



ACT Government Gazette

Gazetted Notices for the week beginning 12 January 2017

VACANCIES

Calvary Health Care ACT (Public)

Social Work and Psychology (SWAP)

Social Work

Social Worker

Health Professional Level 3 \$85,967- \$90,583, Canberra (PN: TBA)

Gazetted: 18 January 2017

Closing Date: 31 January 2017

Details: Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvary.mercury.com.au>

Reference Number: 14380

Contact Officer: Michelle Greene michelle.green@calvary-act.com.au

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

Nursing

Breast Care

Breast Care Nurse Registered Nurse Level 2

Registered Nurse Level 2 \$86,944 - \$92,151, Canberra (PN: TBA)

Gazetted: 18 January 2017

Closing Date: 6 February 2017

Details: Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvary.mercury.com.au>

Reference Number: 14372

Contact Officer: Andrew Mead andrew.mead@calvary-act.com.au

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

Psychology (SWAP)

Psychology

Mental Health

Psychologist

Health Professional Level 3 \$85,967- \$90,583, Canberra (PN: TBA)

Gazetted: 18 January 2017

Closing Date: 31 January 2017

Details: Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvary.mercury.com.au>

Reference Number: 14380

Contact Officer: Michelle Greene michelle.greene@calvary-act.com.au

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

People and Organisational Development

Learning and Development

Clinical Development Nurse Level 2

Registered Nurse Level 2.1 - Registered Nurse Level 2.4 \$86,944 - \$92,151, Canberra (PN: TBA)

Gazetted: 16 January 2017

Closing Date: 3 February 2017

Details: Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvary.mercury.com.au>

Reference Number: 14296

Contact Officer: Kylee Gardiner kylee.gardiner@calvary-act.com.au

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

Canberra Institute of Technology

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

Corporate Services

Corporate Finance Group

Administration Officer

Administrative Services Officer Class 3 \$59,152 - \$63,661, Canberra (PN: 54222)

Gazetted: 17 January 2017

Closing Date: 31 January 2017

Details: Ability to independently carry out complex administrative requirements of CIT systems and procedures for training initiatives funding through the ACT Funding Agreement with Skills Canberra, to ensure compliance against the ACT Standards. Exercise judgement to interpret guidelines and procedures to seek resolution of issues arising from complex, but routine, enquiries and work tasks. Maintain and interrogate local information management systems such as Banner, Client Relationship Management System (CRM), and ACT Vocational Education and Training Administration Records Systems (AVETARS). CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal and Torres Strait Islander peoples and/or people with a disability.

Note: This is a temporary position available up to 31 December 2017 with the possibility of extension. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general staff and CIT Enterprise Agreements.

Contact Officer: Sheree Billingham (02) 6207 2010 sheree.billingham@cit.edu.au

CIT Student and Academic Services

CIT Student and Academic Services Management

Business Analyst, Service Improvement

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 38130)

Gazetted: 16 January 2017

Closing Date: 31 January 2017

Details: Canberra Institute of Technology (CIT) is seeking a Business Analyst to support the Digitalisation Strategy project for 2017. The Digitalisation Strategy project is one of the strategic initiatives within the CIT Strategic Compass 2020. The project will develop a Digital Strategy to streamline and transform CIT's service delivery through digitalisation. Within the Digitalisation project, CIT is forming a new Service Improvement Team to work closely with the business to design and deliver automated and streamlined business processes. The primary focus will be on moving from complex manual processes to fully digitised dynamic e-form solutions supported by seamless integration of technology. The Team will work in an agile environment and use their advanced knowledge of business process development, standardisation, improvement and redesign methods to lead/support digital transformation. CIT is 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: The following experience is highly desirable: Minimum five years as a dedicated Business Analyst, CRM experience highly regarded and eLearning system experience highly regarded.

Note: This temporary position is available until 15 December 2017 with the possibility of extension.

Contact Officer: Sarah Dixon (02) 6205 3277 sarahk.dixon@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**

Shared Services

Shared Services, Information and Communication Technology Team

Business Application Management

Client Services Team Leader

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 02303)

Gazetted: 17 January 2017

Closing Date: 24 January 2017

Details: This role will be required to assist the Health ICT and ACT Health in particular the Operations Support Manager in the supervision and technical leadership of the Client Services team. Review and implement support processes and procedures in order to provide efficiencies and high quality customer services. Manage and take ownership of complex work requests to fulfil ACT Health ICT requirements. Maintain and enhance relationships with ACT Health stakeholders, Shared Services and third party vendors.

Eligibility/Other Requirements: The possession of, or the ability to attain a Baseline Security Clearance is a requirement. Knowledge of/or experience working in a Health environment would be advantageous but is not essential.

Note: This is a temporary position available until 30 June 2017 with the possibility of extension and/or permanent filling from this recruitment process. Selection may be based on application and referee reports only.

Contact Officer: Paul Tarjan (02) 6207 9657 paul.tarjan@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.

Shared Services

Partnership Services Group

Business Application Management

Deputy ICT Manager

Senior Information Technology Officer Grade C \$98,977 - \$106,542, Canberra (PN: 23181)

Gazetted: 13 January 2017

Closing Date: 27 January 2017

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) ICT Business Application Support is seeking a suitably experienced person for the role of Deputy ICT Manager. The successful occupant will be responsible for support, maintenance, diagnosis and fault escalation process for a range of business applications within CMTEDD with a focus on Access Canberra. The role will also be responsible for providing effective staff leadership and engagement with the Directorate to broker or advice on current and future ICT needs in the context of broader ACT Government. You will have excellent communication skills and ability to develop strong stakeholder relationships using your excellent client service, liaison and negotiation skills. An ability to work within a busy team environment and manage priorities and personal workload is essential.

