreditation under the National Mediation Accreditation System.

Note: This is a part-time position available at 25 hours per week.

Contact Officer: Amanda Nuttall (02) 6207 1054 amanda.nuttall@act.gov.au

**ACT Law Courts and Tribunal
Corporate and Strategic Services
Corporate Information and Systems
Library Assistant**

Administrative Services Officer Class 3 \$58,278 - \$62,720, Canberra (PN: 02143)

Gazetted: 25 May 2016

Closing Date: 1 June 2016

Details: The Library is a legal information resource supporting judicial officers as well as staff working in the ACT Supreme Court, Magistrates Court and the ACT Civil and Administrative Tribunal. The position would suit someone with library technician experience.

Eligibility/Other Requirements: Professional qualifications are desirable but not mandatory; practical experience working in a library environment highly desired. Applicants possessing library experience in non-legal areas are also encouraged to apply. An ability to work flexibly and independently, with limited supervision, and as a team member is also highly sought.

Note: This position is temporary part-time available from August 2016 for 12 months at three days full-time or five days at four hours per day, depending on the candidate. This position has a possibility of extension or permanency from this process.

Contact Officer: Jacinta Smith (02) 6207 1427 jacinta.smith@act.gov.au

**Public Trustee and Guardian
Administration**

Assistant Trust Officer

Administrative Services Officer Class 3 \$58,278 - \$62,720, Canberra (PN: 43470)

Gazetted: 23 May 2016

Closing Date: 30 May 2016

Details: The Public Trustee and Guardian is looking for an Assistant Trust Officer to perform a variety of administrative support tasks including, but not limited to: Receive and attend to telephone and counter enquiries; Collect, register and distribute incoming/outgoing mail; Attend to daily banking and document lodgements/collections; Provide general information to the public; Account payments and receipts; Data base entries; Register Wills; Maintain statistics; Manage records; Record death and statutory notices from daily newspapers; prepare basic correspondence and examination of accounts for external management matters; Assist Trust Officers with the administration of Powers of Attorney and management orders of the ACT Civil and Administrative Tribunal (ACAT), Trusts and estates and *Confiscation of Criminal Assets Act 2003*; and other duties as required.

Eligibility/Other Requirements: Ability to use Microsoft Office Suite and MYOB would be an advantage and a current driver's licence.

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Jennifer Woolrych (02) 6207 9800 jennifer.woolrych@act.gov.au

ACT Law Courts and Tribunal Administration Magistrates Court

Conferencing

Legal Manager, Alternate Dispute Resolution

Legal 2 \$131,229 - \$136,623, Canberra (PN: 37052)

Gazetted: 25 May 2016

Closing Date: 9 June 2016

Details: The ACT Law Courts and Tribunal Administration are seeking an experienced lawyer to undertake the role of Legal Manager within the Alternate Dispute Resolution (ADR) section of the ACT Magistrates Court. The successful applicant will be required to mediate complex dispute resolution matters in relation to civil litigation and workers compensation matters, will triage and direct civil matters to the appropriate ADR forum and undertake ADR services in other areas of the court. The successful applicant will be required to provide advice to the Chief Magistrate, Principal Registrar and Registrar on ADR practice and procedure in addition to effectively managing and leading a team of ADR practitioners. For information on the ACT Law Courts and Tribunal Administration please visit: <http://www.courts.act.gov.au>

Eligibility/Other Requirements: Five years post qualification in law; Accreditation under the National Mediation Accreditation System.

Contact Officer: Philip Kellow (02) 6205 9772 philip.kellow@act.gov.au

Emergency Services Agency

ACT Ambulance

Operations

Operations Manager

Ambulance Manager Level 2 \$120,418 - \$126,826, Canberra (PN: 09191)

Gazetted: 24 May 2016

Closing Date: 7 June 2016

Details: The ACT Ambulance Service is looking to appoint the best person to a currently vacant Operations Manager position. This process will also be used to create a merit list to fill temporary vacancies, as the need arises. There are currently four Operations Managers who are senior members of the management team reporting to the General Manager (Operations). Portfolio responsibilities include: Emergency Operations; Non Emergency Patient Transport; Communications and Capability and Planning. Applicants will be selected on their demonstrated abilities to lead and manage material, human and financial resources. To succeed in this role you will require a demonstrated ability to make sound decisions under pressure, lead and manage a team in a changing and challenging work environment and develop positive working relationships with a range of stakeholders. The position may require on call duties and some shift work.

