



ACT Government Gazette

Gazetted Notices for the week beginning 29 September 2016

VACANCIES

Calvary Health Care ACT (Public)

Physiotherapy Department

Physiotherapist

Health Professional Level 1 and Health Professional Level 2 \$63,828-\$82,328 | From 1 October 2016 the salary for this vacancy will increase by 1.5%8, **Canberra (PN: TBA)**

Gazetted: 21 September 2016

Closing Date: 16 October 2016

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

Reference Number: 13712

Applications can be forwarded to: <https://calvary.mercury.com.au>

Contact Officer: Jason Whittingham (02) 6201 6960 jason.whittingham@calvary-act.com.au

Pharmacy Department

Pharmacist

Health Professional Level 2 \$59,971-82,328 | From 1 October 2016 the salary for this vacancy will increase by 1.5%8 **Canberra (PN: TBA)**

Gazetted: 21 September 2016

Closing Date: 9 October 2016

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

Reference Number: 13735

Applications can be forwarded to: <https://calvary.mercury.com.au>

Contact Officer: Sarah Smith (02) 6201 6266

Nursing

Registered Nurse

Registered Nurse Level 2 \$85,659 - \$90,789 | From 1 October 2016 the salary for this vacancy will increase by 1.5% **Canberra (PN: TBA)**

Gazetted: 27 September 2016

Closing Date: 14 October 2016

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

Reference Number: 13645

Applications can be forwarded to: <https://calvary.mercury.com.au>

Contact Officer: Narelle Comer on (02) 6201 6099

Nursing

Registered Nurse

Registered Nurse Level 2 \$85,659 - \$90,789 | From 1 October 2016 the salary for this vacancy will increase by 1.5% **Canberra (PN: TBA)**

Gazetted: 29 September 2016

Closing Date: 16 October 2016

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

Reference Number: 13658

Applications can be forwarded to: <https://calvary.mercury.com.au>

Contact Officer: Vicki Kelly (02) 6201 6676

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 Student and Academic Services

CIT Student Services

Human Resource Coordinator

Administrative Services Officer Class 5 \$71,907 - \$76,114 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 56116)

Gazetted: 27 September 2016

Closing Date: 4 October 2016

Details: Canberra Institute of Technology (CIT) is seeking applications to fill the role of Human Resource Coordinator. Duties include, but not limited to: Coordinate recruitment action across all groups in Student Services. Liaise with the Human Resource Recruitment team to progress recruitment action through Shared Services. Coordinate and provide induction, mentoring, staff development and training of administrative staff in Student Services and in Teaching Colleges where required. 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: Diploma of Business Administration is desirable.

Contact Officer: Maria Dealy (02) 6207 4939 maria.dealy@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

Land Development Agency

Greenfield

Project Director - Construction

Infrastructure Manager/Specialist 1 \$148,591 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 13858)

Gazetted: 23 September 2016

Closing Date: 7 October 2016

Details: The Land Development Agency is seeking highly experience Project Director – Construction to join its Greenfield Branch. Successful candidates will be responsible for leading a team to deliver large complex residential development works projects/programs. Their strengths will include a strategic understanding of land development processes and the ability to manage a program according to budgets and deadlines, build and maintain effective stakeholder relationships, analyse and manage risks, and make sound, well informed decisions. They will also have the ability to influence and shape policies and priorities, manage workload, work to multiple deadlines, deliver high quality outputs under pressure, and represent the Agency at meetings with authorities, private enterprise and community groups, including public meeting. Applicants with high level experience in Engineering, Construction and Project Management and who are able to act as Principal Authorised Person in GC 21 contracts are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualification in civil engineering or equivalent is desirable. A minimum of 10 years of Civil Engineering Contract Management experience is essential.

Contact Officer: Guna Seelan (02) 6207 5434 guna.seelan@act.gov.au

Corporate

Corporate People and Capability

Organisational Culture and Capability

Deputy Director, Organisational Culture and Capability

Senior Officer Grade A \$133,383 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 31951)

Gazetted: 27 September 2016

Closing Date: 11 October 2016

Details: Chief Minister, Treasury and Economic Development Directorate is seeking an experienced HR professional to join Corporate People and Capability Branch as a Deputy Director. The position will operate with a high degree of independence and lead a small outcome focussed team that performs a broad range of strategic HR functions for the Directorate. The successful applicant will provide expert support and advice, strategic direction and leadership in the areas of learning and development, inclusion, performance management, workforce planning, recruitment and selection and HR reporting within a public sector environment. The successful applicant will have demonstrated high level experience in a HR leadership role; have a strategic and innovative approach to developing responses to current and emerging workforce issues; and, high level communication and interpersonal skills including proven capability in the area of developing, nurturing and sustaining collaborative working relationships. They will enjoy working in a dynamic and complex environment.

Eligibility/Other Requirements: Tertiary qualifications in Human Resource Management or related field are desirable.

Note: This vacancy is being readvertised. Previous applicants will be considered and need not reapply. The successful applicant may be selected from written application and referee reports only.

Contact Officer: Michelle Wicks (02) 6207 1356 michelle.wicks@act.gov.au

Infrastructure Finance and Advisory

Infrastructure Policy and Analysis

Senior Infrastructure Analyst

Senior Officer Grade A \$133,383 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 33948)

Gazetted: 28 September 2016

Closing Date: 5 October 2016

Details: The Chief Minister, Treasury and Economic Development Directorate is seeking a highly skilled technical specialist to fill the role of Senior Infrastructure Analyst. This role has responsibility for supporting the commercial and financial guidance of the Territories largest capital works projects. The occupant of this position will need to have demonstrated experience with Public Private Partnerships (PPPs), in policy and commercial analysis including a well rounded knowledge of infrastructure project transactions and procurements within Government. Additionally, the occupant will have an understanding of government process and operations from within government or from government advisory and will be able to actively support decision making on all commercial aspects of major infrastructure projects.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field will be well regarded.

Notes: This is a temporary position available for a period of six months. Selection may be based on application and referee reports only.

Contact Officer: Maddison Loft (02) 6207 2371 maddison.loft@act.gov.au

Economic Development

Office of the Director General/Chief Executive Officer

Community Engagement and Media

Media Liaison Manager

Senior Officer Grade B \$114,847 - \$129,290 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 36807)

Gazetted: 22 September 2016

Closing Date: 6 October 2016

Details: The Media Liaison Manager is responsible for media liaison and issues management on behalf of the Directorate, particularly the Land Development Agency and the Public Housing Renewal Taskforce. This includes:

preparing and implementing effective media strategies for Directorate and PHRT initiatives; producing and editing material for internal and external publication including function briefs, media releases and speeches; liaising effectively with media representatives and internal and external stakeholders on behalf of the Directorate; supporting whole-of-government media liaison activities; and advising senior management and the Minister's Office on best-practice media liaison and issues management matters. This is a rewarding role for a dynamic, energetic and proactive media specialist who wants to contribute to high-profile ACT Government projects. The successful applicant will have proven experience in communications, exceptional oral, written and interpersonal skills and an interest in and understanding of local political issues.

Eligibility/Other Requirements: Relevant tertiary qualifications highly desirable.

Contact Officer: Susanne Roberts (02) 6207 4553 or 0414 805 456 susanne.roberts@act.gov.au

Access Canberra – Construction, Environment and Workplace Protection

Utilities Technical Regulation

Electrical Engineer

Senior Officer Grade C \$97,514 - \$104,967 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 37638)

Gazetted: 27 September 2016

Closing Date: 21 October 2016

Details: Access Canberra has been set up to make it easier for business, community organisations and individuals to work with ACT Government. An electrical engineer is required to support the Technical Regulator with compliance, auditing and inspections of electricity utilities; contributing to the annual Technical Regulator's report and supporting large renewable energy generators and the light rail system in acquiring operating certificates. You will work with a multi-disciplinary team on a number of concurrent projects including stakeholder engagement, compliance activity, and industry support and providing technical input into policy development.

Eligibility/Other Requirements: An Engineering degree, with demonstrably relevant competency in electrical engineering in utility networks, renewable energy systems and/or DC traction power systems.