Eligibility/Other Requirements: Highly desirable: ITIL Foundations and Practitioners Certificates. Project Management certification (Prince2 or equivalent).

Note: This is a temporary position available for a period of six months with the possibility of extension and/or permanency from this process. Two written referee reports will be requested at interview.

Contact Officer: David Collins (02) 6207 5318 david.collins@act.gov.au

Shared Services

Shared Services ICT

Business Applications and Strategy

Senior Software and Report Developer

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 02232)

Gazetted: 12 January 2017

Closing Date: 19 January 2017

Details: Recruiting for a driven Senior Software Application and Report Developer with strong experience in contemporary software development methodologies and practices to provide software development services and to drive the Whole of Government Report Data Analytics and BI services.

Note: A written response to the selection criteria will be required for your submission to be eligible. Written referee reports are required with submission.

Contact Officer: Hamish Armstrong (02) 6205 9501 hamish.armstrong@act.gov.au

Treasury

ACT Insurance Authority

Senior Risk Manager, ACT Insurance Authority

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 37990)

Gazetted: 17 January 2017

Closing Date: 31 January 2017

Details: We have an exciting opportunity for a Senior Risk Manager to be a part of our Insurance and Risk Management team. This position plays a key role in providing leadership in risk management across the ACT Government and driving transition towards best practice risk management in partnership with colleagues, stakeholders and our partners. Responsibilities: Assist the Insurance and Risk Manager to develop and deliver operational and strategic risk management initiatives to ACT Government Directorates and staff. Develop and deliver targeted risk management training programs and projects. Develop, maintain and promote relevant risk management policy documents and templates used by ACT Government agencies supported by the department. Undertake analysis of the ACT Governments risk profile, including the review of claims data, to identify current and emerging risks and trends. Liaise where appropriate with insured ACT Government agencies, the ACT Government Solicitor and other service providers. This position may involve direct supervision of personnel.

Note: All Applications, including Application Cover Sheet, your written response to the selection criteria (maximum of two pages) and resume must be submitted to jobs@act.gov.au

Contact Officer: Marion Lynch (02) 6207 0308 marion.lynch@act.gov.au

Shared Services

Shared Services ICT

Business Application Management

Senior Integration Support Officer

Senior Information Technology Officer Grade C \$98,977 - \$106,542, Canberra (PN: 37710)

Gazetted: 17 January 2017

Closing Date: 31 January 2017

Details: This role requires a technical specialist with knowledge to support the Health applications and associated systems. Particular emphasis on Health's integration engine, HL7, XML, CDA standards and the secure messaging infrastructure and other related systems.

Eligibility/Other Requirements: The possession of, or the ability to attain a Baseline Security Clearance. Knowledge of Health applications such as Patient Administration, Medical Record and Clinical Systems and databases would be highly advantageous. Awareness or knowledge of Orion suite of products, integration concepts and integration standards such as HL7, would be highly advantageous. Qualifications in ITIL or experience working in an ITIL environment would be an advantage but not essential. Educational and professional qualifications checks may be undertaken prior to employment. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This position is being readvertised and previous applicants will be considered and need not reapply.

Selection may be based on written application and referee reports only. This position will be required to participate in an out-of-hours and on-call roster.

Contact Officer: Michael Cowey (02) 6205 6927 michael.cowey@act.gov.au

Strategic Finance

Finance Officer

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 10886)

Gazetted: 13 January 2017

Closing Date: 27 January 2017

Details: The Strategic Finance team is seeking a Finance Officer to join our team. Under general direction, this officer will be required to: preparation of monthly, quarterly and annual financial reports; development of the Directorate's budget, forward estimates and associated budget documents; provision of administrative support,

including research, report preparation and presentation of financial data; co-ordinate and provide input into the internal budget process in liaison with business units and other financial tasks as required.

Eligibility/Other Requirements: Accounting qualifications or study towards accounting qualifications is required.

Previous experience working with Finance Systems, in particular TM1, would be an advantage.

Note: This is a temporary position available until 31 July 2017 with the possibility of extension and/or permanency.

Contact Officer: Yuliani Tan (02) 6207 0964 yuliani.tan@act.gov.au

Enterprise Canberra

Office of the Deputy Director General

Executive Team

Communications Officer

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 37988)

Gazetted: 12 January 2017

Closing Date: 26 January 2017

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) has an exciting opportunity for an experienced Communications Officer to join the Organisational Capability unit within Enterprise Canberra. The successful candidate will be a central point of contact for Enterprise Canberra, working closely with the Executive team, CMTEDD Central Communications, and the Ministers offices. You will work closely with the various business units within Enterprise Canberra, to ensure effective communication, coordination and collaboration; provide communications and events advice to Directorate line areas and management; manage quality assurance of branch internal and external communication and events; and identify potential media opportunities and events. You will have excellent communications skills and an ability to develop strong relationships with internal and external stakeholders using your excellent client service, liaison and negotiation skills. You will have an ability to work within a busy team environment and manage priorities and personal workload, with a flexible approach to work and the ability to respond to tight deadlines in a high pressure environment. This position does involve direct supervision of personnel.

Eligibility/Other Requirements: Relevant tertiary qualifications, and/or relevant experience as a graded Journalist or in a similar Public Relations and Media Management role is essential.