Eligibility/Other Requirements: Mandatory: Current driver's licence; Diploma of Paramedical Science (Ambulance), or equivalent; Current Authority to Practice at Paramedic level. Desirable: Certificate IV in Frontline Management (or equivalent qualification).

Contact Officer: Matthew Smith (02) 6207 8127 matt.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.

ACT Emergency Services Agency

Governance and Logistics

Finance and Business Services

Manager Finance and Business Services

Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 10973)

Gazetted: 23 May 2016

Closing Date: 6 June 2016

Details: The ACT Emergency Services Agency (ESA) is looking for a highly motivated and skilled person to permanently fill the position of Manager Finance and Business Services. This position will lead the ACT ESA's business improvement in the business services and finance area. Working with a high performing team of business improvement and finance officers, the successful applicant will manage, develop and implement business services and financial solutions aimed at achieving efficient systems processes and deliver budget savings for the ESA. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace.

Eligibility/Other Requirements: Professional expertise in: Advanced Microsoft Office (2007), SharePoint and Visual Basic programming. Advanced TM1 (v10.2). Advanced Database skills.

Contact Officer: Raouf Amin (02) 6207 8666 raouf.amin@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

Infrastructure Roads and Public Transport

Capital Works Design and Delivery

Urban

Project Manager

Infrastructure Officer 3 \$97,740 - \$107,293, Canberra (PN: 18120, Several)

Gazetted: 24 May 2016

Closing Date: 7 June 2016

Details: We are looking for a motivated and dynamic team member with experience in Project Management within a diverse organisation. You will also have a strong background in working with others to positively influence behaviour and drive change. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: A Degree/Diploma in Landscape Architecture, Architecture, Urban Planning, Resource Management or similar relevant area or relevant technical and project management qualifications.

Notes: This is a temporary position available from 1 July 2016 until 31 June 2018. Selection may be based on application and referees reports only.

Contact Officer: Diana Hill (02) 6207 6911 diana.hill@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.

Infrastructure Roads and Public Transport

Capital Works Design and Delivery

Infrastructure

Project Manager

Infrastructure Officer 3 \$97,740 - \$107,293, Canberra (PN: 37067, several)

Gazetted: 25 May 2016

Closing Date: 8 June 2016

Details: We are looking for a motivated and dynamic team member with experience in project management within a diverse organisation. You will also have a strong background in working with others to positively influence behaviour and drive change. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: A Civil Engineering Degree/Diploma or relevant technical and project management qualifications.

Notes: This is a temporary position available from 1 July 2016 to 30 June 2018. Selection may be made based on written application and referee's reports.

Contact Officer: Uma Vasudevan (02) 6205 2748 uma.vasudevan@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.

Infrastructure Roads and Public Transport

Capital Works Design and Delivery

Urban

Project Officer

Infrastructure Officer 2 \$77,574 - \$89,249, Canberra (PN: 16806)

Gazetted: 24 May 2016

Closing Date: 7 June 2016

Details: We are looking for a motivated and dynamic team member with experience in project management within a diverse organisation. You will also have a strong background in working with others to positively influence behaviour and drive change. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Preferable: Relevant technical or domain knowledge in the areas of Landscape Architecture, Architecture, Urban Planning or Resource Management as well as competence in software tools such as Microsoft Office suite and Microsoft Project.

Note: This is a temporary position available 1 July 2016 until 30 June 2018. Selection may be based on written application and referee reports only.

Contact Officer: Diana Hill (02) 6207 6911 diana.hill@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.

Infrastructure Roads and Public Transport

Capital Works Design and Delivery

Business Support Officer

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 37060)

Gazetted: 25 May 2016

Closing Date: 8 June 2016

Details: We are looking for a motivated and dynamic team member with experience in administration within a diverse organisation. You will also have a strong background in working with others to positively influence behaviour and drive change. The Business Support Officer will liaise across the Directorate and other Territory government entities while providing administrative support for the Capital Works Design and Delivery Team. 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.