Notes: This temporary position is available from November 2016 to June 2018. This temporary position may be offered at the Administration Service Officer 6 level.

Contact Officer: Simon Grice (02) 6205 3078 simon.grice@act.gov.au

Shared Services ICT

Technology Services

Applications Service Delivery

Senior Application Packager

Senior Information Technology Officer Grade C \$97,514 - \$104,967 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 16476)

Gazetted: 23 September 2016

Closing Date: 30 September 2016

Details: The Senior Application Packager is responsible to manage the development, integration and deployment of software packages across the ACT Government desktop environment. The successful candidate for the role works under broad direction and is fully responsible for the provision of technical expertise and meeting the technical and/or project/management and customer service objectives of the role.

Note: This is a temporary position available until 30 June 2017.

Contact Officer: Stephen Cox (02) 6207 8789 stephen.cox@act.gov.au

Venues Canberra

Venue Manager – GIO Stadium

Senior Officer Grade C \$97,514 - \$104,967 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 29588)

Gazetted: 27 September 2016

Closing Date: 11 October 2016

Details: Venues Canberra is responsible for the management of the Territory's major venues, being Exhibition Park in Canberra, GIO Stadium, Manuka Oval and Stromlo Forest Park. We are currently looking to recruit an appropriate candidate for the position of Venue Manager – GIO Stadium. The successful candidate will prepare and manage the day to day operations of GIO Stadium for all event and non-event related activities liaising with relevant stakeholders as required. This role is multi faceted requiring a candidate that can demonstrate strong Facility Management, Event Management and Project Management skills. Due to the nature of the role the successful candidate will need a minimum of one to three years experience having managed a venue that regularly host NRL and Super Rugby matches.

Eligibility/Other Requirements: One to three years experience in venue/event management for mass gatherings managing a venue with a capacity in excess of 20,000. Driver's licence. Willingness to work after hours, public holidays and weekend work as required. First Aid Certificate.

Contact Officer: Matthew Elkins (02) 6256 6708 matthew.elkins@act.gov.au

Shared Services ICT

Technology Services

Service Assurance

Configuration Officer

Information Technology Officer Class 2 \$77,482 - \$88,676 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 09907)

Gazetted: 28 September 2016

Closing Date: 6 October 2016

Details: Shared Services Information and Communication Technology (ICT) organisational objectives through the delivery of quality customer services and ICT solutions. The Configuration Officer will be responsible in providing support to the Configuration Manager in managing and maintaining the Configuration Management Database (CMDB).

Note: This temporary position is available as soon as possible to 24 March 2017.

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

Applications should be sent to the contact officer.

Contact Officer: Phil Kerin (02) 6207 1478 phil.kerin@act.gov.au

Enterprise Canberra

Office of International Engagement

Executive Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 37566)

Gazetted: 28 September 2016

Closing Date: 13 October 2016

Details: The Office of International Engagement is seeking a dynamic Executive Officer. The Executive Officer will possess a high level of organisational, interpersonal and liaison skills. The Executive Officer will provide executive support to the Commissioner including overseeing event management, preparing complex correspondence and information management and analysis. The Office of International Engagement, led by the Commissioner for International Engagement, is responsible for coordinating the ACT's international relations. Working across government, and in particular with Enterprise Canberra and in close collaboration with industry and research institutions, the Office develops programs and strategies in line with the CBR brand to grow Canberra's international reputation.

Contact Officer: Karen Kennedy (02) 6205 8332 karen.kennedy@act.gov.au

Shared Services

Business Services

Strategic Finance

Financial Accountant

Administrative Services Officer Class 6 \$77,482 - \$88,676 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 01578, several)

Gazetted: 23 September 2016

Closing Date: 7 October 2016

Details: The Shared Services Strategic Finance, Reporting and Budgeting team is seeking expressions of interest for the Financial Accountant positions. The position provides strategic financial management, advice and support to the business units of Shared Services and the Directorate. The Financial Accountant is responsible for financial management reporting, assisting with Shared Services budgeting requirements and the preparation of various financial reconciliations and analyses. The position is also responsible for resolving business related accounting issues and for the ongoing development and improvement of financial processes, policies and procedures.

Eligibility/Other Requirements: Relevant tertiary qualifications in accounting, commerce, finance or related field is required as well as ASCPA or ICA membership, or progression towards these qualifications is required. This position is available for temporary filling for a period of six months with the possibility of extension and/or permanency from this merit process.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement addressing the selection criteria, contact details of at least two referees and current curriculum vitae.

Written referee reports to be provided at time of interview.

Contact Officer: Michelle Chu (02) 6205 2670 michelle.chu@act.gov.au

Shared Services

Technology Services

Service Assurance

Asset Coordinator

Administrative Services Officer Class 5 \$71,907 - \$76,114 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 16474)

Gazetted: 27 September 2016

Closing Date: 11 October 2016

Details: The Service Assurance team are looking for an experienced candidate to support the achievement of Shared Services Information and Communications Technology (ICT) organisational objectives through the delivery of quality customer services and ICT solutions. The Asset/Refresh Coordinator will be responsible to co-ordination and manage the replacement of ICT assets across ACT Government's Directorates following the life-cycle management process.

Contact Officer: Sandra O'Rourke (02) 6207 7924 sandra.o'rourke@act.gov.au

Access Canberra

Projects, Governance and Support

Finance and Budgets

Records Officer

Administrative Services Officer Class 5 \$71,907 - \$76,114 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 04281)

Gazetted: 27 September 2016

Closing Date: 5 October 2016

Details: Access Canberra has a temporary vacancy for a Records Officer. The person we are looking for will be highly adaptable and creative in their approach to Records management and reporting, problem solving and analysis and provision of records advice. They will be working in a small team of highly motivated, focussed, service-oriented records people in a fun, new and exciting organisation. We are looking for someone who is motivated, proactive and excited to work in an agile and flexible work environment with a focus on delivering high level customer service.

Eligibility/Other Requirements: Qualifications and/or experience in records management is highly desirable.

Notes: This temporary position is available as soon as possible for up to 12 months, with the possibility of extension. Successful applicants may be selected on application and referee report only.

Contact Officer: Hollie Hughes (02) 6205 2536 hollie.hughes@act.gov.au

Shared Services

Shared Services ICT

Business Application Management

Business Systems Support Officer

Administrative Services Officer Class 5 \$71,907 - \$76,114 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 01338, expected vacancy)

Gazetted: 22 September 2016

Closing Date: 6 October 2016

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

Eligibility/Other Requirements: Participation in the afterhours on-call roster for application support is mandatory once skill set is developed. The possession of, or the ability to attain a baseline security clearance is a requirement. Awareness of privacy and confidentiality when working with health business applications and information would be an advantage. Educational and professional qualifications checks may be undertaken prior to employment. Willingness to obtain qualifications in IT applications training would be an advantage.

Contact Officer: Sara Brown (02) 6207 1288 sara.brown@act.gov.au

Access Canberra

Construction, Environment and Workplace Protection

Environment Regulation and Protection

Environment Protection Officer

Technical Officer Level 3 \$67,119 - \$75,852 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 10691)

Gazetted: 23 September 2016

Closing Date: 7 October 2016

Details: Under general direction, Investigate less complex issues and complaints relating to environment protection and nature conservation issues including taking measurements, samples, photographs and statements; Carry out inspections to assess compliance with relevant legislation and prepare statutory documents relating to these matters; Liaise with industry and the community to implement education strategies to encourage the adoption of best environment protection practises and nature conservation practises; Prepare briefs for prosecutions relating to breaches of administered legislation. Appear in court and give evidence on these matters; Provide technical advice on environment protection matters where necessary; Participate in an after-hours callout roster to provide emergency response to breaches of administered legislation; Perform delegated duties as directed in administering Environment Protection and Water Regulation legislation; This position does not involve direct supervision of personnel.

Eligibility/Other Requirements: Current ACT or equivalent driver's licence. Relevant technical training or experience is highly desired.