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

Contact Officer: Deborah Clayton-Baker (02) 6207 1339 deb.clayton-baker@act.gov.au

Enterprise Canberra

Office of the Deputy Director General

Executive Team

Business Development Officer

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 36430)

Gazetted: 16 January 2017

Closing Date: 30 January 2017

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) has an exciting opportunity for a Business Development Officer to join the Organisational Capability unit within Enterprise Canberra. The successful candidate will provide support to the Manager – Business Development. You will work closely with the various business units within Enterprise Canberra, to improve the effectiveness of business processes; coordinate the management of whole of division systems and provide project management support. You will have experience in project delivery, an ability to work within a busy team environment and manage priorities and personal workload, with a flexible approach to work and the ability to respond to tight deadlines in a high pressure environment. This position does involve direct supervision of personnel.

Note: This is a temporary position available until 31 October 2017 with the possibility of extension and/or permanency from this process. Selection may be based on written application and referee reports only.

Contact Officer: Deborah Clayton-Baker (02) 6207 1339 deb.clayton-baker@act.gov.au

Treasury

ACT Insurance Authority

Claims Officer, ACT Insurance Authority

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 56085)

Gazetted: 17 January 2017

Closing Date: 31 January 2017

Details: As a Claims Officer you will be part of the Claims Management team which manages various types of claims made by ACT Government agencies and by members of the community against the Territory. You will work closely with all ACT Insurance Agency (ACTIA) staff to meet the operational objectives associated with the delivery of ACTIA functions. Under general direction, manage a portfolio of insurance claims to resolution in an orderly, timely and cost-effective manner; be responsible for maintaining the accuracy and integrity of the data contained within the claims management systems; liaise where appropriate with insured ACT Government agencies, the ACT Government Solicitor, other service providers/stakeholders and third party claimants; work closely with other staff in the Authority to achieve broader organisational objectives and provide advice to the Claims Manager and General Manager as required on claims issues. This position does not involve direct supervision of personnel.

Note: All Applications, including Application Cover Sheet, your written response to the selection criteria (maximum of two pages) and resume must be submitted to jobs@act.gov.au

Contact Officer: Amanda Lyrstakis (02) 6207 0518 amanda.lyrstakis@act.gov.au

Workplace Safety and Industrial Relations

Injury Management and Safety

Case Manager

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 11769, several)

Gazetted: 17 January 2017

Closing Date: 9 February 2017

Details: An exciting opportunity exists in the Injury Management and Safety Team, Workplace Safety and Industrial Relations. The position involves the delivery of high quality, timely and individually tailored case management and return to work services to a diverse range of operational areas. A key aspect of the role is fostering working relationships with managers, employees, and allied health professionals and proactively communicating and coordinating day to day case management activities to drive optimum and sustained outcomes. This is a fast-paced operational environment and the ability to meet tight deadlines while managing competing priorities is essential. The successful applicants will have well developed problem solving and time management skills and demonstrate a high level of resilience.

Eligibility/Other Requirements: Qualifications and/or extensive practical experience in compensation and rehabilitation case management, Human Resources, Allied Health or other related will be well regarded.

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

Contact Officer: Penny Shields (02) 6207 5229 penny.shields@act.gov.au

Shared Services

Shared Services, Information and Communication Technology Team

Business Application Management

Business Systems Support Officer

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 19528, several)

Gazetted: 18 January 2017

Closing Date: 1 February 2017

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: 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.

Participation in after hours and on-call roster for application support is mandatory once skill set is developed. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available until 28 February 2018 with the possibility of extension and/or permanency from this process. Selection may be based on written application and referee reports only.

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

Revenue Management

Operations

Admin Services Officer - Operations

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 05765)

Gazetted: 16 January 2017

Closing Date: 30 January 2017

Details: The Operations section is seeking a highly motivated and experienced Accounts Officer to join the team. The successful applicant will have excellent customer service skills, as well as demonstrated excellent written and oral communication skills. This position will be responsible for assessing and updating revenue accounts and professionally dealing with taxpayers and their representatives. Ideally, the successful applicant will have demonstrated knowledge of ACT tax legislation.

Note: This is a temporary position available for a period of 12 months with the possibility of permanency from this process. Selection may be based on written application and references only. Applicants are advised the response to the selection criteria should not exceed one page per criterion. Contact details of at least two referees are to be provided along with a current curriculum vitae.

Contact Officer: Jukka Siiteri (02) 6207 0042 jukka.siiteri@act.gov.au

LDA Sales, Marketing and Property Management

Sales, Marketing and Land Management

Marketing

Marketing and Events Coordinator

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 17114)

Gazetted: 13 January 2017

Closing Date: 27 January 2017

Details: The Land Development Agency (LDA) is seeking an enthusiastic Marketing and Events Coordinator to assist with the development and implementation of Marketing, Event and Sales campaigns. The role requires coordination of marketing and 'mingle' activities across multiple projects and includes community and stakeholder liaison, Event Management and Campaign Management of resident communications, marketing materials including social media support. There are opportunities for innovation and creativity to maximise customer engagement and interaction. The role works in a fast-paced environment with a focus on purchasers, residents and stakeholders. We are looking for a dynamic, dedicated, flexible team player who is passionate about marketing, events and the community.

Eligibility/Other Requirements: Current Drivers Licence is required. The position requires occasional after hours and weekend work for events. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to [-https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Contact Officer: Kahlea McGeechan (02) 6205 4735 kahlea.mcgeechan@act.gov.au

Strategic Finance

Finance Officer

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 31758)

Gazetted: 13 January 2017

Closing Date: 27 January 2017

Details: The Strategic Finance team is seeking a Finance Officer to join our team. Under general direction, the officer will be required to assist with the: preparation of monthly, quarterly and annual financial reports, development of the Directorate's budget, forward estimates and associated budget documents; provision of administrative support, including research, report preparation and presentation of financial data, co-ordinate and provide input into the internal budget process in liaison with business units and other financial tasks as required.