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

Contact Officer: Ben McHugh (02) 6207 2738 ben.mchugh@act.gov.au

APPOINTMENTS

Calvary Health Care ACT (Public)

Registered Nurse Level 1 \$61,683 - \$82,398

Jisha Chacko 1613216 Section 68, 15 February 2016

Senior Staff Specialist \$215,498

Mechelle Smith 1613239 Section 68, 8 February 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Kirsten Freeth 1613215 Section 68, 15 February 2016

Allied Health Assistant Level 2 \$47,854 – \$54,863

Christopher Myers 1613250 Section 68, 29 February 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Sarah Nguyen 1613252 Section 68, 22 February 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Talissa Lawler 1613259 Section 68, 8 March 2016

Health Service Officer Level 4 \$47,776 – \$49,603

Christopher Toogood 1612988 Section 68, 27 January 2016

Health Service Officer Level 4 \$47,776 – \$49,603

Cory Bourke 1612983 Section 68, 27 January 2016

Registered Nurse Level 2 \$85,659 - \$90,789

Kathryn Sliwinski 1613271 Section 68, 9 March 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Emma Kurtovic 1613272 Section 68, 15 March 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Pet Maribbay 1613284 Section 68, 16 March 2016

Registered Nurse Level 2 \$85,659 - \$90,789

Meg Hodges 1613294 Section 68, 29 March 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Joseph Sibug 1613292 Section 68, 30 March 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Stephanie Peake 1613297 Section 68, 5 April 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Sushma Dahal 1613298 Section 68, 12 April 2016

Registered Nurse Level 2 \$85,659 - \$90,789

Suzanne Taylor 1613299 Section 68, 4 April 2016

Administrative Services Officer Class 5 \$71,907 - \$76,114

Candice Fitzsimons 1613301 Section 68, 4 April 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Alana Moulds 1613304 Section 68, 11 April 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Jisha Mathews 1613310 Section 68, 18 April 2016

Enrolled Nurse Level 1 \$55,944 - \$59,772

Hashmat Mir 1613315 Section 68, 20 April 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Vikas Kapil 1613313 Section 68, 26 April 2016

Health Professional Level 2 \$59,971 - \$82,328

Joyce Yeap 1613319 Section 68, 27 April 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Joby Joseph 1613314 Section 68, 3 May 2016

Administrative Services Officer Level 4 \$64,700 - \$70,057

Kirstie Gallagher 1613277 Section 68, 26 April 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Ria Lee 1613316 Section 68, 3 May 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Breanna March 1613323 Section 68, 2 May 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Rommel Enriquez 1613326 Section 68, 4 May 2016

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade)

Jennifer Thorek 1613329 Section 68, 23 May 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Simon Douglas 1613328 Section 68, 16 May 2016