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

Contact Officer: Rodney Dix (02) 6207 2586 rodney.dix@act.gov.au

Asbestos Response Taskforce

Communications and Personal Support

Communications Team

Administration Officer

Administrative Services Officer Class 4 \$64,700 - \$70,057 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 35832)

Gazetted: 23 September 2016

Closing Date: 30 September 2016

Details: Expressions of interest are invited to temporarily fill the position of Administration Officer supporting the Communications Team in The Asbestos Response Taskforce. The successful applicant will be an enthusiastic and experienced Administration Officer and will support the preparation and delivery of a range of communication and engagement activities for the Taskforce. The Asbestos Response Taskforce promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. We encourage people with a disability,

people from an Aboriginal or Torres Strait Islander background, young people and people from culturally diverse backgrounds to apply for this position.

Note: This is a temporary position available until 30 June 2017 with the possibility of extension. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Helen Horsburgh (02) 6205 3903 helen.horsburgh@act.gov.au

Land Development Agency

Sales, Marketing and Property Management

Sales Marketing and Land Management

Administrator

Administrative Services Officer Class 4 \$64,700 - \$70,057 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 33683)

Gazetted: 28 September 2016

Closing Date: 6 October 2016

Details: The Land Development Agency is seeking an enthusiastic and experienced Administrator Officer to support the Sales Marketing and Land Management branch responsible for the marketing, setting reserve prices, selling and maintaining land. This position will assist the sales team with the valuations and land sales program. Duties will include drafting letters and work orders (quotes); organising meetings with internal and external stakeholders; tracking projects & jobs; records management and providing direction and backup support to the sales reception desk. Other duties will include any supporting tasks involved with running sales events such as: tenders; auctions; ballots; and counter sales.

Eligibility/Other Requirements: Strong customer service, interpersonal skills and the ability to maintain and manipulate spreadsheets will be an advantage. Sales, Marketing or Event experience. Experience in using HP Records Manager (TRIM) and Objective. Intermediate skills in using large excel tables and spreadsheets. An understanding of the ACT Governments Land Release program and Development process.

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. This role may involve some after-hours and weekend work. Selection may be based on application and referee reports only.

Contact Officer: Stephen Terracini (02) 6207 7231 stephen.terracini@act.gov.au

Shared Services ICT

Technology Services

Service Assurance

ICT Purchasing Officer

Administrative Services Officer Class 3 \$58,278 - \$62,720 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 14478, several)

Gazetted: 28 September 2016

Closing Date: 6 October 2016

Details: The Service Assurance team are looking for an experienced candidate to support the achievement of Shared Services Information and Communication Technology (ICT) organisational objectives through the delivery of quality customer services and ICT solutions. The ICT Purchasing Officer will be responsible for assisting in the purchasing and management of the purchasing of ICT goods and services on behalf of the ACT Government.

Notes: This temporary position is available for 24 October 2016 to 31 March 2016.

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

Applications should be sent to the contact officer.

Contact Officer: Phil Kerin (02) 6207 1478 phil.kerin@act.gov.au

Indigenous Trainee

Traineeship \$44,000, Canberra (PN: IDT2017)

Gazetted: 28 September 2016

Closing Date: 21 October 2016

Details: The ACT Public Service employs approximately 22,000 staff to deliver services and support government functions in the ACT. These services include schools, hospitals, transport, parks, tourism, infrastructure and more.

It is unique amongst Australian jurisdictions as we combine roles that other jurisdictions divide between state and municipal governments into one level of government. As a result, the ACTPS is a dynamic employer offering a diverse range of career opportunities and on many occasions the chance to see the direct impact of work you do in the community. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. If you're looking to start a challenging and rewarding career where you'll have the opportunity to play a role in helping to shape Canberra's future, apply now for the 2017 Indigenous Employment Traineeship. The traineeship provides successful applicants: 12 month work experience; a commencing salary of \$44,000pa approx; Certificate level work place based training qualification; and permanency upon successful completion of the program.

Eligibility/Other Requirements: The positions will be 'identified' - Indigenous positions (that is, only those applicants who have identified as being Indigenous may be employed to that position). Applicants must be at least 16 years of age. Applicants must be an Australian citizen, hold Australian permanent residency status or be a New Zealand citizen who resides in Australia and who holds a Special Category Temporary Residence visa (SCV).

How to Apply: For Further information about the Indigenous Traineeships and how to apply please visit www.jobs.act.gov.au/inclusion or by emailing the Inclusion Traineeship team at inclusionemployment@act.gov.au. Contact Officer: William Towler (02) 6205 3629 william.towler@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

Strategy, Participation and Early Intervention

Quality, Complaints and Regulation

Senior Manager

Senior Officer Grade A \$133,383 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 11519)

Gazetted: 28 September 2016

Closing Date: 6 October 2016

Details: The Senior Manager is responsible for undertaking key regulatory action under legislation and for shaping the regulatory program delivered by the Directorate. The Senior Manager must exercise a high level of understanding of risk responsive regulation, risk assessment and management with particular reference to human service delivery holding the position of Human Services Registrar. The position requires the incumbent to develop strong networks within ACT Government and the community services sector, as well as with regulators across Australia.

Eligibility/Other Requirements: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People 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

Notes: This temporary position is available as soon as possible to 3 February 2017.

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

Applications should be sent to the contact officer.

Contact Officer: Sally Gibson (02) 6205 5202 sally.gibson@act.gov.au

Strategy, Participation and Early Intervention

Service Design, Policy and Accountability

Performance and Accountability

Senior Manager

Senior Officer Grade A \$133,383 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 31298)

Gazetted: 23 September 2016

Closing Date: 7 October 2016

Details: The Strategy, Participation and Early Intervention division is responsible for the provision of human service policy, programs and funding, governance and advice to the Senior Executive and the Office of the Minister. The Performance and Accountability section supports the Community Services Directorate's drive for evidence-based decisions, policies and practice, and improve its organisational planning, performance and accountability. This is achieved by supporting the Directorate to acquire, share, analyse and use the best-possible data and analytics, and supporting the design of innovative, outcomes-oriented social investment approaches. The Directorate is seeking an experienced Senior Manager to lead and manage the Performance and Accountability section; provide high level advice in relation to the Directorate's evidence-based planning, policies, programs and services; and lead and manage data activities and related projects. The Senior Manager will work across the Directorate and government to improve outcomes for Canberrans.

Contact Officer: Kate Starick (02) 6205 9828 kate.starick@act.gov.au

Child and Youth Protection Services

Legal Services

Senior Manager Legal Services

Legal 2 \$131,229 - \$136,623 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 02789)

Gazetted: 27 September 2016

Closing Date: 14 October 2016

Details: The Senior Manager Legal role is responsible for providing strong leadership for the Legal Services team, representing and exercising the powers of the Director-General in all Child and Youth Protection Services matters before the courts and tribunal according to legislative and policy requirements.

Eligibility/Other Requirements: Admission as a practitioner, however prescribed, of the High Court or the Supreme Court of an Australian State or Territory. Sound and comprehensive legal experience, relevant to the legal work performed by the Community Services Directorate, in either or both public and private sectors. Five years plus post admission as a Solicitor in relevant legal work preferred.

Notes: This is a temporary position available for a period of 12 months. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Jodie Robinson (02) 6205 4430 cypsrecruitment@act.gov.au

Child and Youth Protection Service

CYPS, Operations North, South and Intake

Team Leader - Child and Youth Protection Services Operations

Health Professional Level 4 \$97,514 - \$104,967 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 03854)

Gazetted: 22 September 2016

Closing Date: 11 October 2016

Details: The Health Professional Level 4 Team Leader role is focussed on providing strong leadership to build an integrated multidisciplinary team that supports effective service delivery to meet our statutory obligations and deliver on our strategy of creating a continuum of care for our clients.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. At least five years experience in human service delivery. Current driver's licence.

Notes: This is a permanent position. A merit list may be established to fill future temporary vacancies which may arise over the next 12 months. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Jodie Robinson 62054430 cypsrecruitment@act.gov.au

Housing and Community Services

Housing ACT

TFM Procurement

Project Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 37599)

Gazetted: 27 September 2016

Closing Date: 5 October 2016

Details: Housing ACT is seeking an enthusiastic and motivated person to provide assistance to the Managers responsible for undertaking a major ACT Government procurement project with a range of activities including project management, consultancies; providing assistance to senior management regarding the status of the project, preparing briefs and reports.