Eligibility/Other Requirements: Accounting qualifications or study towards accounting qualifications is required. Previous experience working with Finance Systems, in particular TM1, would be an advantage.

Note: This is a temporary position available until 31 July 2017 with the possibility of extension and/or permanency.
Contact Officer: Yuliani Tan (02) 6207 0964 yuliani.tan@act.gov.au

Land Development Agency

Greenfields

Engineering/Construction

Project Officer

Infrastructure Officer 1 \$65,272 - \$77,123, Canberra (PN: 18793)

Gazetted: 16 January 2017

Closing Date: 30 January 2017

Details: The Land Development Agency is seeking an enthusiastic Project Officer to join its Engineering/Construction team. The role includes providing administrative and Project Management support to the Engineering/Construction team. The successful candidate will be required to deliver small scale Land Development projects. The successful candidate will be highly organised and motivated and will enjoy the challenges of working in a dynamic, multiteam environment. Candidates should have a demonstrated knowledge of Project Management practices, have experience in Government Administration and should be an enthusiastic team player.

Eligibility/Other Requirements: Previous experience in Project Management is essential. Demonstrated experience with Word, Excel, Contract Management databases, Records Management, and Government Administration is essential.

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

Contact Officer: Raffaele Filardo (02) 6207 0565 raffaele.filardo@act.gov.au

LDA Sales, Marketing and Property Management

Sales, Marketing and Land Management

Sales

Receptionist

Administrative Services Officer Class 3 \$59,152 - \$63,661, Canberra (PN: 33034)

Gazetted: 13 January 2017

Closing Date: 27 January 2017

Details: The Land Development Agency (LDA) is seeking an enthusiastic person to perform reception duties for the Agency. This position is a front line customer service role that involves responding to a broad range of enquiries; face to face, over the phone and via email. It also provides support for administration tasks such as records management, capturing/monitoring expenditure and updating databases. We are looking for a dynamic, dedicated, flexible team player who is passionate about quality customer service. Previous experience in a customer service role and sound computer skills are preferred.

Eligibility/Other Requirements: This position requires a uniform. 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

Note: This position may be available on a job share arrangement. The position requires occasional after hours and weekend work for events.

Contact Officer: Melissa Anderson (02) 6205 7251 melissaa.anderson@act.gov.au

ACT Property Group

Property Projects and Services

Apprentice Electrician

Building Trade Apprentice \$32,789 - \$59,021, Canberra (PN: 27273)

Gazetted: 13 January 2017

Closing Date: 20 January 2017

Details: The ACT Property Group is seeking an experienced and enthusiastic person to fill the role of Electrician. The successful applicant will be required to deliver reactive and planned maintenance. The Successful applicant will be required to read and understand detailed plans; order materials; supply quotes; liaise with customers and

supervise apprentices. The ability to work as a team player as well as independently with limited supervision will be highly regarded.

Eligibility/Other Requirements: This is an Aboriginal and Torres Strait Islander identified. Have completed a Year 12 certificate; eligible to enrol in an Electrical Trade Course; and hold a current drivers licence or have the ability to obtain a drivers licence. Hold or have the ability to obtain the following cards with training provided by our nominated Registered Training Organisation; White Card; Asbestos Awareness; Height Safety; and Confined Space.

Note: This position is temporary commencing in February 2017 until February 2021. The position is being readvertised and previous applicants will be considered and need not reapply. 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: Steve McDougall (02) 6213 0712 steve.mcdougall@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.

Economic Development

Land Development

Strategy and Program Design

Senior Manager

Senior Officer Grade A \$135,384, Canberra (PN: 25122)

Gazetted: 18 January 2017

Closing Date: 1 February 2017

Details: The successful applicant will lead a small team that is responsible for the review and development of legislation relevant to the Economic Development portfolio. In addition to managing legislation, the team provides strategic policy advice to support responsibilities across Economic Development. The role has a particular focus on legislation and policy relating to land and property, as well as sport, recreation and other economic development initiatives. The position requires communication and liaison with external and internal stakeholders, including the Parliamentary Counsel's Office. High level written communication skills are essential in order to manage the preparation of documents for the Government and the ACT Legislative Assembly. This position is an opportunity for a motivated Senior Manager with strong legislation and policy development skills to make a significant contribution to economic development initiatives. The successful applicant will have high-level project management and leadership skills, and a high-level capacity to provide strategic direction and advice.

Eligibility/Other Requirements: Legal qualifications and/or experience, as well as experience in Legislative Assembly and Cabinet processes, would be highly desirable.