Senior Officer Grade B \$114,847 - \$129,290

Brea Richardson 1613333 Section 68, 23 May 2016

Chief Minister, Treasury and Economic Development

Senior Officer Grade C \$97,514 - \$104,967

Sonia Jackson 774-90597, Section 68(1), 13 May 2016

Administrative Services Officer Class 3 \$58,278 - \$62,720

Michelle Sanguineti 848-75911, Section 68(1), 19 May 2016

Administrative Services Officer Class 3 \$58,278 - \$62,720

Anna Smolic 848-75903, Section 68(1), 19 May 2016

Education

Professional Officer Class 2 \$77,482 - \$88,676

Sarah Louise Bampton 843-29523, Section 68(1), 1 July 2016

Classroom Teacher \$60,687 - \$95,935

Rachel Louise Dunlop 843-57727, (68)1, 03 February 2016

Classroom Teacher \$60,687 - \$95,935

Rachel Harmony Burrage 835-37857, (68)1, 22 March 2016

Classroom Teacher \$60,687 - \$95,935

Jacinta Lee Hunter 835-32749, (68)1, 22 March 2016

School Psychologist \$72,107 - \$103,481

Courtney Patricia Bruce 843-40300, (68)1, 04 March 2016

Classroom Teacher \$60,687 - \$95,935

Carie-May Hancox 843-41768, (68)1, 08 April 2016

Classroom Teacher \$60,687 - \$95,935

Lily Margaret Marlin 843-51368, (68)1, 08 April 2016

Classroom Teacher \$60,687 - \$95,935

Imogen Elena Sinclair 820-92331, (68)1, 08 April 2016

Classroom Teacher \$60,687 - \$95,935

Kylie Marie Bersenic 843-38155, (68)1, 08 April 2016

Classroom Teacher \$60,687 - \$95,935

Sophia Nedic 843-40837, (68)1, 08 April 2016

Classroom Teacher \$60,687 - \$95,935

Kathleen Morfiadakis 835-27229, (68)1, 08 April 2016

Classroom Teacher \$60,687 - \$95,935

Stephen Anthony McKellar 843-51587, (68)1, 26 April 2016

Classroom Teacher \$60,687 - \$95,935

Maximillian Robinson 84886071, (68)1, 26 April 2016

Classroom Teacher \$60,687 - \$95,935

Alisha Tooma 843-54585, (68)1, 26 April 2016

Classroom Teacher \$60,687 - \$95,935

Sophia Nedic 843-40837, (68)1, 08 April 2016

Classroom Teacher \$60,687 - \$95,935

Jessica Ann Thoms 843-51413, (68)1, 06 May 2016

Classroom Teacher \$60,687 - \$95,935

Aiko Anna Wendfeldt 843-39641, (68)1, 09 May 2016

Classroom Teacher \$60,687 - \$95,935

Faustyne Rouet L'Hostis, (68)1, 09 May 2016

Classroom Teacher \$60,687 - \$95,935

Alison Jane Ireland 843-43886, (68)1, 09 May 2016

Classroom Teacher \$60,687 - \$95,935

Scholastic Nyambura 843-28790, (68)1, 13 May 2016

Classroom Teacher \$60,687 - \$95,935

Alison Louise Fleming 843-43886, (68)1, 16 May 2016

School Leader C \$110,720

Lisa Mary Dempsey 843-37961, (68)1, 09 May 2016

Classroom Teacher \$60,687 - \$95,935

Gene Anthony Nichols 835-30890, (68)1, 16 May 2016

Classroom Teacher \$60,687 - \$95,935

Ellie Jade Thurston 843-55190, (68)1, 16 May 2016

Classroom Teacher \$60,687 - \$95,935

Emma Louise McDonnell Wilson 843-50541, (68)1, 16 May 2016

Classroom Teacher \$60,687 - \$95,935

Christopher John Moon 843-51472, (68)1, 16 May 2016

Health

Registered Nurse Level 1 \$61,683 - \$82,398

Alison Aust 848-76738, Section 68(1), 23 May 2016

Health Professional Level 4 \$97,514 - \$104,967

Allison Bell 840-50936, Section 68(1), 30 June 2016

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade)

Simone Clarke 843-99900, Section 68(1), 1 July 2016

Senior Officer Grade C \$97,514 - \$104,967

Grace Cook 848-75348, Section 68(1), 23 May 2016

Administrative Services Officer Class 3 \$58,278 - \$62,720

Laura Jennings 844-34470, Section 68(1), 18 May 2016

Technical Officer Level 1 \$53,114 - \$55,686

Preemy John 844-33574, Section 68(1), 23 May 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Sini Joji 845-01514, Section 68(1), 18 May 2016

Administrative Services Officer Class 3 \$58,278 - \$62,720

Taysha Morrissey 845-22040, Section 68(1), 19 May 2016

Administrative Services Officer Class 3 \$58,278 - \$62,720

Yvette Noble 836-05725, Section 68(1), 19 May 2016

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade)

Jane Primrose 781-68524, Section 68(1), 11 June 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Divya Vijayan 845-01645, Section 68(1), 18 May 2016

Technical Officer Level 1 \$53,114 - \$55,686

Maxine Wendt 844-33531, Section 68(1), 2 June 2016

Technical Officer Level 1 \$53,114 - \$55,686

Timothy Wriedt 842-87191, Section 68(1), 20 May 2016

Note: This permanent appointment to a non-advertised position has been made under Section 53H of the Public Sector Management Standards 2006.

Staff Specialist 1-5 \$159,644 - \$197,006

Padmakumar Prabhakaran, 847-10957, Section 68(1), 27 April 2016

Justice and Community Safety

Health Professional Level 1 \$56,241 - \$71,657

Ellen Read 848-75479, Section 68(1), 26 May 2016

Territory and Municipal Services

Infrastructure Officer 2 \$77,574 - \$89,249

Mohammad Abdullah Hasan 848-68172, Section 68(1), 23 May 2016

Senior Officer Grade C \$97,514 - \$104,967

Nathan Morris Oliver 848-76340, Section 68(1), 30 May 2016

Technical Officer Level 3 \$67,119 - \$75,852

Thomas Ian McElroy 848-75858, Section 68(1), 25 May 2016

TRANSFERS

Education

Anne Gummow: 778-99691

From: School Leader C \$110,720

Education

To: School Leader C \$110,720

Education, Canberra (PN. 37036) (Gazetted 4 September 2015)