Note: This temporary position is available as soon as possible for up to 18 months.

Contact Officer: Caroline Hall (02) 6205 4655 caroline.hall@act.gov.au

Housing and Community Services

Executive Support Unit

Executive Assistant

Administrative Services Officer Class 4 \$64,700 - \$70,057 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 11641)

Gazetted: 27 September 2016

Closing Date: 11 October 2016

Details: We are looking for a person who has proven high level competency working for a Senior Government Executive. The position occupant will require excellent interpersonal, administrative and coordination skills and have the ability to manage sensitive and confidential issues. The position also requires the ability to use a variety of computer applications and to work as a member of a small team in a busy environment.

Contact Officer: Sue McInnes (02) 6207 1396 sue.mcinnnes@act.gov.au

Child and Youth Protection Services

Child and Youth Protection Services

Operational Support

Operational Support Officer

Administrative Services Officer Class 4 \$64,700 - \$70,057 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 10106)

Gazetted: 22 September 2016

Closing Date: 6 October 2016

Details: Child and Youth Protection Services (CYPS) is seeking highly motivated Operational Support Officer. The successful applicant will be focussed on supporting CYPS to deliver the best possible life outcomes for children and young people through administrative support across a range of functions (including special projects). Resilience, Integrity, Flexibility, Teamwork and Relationship Building are key to being successful in this position.

Eligibility/Other Requirements: Proficiency with Microsoft products and database systems. Experience and/or desire to work in a Community Services environment. A current driver's licence.

Note: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804
Contact Officer: Sheree McMillan (02) 6207 4792 sheree.mcmillan@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**

Office for Schools Belconnen Network Hawker Primary School Business Manager

Administrative Services Officer Class 6 \$77,482 - \$88,676 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 36255)

Gazetted: 22 September 2016

Closing Date: 14 October 2016

Details: Hawker School is seeking a highly experienced officer for the position of Business Manager. The successful candidate will manage the business aspects of a dynamic educational environment with high level responsibility for Human Resource, Finance, Risk and Directorate Compliance management. High level knowledge and skills in management, and systems design and implementation is essential, along with communication skills to ensure outstanding service delivery. The Business Manager is required to work in partnership with the Principal to ensure the needs of the school community are met, and system requirements are fulfilled. The successful applicant will engage as a member of the executive team. Further duties include developing policies and procedures relating to facilities management, and preparation of budgets, expenditure reviews, and financial returns. The Business Manager has responsibility for supervising and developing administrative and education support assistants. Eligibility/Other Requirements: 1. Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: www.worksafe.act.gov.au/health_safety. 2. 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 Access Canberra/ Desirable: 3. Working knowledge of the MAZE management systems. 4. A Current First Aid certificate or willingness to undertake appropriate training. This position requires a high understanding of financial and HR management, computer systems and an understanding of the school environment.

Note: Applicants are strongly encouraged to contact the Principal for further information regarding this position. Successful applicant may be selected from application and referee reports only. Please provide two referee reports when submitting an application, if and where possible.

Contact Officer: Mandy Kalyvas (02) 6205 7733 mandy.kalyvas@ed.act.edu.au

Deputy Director General Information and Knowledge Services Digital Transformation Communications Officer

Administrative Services Officer Class 5 \$71,907 - \$76,114 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 35485)

Gazetted: 27 September 2016

Closing Date: 11 October 2016

Details: The Education Directorate is engaged in an exciting and challenging multi-year upgrade of its IT Portfolio across school and student administration, business intelligence systems and staff support. The person in this position will be supporting the Information and Knowledge Services Branch in the research, preparation, approval and tracking of branch communications particularly briefs to/from the Executive of the Directorate. The person

will also support project activity by engaging in project workshops, meetings and support for project boards. You will need to be self-motivated, adaptable and have efficient and effective communication skills. You will have highly developed work management and organisational skills including the ability to effectively manage workloads, work independently and as part of a small team, deliver high quality service to internal and external stakeholders and meet workplace objectives.

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

Contact Officer: Ian French (02) 6205 9103 ian.french@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

Environment

Parks and Conservation Service

Biosecurity and Rural Services

Wildlife Management Program Coordinator

Senior Officer Grade C \$97,514 - \$104,967 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 17376)

Gazetted: 27 September 2016

Closing Date: 14 October 2016

Details: The Wildlife Management Program Coordinator is responsible for coordinating ACT Government wildlife management programs with a primary focus on kangaroo management. Responsibility includes coordination of all planning, procurement, correspondence, licensing and reporting requirements for government wildlife management on both public and private land in the ACT. The successful applicant will have extensive experience and highly developed skills in developing and implementing land and natural resource management programs with particular reference to budget, project, contract and risk management and capacity to plan and deliver large and complex works programs on time and on budget. The person will also have highly developed written and oral communication, representational and interpersonal skills, including negotiation and community liaison. An understanding of Incident Control Systems (ICS) and experience in the control of an Incident Management Team would also be desirable. See Duty Statement for further detail.

Eligibility/Other Requirements: Relevant tertiary qualifications in Natural Resource Management Environmental Science or equivalent, desirable. Be prepared to work after hours on an "as needs basis" at various sites, sometimes for extended periods including on weekends, public holidays and evenings. Be prepared to wear a uniform; and possess a manual driver's licence.

Note: This is a temporary position available until 30 September 2017. Selection may be based on written application and referee reports only.

Contact Officer: Bruce Lambie (02) 6207 2264 bruce.lambie@act.gov.au

Sustainability and Climate Change

Sustainability Programs

Business Unit

Program Officer

Administrative Services Officer Class 5 \$71,907 - \$76,114 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 20219)

Gazetted: 28 September 2016

Closing Date: 12 October 2016

Details: The Sustainability Programs section supports the Directorate by managing the development and delivery of a range of sustainability programs for ACT Households, businesses and schools. The Business Unit delivers these services to businesses in the ACT. This position sits within the business unit and supports the delivery of waste and recycling programs to businesses, office and public event holders.

Eligibility/Other Requirements: Current driver's licence essential.

Note: This is a temporary position available until 30 June 2017 with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Alison Rowe (02) 6205 4257 alison.rowe@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

Women, Youth and Children

Paediatrics

Paediatrician

Specialist/Senior Specialist \$159,644 - \$215,686, Canberra (PN: 37442)

Gazetted: 29 September 2016

Closing Date: 6 October 2016

Overview of the work area and position: A part time (0.5FTE) temporary two year position is available at the Paediatrics Department from January 2017 until December 2018. Paediatrics at Canberra Hospital (PatCH), the Paediatric Unit in the Centenary Hospital collocated with Canberra Hospital, can cater for up to 50 inpatients, and has an active medical and surgical day stay and clinical investigation unit, and a busy and growing outpatient department. There is also a tertiary accredited Level 5 NICU. The hospital also offers subspecialty paediatric care in areas of Paediatric Respiratory Medicine, Paediatric Nephrology, Paediatric Endocrinology and Diabetes. The Outpatient department includes a range of multidisciplinary clinics and is actively supported by staff specialists and visiting consultants from Canberra and from Paediatric tertiary hospitals in Sydney. There is a Paediatric Surgical Unit that performs a wide range of paediatric and neonatal surgery and is an accredited paediatric surgical training centre. The emergency department for the Canberra Hospital sees over 18,000 paediatric presentations per year, and is accredited with the RACP for paediatric basic training and ACEM training. The department has an FRACP training program with a paediatric fellow, 10 registrars, 4 SRMO positions and 5 Resident positions. We regularly have candidates undertaking the DCH in preparation for RACP or RACGP training. There is an active junior doctor programme which is producing quality trainees interested in continuing in paediatrics. Involvement in departmental teaching is required and research is encouraged and supported. Canberra Hospital is the only paediatric tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region, serving a population of over half a million. Canberra Hospital is a modern 600-bed hospital providing most major medical and surgical sub-specialty services.

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$159,644 - \$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, ranges from \$261,392 - \$346,594.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Fellowship of the Royal Australian and New Zealand College of Paediatrics or equivalent high specialist qualifications, and must hold a current ACT drivers licence. Please note prior to commencement successful candidates will be required to: o undergo a pre-employment Police check.