Contact Officer: Simon Tennent (02) 6205 4961 simon.tennent@act.gov.au

Treasury

ACT Insurance Authority

Manager Claim Services, ACT Insurance Authority

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 37989)

Gazetted: 16 January 2017

Closing Date: 30 January 2017

Details: The Manager Claim Services operates under broad direction and is responsible for the strategic and operational aspects of the delivery of Claim Management services to customers. The Claim Management team manages various types of claims made by ACT Government agencies and by members of the community. You will work closely with the Business Leadership group to meet strategic and operational objectives. Under broad direction be responsible for leadership and management of the Claim Services team delivering claim services to customers; work collaboratively and cooperatively with the leadership group within the group to achieve broader organisational objectives; represent the group as required in a range of situations with internal and external stakeholders. Develop and lead the implementation of process improvement and change management initiatives. Work to develop and maintain a high level of capability within the Claim Services team by recruiting mentoring, coaching and developing the abilities of claims team staff. Oversee and maintain the accuracy and integrity of the data contained within Claims Management systems in support of team objectives; develop and maintain a range of claim related reports for use by the agency clients and other functional areas of the group in support of overall objectives. Undertake analysis of claims data to identify current and emerging risk issues in consultation with other

business functional areas; liaise where appropriate with claimants, solicitors, insurers, employers, doctors, rehabilitation providers, investigators and debtors on complex claim related issues. Provide advice to the Assistant General Manager/General Manager as required on claims issues. This position involves supervision of up to six to eight Claims Management staff.

Note: All applications, including Application Cover Sheet, your written response to the selection criteria (maximum of two pages) and resume must be submitted to jobs@act.gov.au

Contact Officer: John Fletcher (02) 6207 0268 john.fletcher@act.gov.au

Workplace Safety and Industrial Relations

Injury Management and Safety

Quality Assurance and Reporting Manager

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 24852)

Gazetted: 17 January 2017

Closing Date: 9 February 2017

Details: The Quality Assurance and Reporting Manager reports to the Senior Manager, Injury Management and Safety Team within the Workplace Safety and Industrial Relations Division. The position provides the opportunity to contribute to the continuous improvement of injury and illness case management, rehabilitation and return to work outcomes across the ACT Government. The role involves a high level of stakeholder engagement, balanced with a focus on business process improvement, quality assurance and audit. Duties include the development and implementation of quality assurance systems and protocols, review and enhancement of case management processes supported by the establishment of robust data analysis and research methodologies. The incumbent will be required to operate with a strong regard for legislative requirements and business objectives whilst maximising customer services and team cohesion. The successful applicant will possess strong communication and interpersonal skills, whilst also being a strategic thinker with strong analytical abilities. Experience in business process improvement, quality assurance and/or audit is required, along with proven ability in the injury management and workers compensation field.

Eligibility/Other Requirements: Qualifications and/or extensive practical experience in compensation and rehabilitation case management, Human Resources, Allied Health or other related will be well regarded.

Note: Selection may be based on written application and referee reports only. This temporary position is available for a period of 12 months.

Contact Officer: Penny Shields (02) 6207 5229 penny.shields@act.gov.au

Economic Development

Land Development

Strategy and Program Design

Manager

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 18596)

Gazetted: 16 January 2017

Closing Date: 30 January 2017

Details: The position of Manager, Strategy and Program Design is part of a small team that provides policy and legislative development and strategic advice to support responsibilities across Economic Development. The role has a particular focus on policy and legislation relating to land and property, as well as sport, recreation and other economic development initiatives. The position requires communication and liaison with external and internal stakeholders, including the Parliamentary Counsel's Office. High level written communication skills are essential in order to manage the preparation of documents for the Government and the ACT Legislative Assembly. The successful applicant will be progressing a number of exciting and innovative projects relating to Strata Titling Reform, Combat Sports, Direct Land Sales Policy, and the Land Acquisitions Framework. This position is an opportunity for a motivated Manager with sound policy development skills to make a significant contribution to economic development initiatives and the successful applicant will have a proven ability to deliver quality policy and legislative outcomes within set timeframes, and to manage competing priorities.

Eligibility/Other Requirements: Legal qualifications and/or experience, as well as experience in Legislative Assembly and Cabinet processes, would be highly desirable.

Note: This is a temporary position available for a period of six months with the possibility of extension. Selection may be based on application and referee reports only. This is a readvertised position and previous applicants need not reapply.

Contact Officer: Simon Tennent (02) 6205 4961 simon.tennent@act.gov.au

Workplace Safety and Industrial Relations

Injury Management and Safety

Principal Advisor - Return to Work and Rehabilitation

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 38137)

Gazetted: 17 January 2017

Closing Date: 9 February 2017

Details: An exciting opportunity exists in the Injury Management and Safety Team, Workplace Safety and Industrial Relations for a candidate with significant and recent experience in workers' compensation and injury management to fill the new role of Principal Advisor – Return to work and Rehabilitation. This role will provide specialist advice and support in the areas of rehabilitation and injury management to the wider Injury Management and Safety team. The successful applicant will provide support, mentoring and coaching to rehabilitation case managers in the effective management of complex cases to maximise return to work outcomes, while developing the technical expertise of case managers and team leaders. Experience in managing return to work and providing advice and coaching in the effective management of workers' compensation claims is essential. Applicants should be able to demonstrate strong collaborative, communication and negotiation skills.

Eligibility/Other Requirements: Qualifications and/or extensive practical experience in compensation and rehabilitation case management, Human Resources, Allied Health or other related will be well regarded.

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

Contact Officer: Penny Shields (02) 6207 5229 penny.shields@act.gov.au

Communications

Whole of Government Communications

Manager, Projects and Content

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 17659)

Gazetted: 17 January 2017

Closing Date: 31 January 2017

Details: An opportunity is available for a talented government communicator to lead whole of government strategic communications for the central agency. Under broad direction of the Senior Manager, this role is responsible for the delivery of a range of significant whole of government communications services and projects as well as the leading content development for whole of government communications products.

Eligibility/Other Requirements: Relevant tertiary qualifications will be highly regarded, and/or appropriate experience in the delivery of digital communications.

Note: This position is temporary available ASAP until January 2018 with the possibility of extension.