Office for Schools

North/Gungahlin Network

North Ainslie Primary School

Tania Maree Collis: 775-67769

From: School Leader A \$141,588 - \$170,010

Education

To: School Leader A \$141,588 - \$170,010

Education, Canberra (PN. 01753) (Gazetted 10 February 2016)

Justice and Community Safety

Craig Tyrrell: 836-06197

From: Correctional Officer Class 1 \$58,913 - \$70,254

Justice and Community Safety

To: Correctional Officer Class 1 \$58,913 - \$70,254

Justice and Community Safety, Canberra (PN. 11339) (Gazetted 1 December 2015)

PROMOTIONS

Capital Metro

Governance and Communications Governance and Business Solutions

Renee Rocha: 846-86088

From: Senior Officer Grade C \$97,514 - \$104,967
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade B \$114,847 - \$129,290
Capital Metro, Canberra (PN. 34312) (Gazetted 8 April 2016)

Education

Deputy Director General Regulation and Compliance Children's Education and Care Assurance

Janine Fairburn: 827-38382

From: Administrative Services Officer Class 5 \$71,907 - \$76,114
Education
To: Administrative Services Officer Class 6 \$77,482 - \$88,676
Education, Canberra (PN. 36337) (Gazetted 18 April 2016)

Office For Schools South and Weston Network Forrest Primary School

Ann Hayres: 772-18315

From: Administrative Services Officer Class 4 \$64,700 - \$70,057
Education
To: Administrative Services Officer Class 6 \$77,482 - \$88,676
Education, Canberra (PN. 33973) (Gazetted 29 March 2016)

Office For Schools Belconnen Network Belconnen High School Bernard Adrian Wiemers: 824-58954

From: School Assistant 2/3 \$43,736 - \$53,335
Education
To: Information Technology Officer Class 1 \$62,720 - \$71,396
Education, Canberra (PN. 04374) (Gazetted 22 March 2016)

Office for Schools North Gungahlin Network Harrison School Tracy Zdravevska: 827-47529

From: School Assistant 2 \$43,736 - \$48,298
Education
To: Administrative Services Officer Class 4 \$64,700 - \$70,057
Education, Canberra (PN. 33599) (Gazetted 31 March 2016)

Health

Canberra Hospital and Health Services HealthCARE Improvement Patient Safety Unit

Jessica Houghton: 836-12159

From: Administrative Services Officer Class 4 \$64,700 - \$70,057
Health

To: Administrative Services Officer Class 6 \$77,482 - \$88,676
Health, Canberra (PN. 04680) (Gazetted 7 April 2016)

**Canberra Hospital and Health Services
Surgery, Oral Health and Medical Imaging
Surgical**

Leanne Muir: 821-04267

From: Registered Nurse Level 3.1 \$98,207 - \$102,249
Health

To: †Registered Nurse Level 3.1 \$98,207 - \$102,249
Health, Canberra (PN. 28583) (Gazetted 17 March 2016)

Justice and Community Safety

**Human Rights Commission
Discrimination, Health, Disability and Community Services Commissioner
Alison Murley: 843-9977**

From: Senior Officer Grade C \$97,514 - \$104,967
Justice and Community Safety

To: †Senior Officer Grade C \$97,514 - \$104,967
Justice and Community Safety, Canberra (PN. 09941) (Gazetted 22 April 2016)

**ACT Corrective Services
Community Corrections
Probation and Parole Unit
May Myint: 830-79964**

From: Administrative Services Officer Class 4 \$64,700 - \$70,057
Justice and Community Safety

To: Administrative Services Officer Class 6 \$77,482 - \$88,676
Justice and Community Safety, Canberra (PN. 43725) (Gazetted 1 April 2016)

RETIREMENTS/DISMISSALS

Section 143 of the Public Sector Management Act 1994, Christabelle Northam: 824-49724, 31 March 2015

Section 143 of the Public Sector Management Act 1994, Gabrielle Conroy: 774-85456, 28 April 2015

Section 143 of the Public Sector Management Act 1994, Danielle Clarke: 755-72863, 28 April 2014