Contact Officer: Dr Tim McDonlad (02) 6174 7607 tim.mcdonald@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

Population Health

Health Protection Service

Environmental Health Policy and Projects

Senior Policy Officer

Health Professional Level 4 \$97,514 - \$104,967 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 21360)

Gazetted: 29 September 2016

Closing Date: 6 October 2016

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are 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. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee.

Overview of the work area and position: The Environmental Health Policy and Projects team develops and implements public health policy, legislation and programs at the Territory and national levels in relation to food regulation and general environmental health issues including tobacco control and smoke-free policy. You will play a key role in a small team leading development and implementation of public health policy. The successful applicant will be proactive, flexible, adaptive and have a strategic outlook.

Eligibility/Other Requirements: Tertiary qualification – Science degree in a health related field is mandatory. Previous experience leading development and implementation of public health policy is desirable. Demonstrated high level experience in drafting Government correspondence such as briefings, reports and submissions. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: This is a temporary position available until 30 June 2017.

Contact Officer: Chris Kelly (02) 6205 1701 chris.kelly@act.gov.au

Canberra Hospital and Health Services

Health Care Improvement

National Standard Unit

Safety and Quality Data Officer

Senior Officer Grade C \$97,514 - \$104,967 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 04544)

Gazetted: 29 September 2016

Closing Date: 6 October 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The role of the Clinical Safety and Quality Unit (CSQU) is to promote and facilitate a culture of excellence, innovation, education and research in healthcare improvement through a framework designed for the delivery of a safe and reliable healthcare system. This is achieved through: Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation. Continually improving the quality of the services through active teaching, coaching, facilitation of improvement programs and the provision of information for service improvement. Overview of the work area and position: The structure of CSQU is aligned with the key elements of high quality health care, which includes: Clinical Governance Unit which incorporates the Patient Safety and Clinical Effectiveness Units. Quality Improvement Unit which includes the Patient Experience Unit, Education and Research, Accreditation Hub and SIP coordination. A Data Analyst role is available within the Clinical Effectiveness Unit of the Clinical Safety and Quality Unit of ACT Health

and provides a suite of indicators to the Canberra Hospital and Health Services Executives and senior managers. The position works within a team to deliver safety and quality metrics and analysis on a regular basis which assists the organisation to make strategic decisions to improve patient outcomes. This position will work as part of a dynamic team interacting across all areas within CSQU. You will use your data and analysis skills to provide strategic advice on best practice data management processes and effectively manage a database to identify trends, provide reports, and educate staff on quality and safety metrics. Information provided by this team assists ACT Health to improve the quality of patient care within Canberra Hospital and Health Services.

Eligibility/Other Requirements: Tertiary qualifications in a data management and analysis related field is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Belinda Yates (02) 6174 7938 belindam.yates@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

ACT Wide Mental Health Services

Older Persons Mental Health Team - Assertive Outreach Service

Registered Nurse Level 2 \$85,659 - \$90,789 | From 1 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 29932)

Gazetted: 29 September 2016

Closing Date: 13 October 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. The core values of Care, Excellence, Collaboration and Integrity were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: This nursing position is based in the Older Persons Mental Health Community Team's Assertive Outreach Service, providing intensive home based care to people in an acute phase of mental illness, as an alternative option to an inpatient admission. Older Persons Mental Health Community Team provides specialist mental health assessment and treatment for people over the age of 65 in the ACT.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHRRA). Tertiary qualification or equivalent in Nursing with current ACT registration where applicable, and/or eligibility for membership of the appropriate professional organisation. Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a temporary position available for a period of nine months.

Contact Officer: Kylie Henson (02) 6205 1957 kylie.henson@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Nurse - Older Persons Mental Health Community Team

Registered Nurse Level 2 \$85,659 - \$90,789 | From 1 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 23288)

Gazetted: 29 September 2016

Closing Date: 13 October 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); and Justice Health Services. Overview of the work area and position: This allied health position is based in the Older Persons Mental Health Community Team and works within a case/clinical management model. Older Persons Mental Health Community Team provides specialist mental health assessment and treatment for people over the age of 65 in the ACT.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Kylie Henson (02) 6205 1957 kylie.henson@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women and Babies

Senior Registered Nurse/Midwife

Registered Nurse Level 2 \$85,659 - \$90,789 | From 1 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 22295, several)

Gazetted: 29 September 2016

Closing Date: 13 October 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: Centenary Hospital for Women and Children (CHWC) is seeking experienced Registered Midwives with an interest in working in the Maternity. Vacancies exist in the Antenatal, Birthing and Postnatal Units. Full or part time will be considered. Women, Youth and Children Community Health Programs deliver 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 multidisciplinary context if not by a multidisciplinary team. The Centenary Hospital for Women and Children delivers both tertiary and low risk maternity care utilising models of specialised medical care, continuity of care and core midwifery services. The outpatients services provide maternity support for women during pregnancy working alongside the woman's General Practitioners and if required, the Fetal Medicine Unit. The Birthing service is both a tertiary facility and a Labour Birth Recovery Postnatal (LBRP) model where well women and babies can discharge home to the ambulatory midwifery services after 6 hours from birthing.

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration as a Midwife with the Australian Health Practitioner Regulation Agency. Prior to commencement successful candidates will be required to undergo

a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: Full-time and part-time positions are available; salary is pro rata for part-time.

Contact Officer: Birthing CMC - Wendy Alder (02) 61426151 email wendy.alder@act.gov.au, Antenatal CMC - Helen Perkins (02) 6142 6251 helen.perkins@act.gov.au or Postnatal CMC - Jenni Eling (02) 61426281 jennifer.eling@act.gov.au

Canberra Hospital and Health Services

Office of the Deputy Director General

ACT Chief Nurse

Allied Health Student Clinical Placement Officer

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 18726)

Gazetted: 29 September 2016

Closing Date: 6 October 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Clinical Placement Office is part of the Office of the ACT Chief Nurse and coordinates clinical placements for nursing, midwifery, medical and allied health students in accordance with the Deeds and Schedules that exist with education providers. Under the broad direction of the Clinical Placement Office Manager, you will provide coordination and monitoring of allied health student clinical placements across ACT Health, supporting the Allied Health Clinical Education Coordinator in the development of allied health education across the organisation. You will provide advice to education providers and students in relation to the student record system and assist with auditing, data analysis and reports.

Eligibility/Other Requirements: Mandatory: Appropriate allied health professional qualification in a CHHS recognised Allied Health Profession. For applicants from a regulated allied health profession evidence of current registration with the relevant National Board. Desirable: A broad knowledge of allied health professions. Willingness to take a lead in the development of the student clinical placement on line management system. Demonstrated knowledge and experience in using Information Technology Computer systems, including maintenance of data integrity within ACT Health databases. Proven ability to analyse and report about statistical data applications. Holds a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is part-time temporary position available at 32 hours per week for a period of 12 months.

Contact Officer: Julie Kussey (02) 6174 5127 julie.kussey@act.gov.au

Strategy and Corporate

E-Health and Clinical Records

Recurring Supplies and Maintenance

Health Services Directory Support Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 30677)

Gazetted: 29 September 2016

Closing Date: 6 October 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Health-e Future Program has been established as part of a \$90 million investment in e-health capacity and ICT infrastructure. The objective of this program of work is to deliver digital technology innovations that put the customer at the centre of the solution. Patient Centric solutions being delivered as part of the Health-e Future Program include: Clinical Systems that provide a consolidated, shareable patient-centric health record enabling information to be available to the right person at the right place and time; Support Services that use technology to efficiently manage the resources which support the Health Directorate in the areas of patient administration and service delivery, staff management, food services, and bed management; Digital Health Infrastructure to provide the foundation to bring existing infrastructure to the standards and capabilities necessary to support future technologies. Overview of the work area and position: The Clinical Systems Program provides program and project management for the delivery and support of clinical systems. The program includes two streams: Patient Record Systems that provide a consolidated, shareable, patient-centric health record enabling information to be made available to the right person at the right place and time; and, Clinical Decision Support Systems that provide healthcare professionals with better access to clinical research and evidence, and clinical decision-support tools to enable improvements in the quality, safety and efficiency of clinical practices. As part of a team, reporting to the System Support Manager, perform duties to support the ongoing coordination of the Health Services Directory and maintenance of the "Find a Health Service" application.