Contact Officer: Nicole Mahar (02) 6205 9530 nicole.mahar@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

Child and Youth Protection Services

Melaleuca Place

Social Worker/Psychologist

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 33736)

Gazetted: 18 January 2017

Closing Date: 3 February 2017

Details: Applications are sought from interested and suitably experienced candidates for the position of Social Worker/Psychologist. The purpose of the position is to provide evidence-informed intervention within a small multidisciplinary team. This will involve trauma specific therapeutic support to children who have experienced complex trauma as a result of abuse and neglect and are current clients of the statutory services. In addition, the

position will also provide trauma specific training and education opportunities for carers and professionals working directly with children and young people.

Eligibility/Other Requirements: Social Work: Social Work Degree with eligibility for membership of the Australian Association of Social Workers plus a minimum of three years of practice experience in a relevant field is essential. Clinical Psychologist: Generalist or a specialist registration as a Psychologist with the Australian Health Practitioner Regulation Agency (APHRA) plus a minimum of three years practice in a relevant field is essential. Current driver's licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: Applications should outline experience and abilities against the selection criteria, and should include contact details of at least two references and current curriculum vitae. Selection may be based on written application and referee reports only.

Contact Officer: Tej Kaur (02) 6205 4134 tej.kaur@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

Organisational Integrity and Infrastructure

People and Performance

Director, People and Performance

Executive Level 1.3 \$224,134 - \$233,847 depending on current superannuation arrangements, Canberra (PN: E222)

Gazetted: 18 January 2017

Closing Date: 27 January 2017

Details: The People and Performance Branch incorporates three sections – HR People Services, HR Strategy and Employee Relations. The Branch is responsible for providing quality, client focused services to maintain a highly skilled, sustainable workforce.

This includes:

- providing high quality, client focused human resources services to ensure the Directorate maintains a highly skilled, sustainable workforce;
- providing expert advice and assistance to senior executives on a broad range of strategic HR management activities in accordance with relevant legislation, policies and guidelines;
- building organisational capability to achieve the outcomes of the strategic plan;
- developing and implementing Directorate strategy for workforce planning (including increasing teacher effectiveness);
- strategically analysing workforce data to underpin evidence based advice and support to the Directorate executive;
- building capacity of school principals as workforce leaders and managers;
- ensuring safety in schools and workplaces;
- supporting continuous improvement through workplace agreements;
- maintaining effective partnerships to ensure client focused services;
- ensuring the values and behaviours of the Directorate are upheld through strong HR policy and procedures.

Please contact Ms Meredith Whitten for specific deliverables during the period of the short term contract.

Interested candidates should submit an EOI of no more than two pages, details of two referees, a current CV and confirmation of their availability.

All expressions of interest should be emailed to Ms Meredith Whitten, Deputy Director-General Organisational Integrity, Education and Training Directorate (meredith.whitten@act.gov.au) by close of business on 27 January 2017.

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 the period 1 February 2017 to 30 June 2018.

Contact Officer: Meredith Whitten (02) 6207 0384 meredith.whitten@act.gov.au

**Deputy Director-General
Governance and Assurance
Ministerial and Commonwealth Relations
Senior Advisor
Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 09404)**

Gazetted: 17 January 2017

Closing Date: 31 January 2017

Details: Ministerial and Commonwealth Relations is seeking applications from experienced Senior Advisors. The successful applicant will be required to: Provide high level advice to the Director-General and Deputy Director-General on strategic, administrative and operational matters as required; Plan and manage cross Directorate projects and projects identified by the Director-General and Deputy Director-General; Prepare presentations as required and manage the preparation and quality assurance of speeches, reports and correspondence as required; Support the Director-General and Deputy Director-General at meetings with other Executives, governing bodies and provide advice for other high level meetings; and Assist in the management of the Ministerial and Commonwealth Relations team, providing professional guidance and mentoring to staff.

Contact Officer: Tracy Stewart (02) 6205 7661 tracy.stewart@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>**

**Population Health
Health Improvement
Health Promotion and Grants
Project Officer
Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 27112)**

Gazetted: 19 January 2017

Closing Date: 2 February 2017

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. Overview of the work area and position: The Health Improvement Branch (Health Promotion section) initiates and manages programs and initiatives that aim to improve the health of the ACT population. These initiatives are delivered in partnership with other agencies and include activities that influence the social, environmental and economic conditions that impact on population and individual health. Initiatives target the whole ACT population and specific population groups. Health Promotion is looking for a motivated and enthusiastic individual to help deliver on our health promotion priorities. Health promotion focuses on population-level health improvement through interventions aimed at a community or societal level, including supportive public policies. Applicants with excellent skills in developing and managing partnerships with diverse stakeholders will be viewed favourably. This position will be expected to be able to work across any area of the Health Promotion section as required.

Eligibility/Other Requirements: Relevant tertiary qualifications in the Public Health/Health Promotion domain is highly desirable. Demonstrable experience working as a Project Officer is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check.

Note: This is a permanent position. Both full-time and part-time hours will be considered however full-time is preferred. A merit list may be established to fill future vacancies at level, which may occur over the next 12 months. Selection may be based on written application and referee reports only.

Contact Officer: Helen Skeat (02) 6207 8738 helen.skeat@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

Emergency Services Agency ACT State Emergency Service Manager Policy and Planning Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 07760)

Gazetted: 12 January 2017

Closing Date: 30 January 2017

Details: A dynamic and enthusiastic person is sought for the position of Manager, Policy and Planning with the ACT State Emergency Service (ACTSES). You will be responsible to the Chief Officer, ACTSES for leading and managing the development of Service policy, and for contributing to the development and implementation of doctrine across the Emergency Services Agency. The Manager, Policy and Planning is also responsible for the development and oversight of planning documents, data management and coordination of Work Health and Safety for the business unit. You will be required to work with management, staff and volunteers of the ACTSES to ensure that appropriate and effective strategies, plans and policies are implemented to meet the needs of the community and the Service. You will be skilled in developing and maintaining effective working relationships with key stakeholders and will have previously managed, planned and evaluated risk assessment activities. Experience working in an Emergency Service Environment is an advantage. The successful applicant will be required to perform duties outside of normal business hours to support incidents or during a declared state of alert/emergency.

Eligibility/Other Requirements: Operational experience in Emergency Services is desirable. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: Applicants selected for interview will be required to provide two written referee reports at interview.

Contact Officer: Tracey Allen (02) 6207 8400 tracey.allen@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.

Legislation, Policy and Programs

Criminal Law

Senior Policy Officer

Legal 1 \$98,977 - \$122,597, Canberra (PN: 17013)

Gazetted: 16 January 2017

Closing Date: 30 January 2017

Details: The Criminal Law team in Legislation, Policy and Programs is seeking applications for a permanent Legal 1 position, at the high range of the classification (Legal 1.8 to 1.10). The team is responsible for Criminal Law Policy and Legislation in the ACT. The successful applicants will be required to cover a diverse range of legal and policy issues that impact on the Criminal Justice System in the ACT. Functions will include preparing advice and related reports and correspondence for the Attorney General, Minister for Justice, Minister for Police and Emergency Services and Minister for the Prevention of Domestic and Family Violence, managing justice related projects, engaging in consultation with the community and government and participating in local and national forums. The successful candidate will also be expected to contribute to the strategic direction of the team.

Eligibility/Other Requirements: Legal qualifications and experience developing Legislation essential.

Note: The commencing salary increment is dependent on the skills and experience of the successful candidate.

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.

Contact Officer: Victor Martin (02) 6205 0245 victor.martin@act.gov.au

Emergency Services Agency ICT Projects Project Support Officer

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 34794)

Gazetted: 16 January 2017

Closing Date: 23 January 2017

Details: ICT Projects within the Emergency Services Agency is looking for an enthusiastic, motivated and conscientious person to fill the position of Project Support Officer. The Project Support Officer will be responsible for the providing administrative assistance and support in the delivery of key projects such as the Computer Aided Dispatch System (000) and the Territory Radio Network. The successful applicant must have a demonstrated ability to work within a dynamic team and build strong relationships with key stakeholders. Demonstrated ability to use a variety of computer applications in the preparation of routine documents, such as MS Word and Excel skills, ability to use or quickly learn the MS Visio skills and have an understanding of MS SharePoint. Under the general direction of the Project Owner: Provide administrative assistance and support to project managers and subject matter experts in the delivery of key projects for the Emergency Services Agency Support various procurement activities which includes taking notes/minutes in evaluation and negotiation meetings, coordinate information distribution and demonstrate compliance to the probity guidelines Lodge key documentation to SharePoint/TRIM Assist in production, updates, and distribution of project documentation and contributes to project issues resolution and escalation Carry out other administrative functions as required and maintain professional and courteous relationship with all the Emergency Services Agency staff/stakeholders Maintain records in accordance with the *Territory Records Act 2002*.

Note: This is a temporary position available until 1 November 2017.

Contact Officer: Mark Austin (02) 6205 5292 mark.austin@act.gov.au

Emergency Services Agency

ACT Ambulance Service

People and Culture

Workforce Support Officer

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 09961, several)

Gazetted: 17 January 2017

Closing Date: 31 January 2017

Details: The Workforce Support Officer role provides roster and workforce support to the ACT Ambulance Service. To succeed in this role you must have excellent customer service and interpersonal skills and an ability to work in a small team in a time-sensitive environment.

Eligibility/Other Requirements: Typing competence of 30 wpm at 95% accuracy. Demonstrated computer literacy with experience in the use of Windows based computer applications. Demonstrated experience with electronic rostering systems and payroll management, relevant qualifications for the position is desired.

Note: This is a temporary position available for a period of up to 12 months with the possibility of extension and/or permanency.

Contact Officer: Deirdre MacDonnell (02) 6207 9987 deirdre.macdonnell@act.gov.au

ACT Emergency Services Agency

Governance and Logistics

Finance and Business Services

Business Improvement Officer

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 16507)

Gazetted: 13 January 2017

Closing Date: 27 January 2017

Details: The Business Improvement Officer is responsible for the reporting, governance, systems maintenance, and business improvement within the ACT Emergency Services Agency (ESA) under direction from the Business Manager. The Business Improvement Officer provides SmartAsset database support to the ESA. Specific functions include business solution development, reporting, and asset management.

Eligibility/Other Requirements: Desirable experience in the following: Demonstrated knowledge and experience working with a range of business software and applications, particularly SmartAsset, Microsoft Excel, Microsoft SharePoint. Experience in the field of Business, Data Analysis and Emergency Services is highly desirable. Ability to act in the role of Manager, Business Services for short periods of time.