Eligibility/Other Requirements: Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Chris Jeffrey (02) 6207 9427 chris.jeffrey@act.gov.au

Strategy and Corporate

E-Health and Clinical Records

ISB Management and Strategy

Personal Assistant to Chief Information Officer

Administrative Services Officer Class 5 \$71,907 - \$76,114 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 33930)

Gazetted: 29 September 2016

Closing Date: 6 October 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Information and Communication Technology (ICT) Branch is led by the Chief Information Officer (CIO) who provides high-level leadership and advice on policies, planning, and implementation of strategies in relation to ICT across ACT Health. Overview of the work area and position: This position provides a high level of administrative support to the Chief Information Officer, as well as supporting others in the Information and Communication Technology Branch's Executive Team.

Eligibility/Other Requirements: Previous experience as a personal assistant is preferred. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Jennie McDonald (02) 6244 2678

Canberra Hospital and Health Services

Deputy Director General - Canberra Hospital and Health Services

ACT Chief Nurse

Administration Support Officer

Administrative Services Officer Class 4 \$64,700 - \$70,057 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 14109)

Gazetted: 29 September 2016

Closing Date: 6 October 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They

were developed by us, for us and are unique to our work. At ACT Health we are 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. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: The Clinical Placement Office is part of the Office of the ACT Chief Nurse and coordinates clinical placements for nursing, midwifery, medical and allied health students in accordance with the Deeds and Schedules that exist with education providers.

Under broad direction, you will be responsible for providing administrative services to the Clinical Placement Office, with a focus on the effective use of the student placement database to enable and monitor student placements. You will provide advice to education providers and students in relation to the student record system and assist with auditing, data analysis and reports.

Eligibility/Other Requirements: Desirable: Experience with student clinical placement management systems. Take a lead in the ongoing development of the student clinical placement management system. Experience in undertaking audits and data analysis. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Sian Finch (02) 6174 5127

**Canberra Hospital and Health Services
Surgery, Oral Health and Imaging
Operating Room
Peri-Operative Unit**

Registered Nurse Level 1 \$61,683 - \$82,398 | From 1 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 25826, several)

Gazetted: 29 September 2016

Closing Date: 6 October 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Surgery and Oral Health 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. Overview of the work area and position: The Peri-Operative Unit at Canberra Hospital consists of a Day of Surgery Admissions (DOSA) Unit, 13 Operating Theatres covering a wide range of surgical specialities, Post Anaesthetic Care Unit (PACU) and a 12 bed Extended Day Surgery Unit (EDSU) together with several out of areas procedural/invasive specialty areas. The Instrument/Circulating RN implements a systematic and planned approach to activities associated with the provision of holistic patient care during surgical interventions. The nursing care associated with the provision of surgery is delivered within current standards and guidelines.

Eligibility/Other Requirements:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: There are several permanent and temporary positions available for filling. There are both full-time and part-time hours available.

Contact Officer: Margaret Lepper (02) 6244 2765 margaret.lepper@act.gov.au

Canberra Hospital and Health Services

Women's, Youth and Children

Women and Babies

Registered Midwife

Registered Nurse Level 1 \$61,683 - \$82,398 | From 1 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 31456, several)

Gazetted: 29 September 2016

Closing Date: 13 October 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Centenary Hospital for Women and Children, as part of ACT Health, have Permanent, Temporary and Casual full-time and part-time positions available in their Antenatal, Birthing and Postnatal Units. We are seeking experienced Midwives with a good team spirit to fill these positions.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency as a Midwife. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Birthing CMC - Wendy Alder (02) 61426151 email wendy.alder@act.gov.au, Antenatal CMC - Helen Perkins (02) 6142 6251 helen.perkins@act.gov.au or Postnatal CMC - Jenni Eling (02) 6142 6281

Canberra Hospital and Health Services

Clinical Support Services

Pharmacy - TCH

Rotational Pharmacist

Health Professional Level 2 \$59,971 - \$82,328 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 31663, several)

Gazetted: 29 September 2016

Closing Date: 13 October 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are 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. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Under the direction of the Deputy Director of Pharmacy Clinical Services, the pharmacists will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centered service. The pharmacy team charter is "Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community". Work Level Standards Principles - With professional supervision: Promote client outcomes through the provision of high quality clinical pharmacy services across designated areas or units as part of a team; Apply knowledge, skills,

professional judgment and initiative in the delivery of routine services; Provide individual or group service delivery in all components of the medication management pathway.

Eligibility/Other Requirements: Be registered as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA). Minimum 12 months paid professional relevant workplace experience and all relevant professional requirements. Highly desirable: At least two years clinical experience as a Registered Pharmacist in the hospital setting. SHPA membership. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Work across multiple CHHS sites.

Note: There are several permanent and temporary positions available for filling.

Contact Officer: Stuart Margison (02) 6244 2121 stuart.margison@act.gov.au

**Canberra Hospital and Health Services
Rehabilitation, Aged Care and Community Care
Client Support Services**

Equipment Services Health Service Officer

Health Service Officer Level 3 \$46,966 - \$48,493 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 28693)

Gazetted: 29 September 2016

Closing Date: 6 October 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Equipment Loan Service requires a Equipment Services Health Service Officer to assist with the cleaning of returned equipment, the delivery and collection of equipment to client's homes across the ACT community, stores related duties, maintenance tasks and other duties as required by the Coordinator of Oxygen and Equipment Services and Senior Stores Supervisor. The successful applicant must be able to physically manage manual handling tasks related to storage, transit, assembly and installation of a wide range of equipment. The equipment includes items such as hospital beds, recline/lift powered chairs, hoists and specialised mattress replacement systems.

Eligibility/Other Requirements: Current driver's licence with unblemished driving record. A high level of physical fitness is required, with no history of illness or injury that could prevent the performance of all duties. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a full-time temporary position available for a period of 12 months.

Contact Officer: Cheryl Spence (02) 6205 2603 cheryl.spence@act.gov.au

Canberra Hospital and Health Services

Women's, Youth and Children

Children, Youth and Women's Health Program

Clinical Nurse Consultant Community Paediatrics and Child Health Service

Registered Nurse Level 3.2 \$111,021 | From 1 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 37142)

Gazetted: 29 September 2016

Closing Date: 6 October 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Women, Youth and Children Community Health Programs deliver a range of health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team. Overview of the work area and position: The Clinical Nurse Consultant is responsible for clinical nursing support, operational management and leadership within the Community Paediatric and Child Health Service (CPOCHS). The CPOCHS provides clinical treatment, education and care coordination for children with

suspected or established developmental delay or disability and children with biological / medical causes of behavioural and emotional disturbance.

The successful applicant will have advanced clinical skills, experience in managing systems of clinical governance, leading quality improvement and participating in research; and the capacity to represent the service throughout the ACT and liaise with colleagues nationally. This is a rewarding and exciting position within a vibrant, expanding service that will require someone with the ability to be flexible and initiate and manage change within the service. Eligibility/Other Requirements: Be registered with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse. Holds or is progressing towards a post graduate qualifications in a relevant field, for example Child and Family Health, Paediatric Nursing is desirable.

Prior to commencement successful candidates will be required to undergo a pre-employment Police check, provide a Compliance Certificate from the OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: This is a permanent part-time position available at 20 hours per week.

Contact Officer: Bronwyn Roberson (02) 6244 2712 Bronwyn Roberson (02) 6244 2712

bronwyn.roberson@act.gov.au

**Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Justice Health Services**

Nurse - Forensic Mental Health Service

Registered Nurse Level 3.2 \$111,021 From 1 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 36227)

Gazetted: 29 September 2016

Closing Date: 6 October 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Forensic Mental Health Services is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers particularly with regards to suicide and self harm. It is an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at Level RN2 and support the Team Leader. You will be required to undertake professional development and supervision and participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencing in this role, current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. Current driver's licence. Holds or is working towards post graduate in clinical nursing practice is highly desirable. Previous experience within a corrections/forensics, environment would be well regarded.

Contact Officer: Jaime Bingham (02) 6205 1551 jaime.bingham@act.gov.au

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

**Law Courts and Tribunal
Executive
Executive Officer**

Senior Officer Grade A \$133,383 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 37642)

Gazetted: 22 September 2016

Closing Date: 6 October 2016

Details: The ACT Law Courts and Tribunal is seeking a strategic thinker and communicator to work with the Principal Register to deliver a range of key commitments for the overarching governance and administration of the Supreme Court, Magistrates Court, ACT Civil and Administrative Tribunal and the Forensic Medical Centre. Ideally you will have legal qualifications and a high degree of expertise and experience relevant to planning, directing and guiding the delivery of policies and arrangements to support the effective governance and administration of the courts and tribunal. A number of the activities are fundamental to the change management process currently underway within the courts and tribunal as a result of the new courts facility and the new case management system.

Eligibility/Other Requirements: Legal qualifications preferable.

Notes: This temporary position is available as soon as possible to 30 June 2017.

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

ACT Emergency Services Agency

Risk and Planning

Digital Services Manager

Senior Officer Grade C \$97,514 - \$104,967 From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 15238)

Gazetted: 22 September 2016

Closing Date: 6 October 2016

Details: The Emergency Services Agency (ESA) is seeking to engage a Digital Services Manager. This role, which has dual reporting lines to the Executive Director ESA Risk and Planning and the Executive Director Justice and Community Safety (Governance), will take a key role in strengthening existing website hosting services and content management systems within the ESA and broader Directorate and provide leadership too, work with, and support staff engaged in application development and graphic design.

Eligibility/Other Requirements: Desirable: Current unrestricted driver's licence. PHP/MySQL programming experience. Managing scalable applications and other resources on Amazon Web Services (AWS). Understanding of DNS, load balancing concepts and high-traffic websites Experience in HTML5, CSS3 and JavaScript coding Experience in basic Linux administration Experience with Git/Github.com source code control.

Contact Officer: Nick Lhuede (02) 6207 8606 nick.lhuede@act.gov.au

ACT Law Courts and Tribunal

Registry Operations

Civil Unit

Senior Support Officer

Administrative Services Officer Class 4 \$64,700 - \$70,057 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 43618, several)

Gazetted: 23 September 2016

Closing Date: 7 October 2016

Details: The ACT Law Courts and Tribunal Administration is seeking persons with a mature approach, well developed communication skills, the ability to work well within a changing environment and the capacity to work with people from diverse backgrounds to undertake the role of Senior Support Officer in the Civil Unit of Registry Operations. The successful applicants will assist Senior Team Leaders in training of staff and in controlling workflow of the Unit, performing administrative registry duties, providing procedural advice to clients and relevant agencies, processing court documents when received, maintaining the internal registry computer system and undertaking research and reporting on less complex issues as required.

Note: These are temporary positions available for a period of up to 12 months. An order of merit will be established to fill future identical positions which may arise over the next 12 months.

Contact Officer: Lynette Ashlin (02) 602 71320 lynette.ashlin@courts.act.gov.au

Transport Canberra and City Services

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

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

Transport Canberra and City Services

City Services

Infrastructure, Planning and Operations

City Presentation

Director, City Presentation

Executive Level 1.3 \$224,134 - \$233,847 depending on current superannuation arrangements, Canberra (PN: E611)

Gazette: 29 September 2016

Closing Date: 6 October 2016

Details: The Director City Presentation leads teams responsible for: Management of city services such as urban open space and public place horticultural and asset maintenance, public domain graffiti management and cleaning program and management of the Territory pound; Management and planning of the Territory's public treescape and urban forest; Development and management of policies and regulations related to the use of public land; Management of licensing and compliance associated with animal welfare, tree protection and use of public land; Provision of strategic policy and regulatory advice on animal welfare matters and funding and associated governance arrangements relating to the RSPCA-ACT. The role requires the ability to work under pressure to tight deadlines, delivering quality outcomes on behalf of multiple stakeholders and to represent TCCS at relevant forums and committees.

Note: Remuneration: The position attracts a remuneration package ranging from \$224,134 - \$233,847, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$176,592.

Contract: The successful applicant will be engaged under a performance based contract for up to six months with the possibility of extension up to two years.

How to Apply: Applicants should submit a curriculum vitae and address the Executive Capabilities and Job Specific Criteria. Contact details for two referees should be provided. Applications should be sent to the Contact Officer.

Contact Officer: Jim Corrigan 02 6207 5819 jim.corrigan@act.gov.au

City Services

Infrastructure, Planning and Operations

Roads ACT

Director, Roads ACT

Executive Level 1.3 \$224,134 - \$233,847 depending on current superannuation arrangements, Canberra (PN: E276)

Gazetted: 28 September 2016

Closing Date: 12 October 2016

Details: Transport Canberra and City Services is seeking applications to fill a vacancy as the Director, Roads ACT. The Roads ACT team is responsible for the management, use and maintenance of the ACT roads, bridges, footpaths, traffic lights, street lighting and the stormwater infrastructure asset base. The role is also responsible for management of Canberra's traffic, line-marking, project management, sign design and manufacture and response to emergency works that is underpinned by a 24 hour service.

The position also provides policy advice to the ACT Government on road infrastructure issues in the ACT, the region and nationally.

The position manages a staffing level of around 90 employees and an annual maintenance budget of more than \$50 million.

The role requires exceptional leadership, management and negotiation skills in a variety of forums and, at times, the media. The role requires highly developed skills in project management and delivery.

Remuneration: The position attracts a remuneration package ranging from \$224,134 - \$233,847, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$176,592.

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

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

How to Apply: Applicants should submit a curriculum vitae and address the Executive Capabilities and Job Specific Criteria. Contact details for two referees should be provided.

Contact Officer: Jim Corrigan (02) 6207 5819 jim.corrigan@act.gov.au

City Services

Infrastructure, Planning and Operations

Capital Works

Director, Capital Works

Executive Level 1.3 \$224,134 - \$233,847 depending on current superannuation arrangements, Canberra (PN: E840)

Gazetted: 28 September 2016

Closing Date: 5 October 2016

Details: The Capital Works team is responsible for the project management of all capital works programs for the Directorate. The team works in conjunction with all business units within the Directorate and liaises extensively with other agencies within the ACT Government. The Director, Capital Works, is responsible for the management and delivery of the Directorate's extensive capital works program. The capital works program is expected to be delivered within budget and in a timely manner. In 2016/17 the capital works program consists of approximately 120 projects valued at \$321m. The role requires exceptional leadership, management and negotiation skills in a variety of forums and, at times, the media. The role requires highly developed skills in project management and delivery.

Remuneration: The position attracts a remuneration package ranging from \$224,134 - \$233,847, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$176,592.

Contract: The successful applicant will be engaged under a performance based contract for up to six months with possibility of extension for up to two years.

How to Apply: Applicants should submit a curriculum vitae and address the Executive Capabilities and Job Specific Criteria. Contact details for two referees should be provided.

Contact Officer: Jim Corrigan 02 6207 5819 jim.corrigan@act.gov.au

City Services

Libraries ACT

Digital Services

Integrated Library ICT Project Manager

Senior Officer (Technical) Grade C \$97,514 - \$104,967 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 37641)

Gazetted: 22 September 2016

Closing Date: 6 October 2016

Details: We are seeking an experienced Project Manager to direct and implement an ICT infrastructure project to procure and implement an Integrated Library Management System (ILMS). The successful applicant will work with business teams, specialist project teams, vendors and other stakeholders to deliver the project on time and on budget.

Eligibility/Other Requirements: Tertiary qualifications in Project Management and/or Government, OR at least three years demonstrated experience in successfully managing and delivering complex ICT projects. Certification in Project Management by a recognised professional body is highly desirable. Experience delivering IT outcomes in the GLAM sector is highly desirable. Good physical fitness and stamina, and the ability and willingness to undertake physical and repetitive tasks requiring pushing, lifting and bending, and being on your feet for long periods. Libraries ACT operate seven days per week and this position may require working weekday and weekend shifts at any Libraries ACT location.

Note: This is a temporary position available until 18 September 2018.
Contact Officer: Sarah Steed (02) 6207 5156 sarah.steed@act.gov.au

Transport Canberra

Transport Canberra Executive

Business Support Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 33706)

Gazetted: 22 September 2016

Closing Date: 6 October 2016

Details: Transport Canberra is seeking a person with high level administrative and business coordination skills to fill the role of Business Support Officer. The successful applicant will have the ability to identify, develop, and implement administrative systems and processes to support quality business outcomes and requirements for the whole of Transport Canberra. The ability to prepare a wide range of documents and progress with limited supervision a variety of projects will be essential. The successful applicant will also be required to possess high-level administrative support to the Transport Canberra Executive team and have strong oral and written communication and interpersonal skills to ensure effective liaison with key shareholders of Transport Canberra. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace.

Notes: As part of this commitment, we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Contact Officer: Michael Lawrence (02) 6205 0467 michael.lawrence@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.

Transport Canberra

ACTION

Belconnen Depot

Administration and Charter Officer

Administrative Services Officer Class 4 \$64,700 - \$70,057 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: A20192)

Gazetted: 22 September 2016

Closing Date: 29 September 2016

Details: ACTION is responsible for the provision of bus services to the ACT community, and is particularly focussed on customer service and sustainable transport outcomes, through safe bus operations. ACTION employs over 700 staff and is responsible for significant capital assets through bus fleet, depots and workshops. The administration and charter position is a critical role within the administration team. This position is responsible for managing all the charter bookings for ACTION buses as well as ensuring staff and buses are available to conduct the charter.

The position also prepares the relevant quotes, itineraries and invoices for all bookings. In order to carry out the tasks associated with this position, knowledge of the Public Transport Industry, specifically bus operations, is desirable. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability, to apply.

Contact Officer: Malcolm Howard (02) 6207 7640 malcolm.howard@act.gov.au

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

APPOINTMENTS

Chief Minister, Treasury and Economic Development

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

Joel David Alcock 833-44174, Section 68(1), 6 October 2016

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

Johnathan O'Neill 848-83209, Section 68(1), 19 September 2016

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

Jolene Petterson 848-75639, Section 68(1), 21 September 2016

Community Services

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

Khan Aziz 846-87048, Section 68(1), 22 September 2016

Senior Officer Grade A \$133,383

Deborah Foulcher 517-68386, Section 68(1), 28 September 2016

Education

General Service Officer Level 6 \$53,337 - \$55,760

Victor Amsteins 848-83014, Section 68(1), 15 September 2016

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

Camille Carroll: 848-64243, Section 68(1), 22 September 2016

Health

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

Timothy Aust 847-01604, Section 68(1), 19 September 2016

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

Louise Burgess 762-91609, Section 68(1), 23 September 2016

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

Lartaye Dennis 840-50856, Section 68(1), 27 September 2016

Assistant in Nursing \$47,454 - \$49,060

Ginu George 844-34374, Section 68(1), 6 October 2016

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

Amie Johns 846-98740, Section 68(1), 28 September 2016

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

Vincent Kizhakkanadiyil Lukose 844-33312, Section 68(1), 22 September 2016

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

Janelle Marek 845-21048, Section 68(1), 22 September 2016

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

Mana Montazer 845-21443, Section 68(1), 21 September 2016

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

Joice Perunnilathil Joseph 850-41812, Section 68(1), 1 November 2016

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

Kathryn Pierce 844-32766, Section 68(1), 12 October 2016

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

Benjamin Stone 844-33611, Section 68(1), 6 October 2016

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

Kylie Worboys 845-21080, Section 68(1), 23 September 2016

Office of the legislative Assembly

Information Technology Officer Class 2, \$77,482 - \$85,454

Thomas Griffiths (00747), Public Sector Management 24 (1), 27 October 2016

Justice and Community Safety

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

Michael Robinson 848-80825, Section 68(1), 13 September 2016

Legal 2 \$131,229 - \$136,623

Philippa Spence 853-29285, Section 68(1), 26 October 2016

TRANSFERS

Health

Caroline Makurumure: 795-53045

From: Registered Nurse Level 1 \$82,398

Health

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

Health, Canberra (PN. 28463) (Gazetted 11 August 2016)

Office of the Legislative Assembly

Michelle Polkinghorne: 791-36268

From: Administrative Service Officer Class 6, \$77,482 - \$ 88,676

Chief Minister, Treasury and Economic Development Directorate

To: Administrative Service Officer Class 6, \$77,482 - \$ 88,676

Office of the Legislative Assembly, Canberra (PN.331 (Previously 418)) (Gazette 29/7/2016)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Enterprise Canberra

Innovate Canberra

Invest Canberra

Christopher Holly: 820-96586

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 09684) (Gazetted 29 July 2016)

Office of the Head of Service

Sarah KALLESKE: 517-33060

From: Administrative Services Officer Class 6 \$77,482 - \$88,676

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 36704) (Gazetted 2 September 2016)

Shared Services

Information and Communication Technology

Business Application Management

Chanaka Wijesena Langappuli: 836-15667

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

Canberra Institute of Technology

To: †Senior Information Technology Officer Grade C \$97,514 - \$104,967

Chief Minister, Treasury and Economic Development, Canberra (PN. 05455) (Gazetted 2 March 2016)

Environment and Planning

Strategic Planning

Bronwyn Noack: 820-87372

From: Administrative Services Officer Class 6 \$77,482 - \$88,676

Environment and Planning

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

Environment and Planning, Canberra (PN. 37612) (Gazetted 15 June 2016)

Health

Canberra Hospital and Health Services

Women, Youth and Children

Womens and Babies

Chanel Connor: 842-87271

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

Health

To: †Registered Nurse Level 3.2 \$111,021

Health, Canberra (PN. 22188) (Gazetted 21 July 2016)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Sijimol Joseph: 824-32324

From: Registered Nurse Level 1 \$61,683 - \$82,398
Health
To: Registered Nurse Level 2 \$85,659 - \$90,789
Health, Canberra (PN. 14268) (Gazetted 7 July 2016)

**Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Justice Health Services**

George Tsakalos: 821-15513

From: Administrative Services Officer Class 3 \$58,278 - \$62,720
Health
To: Administrative Services Officer Class 4 \$64,700 - \$70,057
Health, Canberra (PN. 37325) (Gazetted 11 August 2016)

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

Kristi-Lee Vaughan: 830-79446

From: Administrative Services Officer Class 3 \$58,278 - \$62,720
Health
To: Administrative Services Officer Class 4 \$64,700 - \$70,057
Health, Canberra (PN. 25066) (Gazetted 25 August 2016)

**Canberra Hospital and Health Services
Medicine
Infectious Diseases**

Sandra Fisher 824-44159

From: Administrative Services Officer Class 2 \$51,436 - \$56,796
Health
To: Administrative Services Officer Class 3 \$58,278 - \$62,720
Health, Canberra (PN. 24928) (Gazetted 11 August 2016)

Justice and Community Safety

**Legislation, Policy and Programs
Road Safety and Transport Regulation**

Geoffrey Robert Davidson: 785-38230
From: Senior Officer Grade B \$114,847 - \$129,290
Justice and Community Safety
To: †Senior Officer Grade A \$133,383
Justice and Community Safety, Canberra (PN. 22300) (Gazetted 18 August 2016)

**ACT Corrective Services
Community Corrections
Probation and Parole Unit**

David William Fulton: 840-30521
From: Administrative Services Officer Class 6 \$77,482 - \$88,676
Justice and Community Safety
To: †Senior Officer Grade C \$97,514 - \$104,967
Justice and Community Safety, Canberra (PN. 47586) (Gazetted 29 June 2016)

Transport Canberra and City Services

**Roads and Infrastructure
City Services**

City Presentation/Place Management

Malcolm James Gale: 820-82168

From: Technical Officer Level 4 \$77,482 - \$88,676

Environment and Planning

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

Transport Canberra and City Services, Canberra (PN. 33868) (Gazetted 15 August 2016)

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