Contact Officer: Rebecca Georges (02) 6207 4079 rebecca.georges@act.gov.au

ACT Law Courts and Tribunal Administration

Registry Operations

Sheriff's Assistant

Administrative Services Officer Class 3 \$59,152 - \$63,661, Canberra (PN: 43652)

Gazetted: 12 January 2017

Closing Date: 26 January 2017

Details: Applications are being sought for a Sheriff's Assistant (Administrative Services Officer Grade 3) position within the Law Courts and Tribunal Administration Sheriff's Office. The Sheriff's Assistants engage with high level stakeholders, including judiciary and legal practitioners to manage a range of operational functions and services for the ACT Law Courts and Tribunals. The Sheriff's Office is seeking a motivated person who possesses excellent interpersonal and communication skills. The successful applicant will be required to perform a wide variety of tasks including: Act as a Court orderly, prepare Court rooms and jury rooms for hearings and manage exhibits, assist with the administrative arrangements for preparing jury panels and provide support and guidance to jury panels placed in their charge, execute and serve court process and prepare correspondence and reports including updating and maintaining relevant databases, operate court based technology (remote witness equipment, radios, audio visual systems), provide assistance and information to members of the legal profession and the public, conduct tours and lectures for schools and members of the public, adhere and comply with relevant legislation, policy and procedures of the Courts and Territory. The position documentation is available for further information and guidance.

Eligibility/Other Requirements: Sheriff's Assistants are required to wear a uniform and conform with dress code and personal appearance guidelines. The occupant of this position is required to hold a current Class C drivers licence.

Note: Please include the name and contact details of two referees in your application.

Contact Officer: Simone Peisker (02) 6207 1171 simone.peisker@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

City Services

City Presentation

Urban Treescapes

Coordinator Tree Assets

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 18126)

Gazetted: 17 January 2017

Closing Date: 31 January 2017

Details: Urban Treescapes within City Services has a temporary vacancy based at WOTSO House. The Coordinator Tree Assets is responsible for planning, programming and overseeing services that contribute to the successful revitalisation of Canberra's urban forest. The services are generally delivered by contractors. Effective performance in the job will require excellent interpersonal and contract management skills, highly developed project management and time management skills, high quality oral and written communication skills and flexibility in responding to changing priorities.

Eligibility/Other Requirements: Current driver's licence and the preparedness to wear a uniform is essential. A Certificate IV in Contract Management and Procurement is highly desirable while qualifications appropriate to the scope of activities performed, e.g. forestry, arboriculture or horticulture are desirable.

Note: This is a temporary position available from 3 March 2017 until 5 January 2018.

Contact Officer: Rachael Dawes (02) 6207 7158 rachael.dawes@act.gov.au

Roads and Infrastructure

City Presentation

Urban Treescapes

Leading Hand Central Tree Operations and Leading Hand North Tree Operations

General Service Officer Level 5/6 \$51,427 - \$56,596, Canberra (PN: 41461, several)

Gazetted: 17 January 2017

Closing Date: 31 January 2017

Details: 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. The primary responsibilities include: 1. Working as part of a team of employees engaged in urban tree maintenance activities including site specific risk assessments and implementing temporary traffic control plans, operating plant and equipment, assigning tasks to team members and ensuring they are carried out safely and keeping work records. 2. Undertaking all tasks in accordance with Australian Standards for tree maintenance and Occupational, Health and Safety (OH&S) Legislation. The successful applicants will need to be self motivated and enthusiastic about leading and working with a small team of arborists involved daily in the maintenance of Canberra's world renowned urban forest.

Eligibility/Other Requirements: Authority to implement traffic control plans (yellow card or equivalent), a Chain Saw ticket, an Elevated Work Platform ticket, and a current Medium Rigid Class driver's licence are mandatory while a Certificate 3 in Horticulture or Arboriculture is highly desirable.

Contact Officer: Michael Brice (02) 6205 5263 michael.brice@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.

Environment, Planning and Sustainable 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

Climate Change and Sustainability

Sustainability Programs

Business Unit

Senior Energy and Water Assessor

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 19609)

Gazetted: 13 January 2017

Closing Date: 27 January 2017

Details: The Directorate is seeking a Technical Officer to fill the position of Senior Energy and Water Assessor in the Business Unit of the Climate Change and Sustainability Division. The successful applicant will be required to undertake technical energy and water assessments of ACT businesses as well as supervising staff to ensure high standards of program delivery are maintained. The successful applicant will be required to prepare complex briefs, correspondence and reports and is required to represent the section at meetings and committees/working groups to provide technical expertise.

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

Note: This is a temporary position available until 30 June 2017 with the possibility of extension up to 30 June 2018.

Some weekend and after hours work may be required.

Contact Officer: Ros Malouf (02) 6207 5335 ros.malouf@act.gov.au

Environment

Natural Environment

Natural Resource Management Programs

ACT Regional Landcare Facilitator (job-share)

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 33777)

Gazetted: 17 January 2017

Closing Date: 3 February 2017

Details: The Environment, Planning and Sustainable Development Directorate is seeking a highly motivated individual to fill a temporary two days a week vacancy, job-share as the ACT Regional Landcare Facilitator (RLF). The role involves working with the existing ACT RLF to plan, organise and deliver the ACT Regional Landcare Facilitator 2014-2018 National Landcare Programme project activities in the ACT.

Eligibility/Other Requirements: Relevant tertiary qualification and/or extensive experience in community engagement as an agricultural/NRM facilitator or other relevant skills and qualifications.

Note: This is a part-time temporary vacancy available at two days a week, job-share from February 2017 until June 2018. The salary noted above will be paid pro rata.

Contact Officer: Anna van Dugteren (02) 6205 2914 anna.vandugteren@act.gov.au

Environment

Conservation Research

Fire Ecology Team

Conservation Ecologist

Professional Officer Class 2 \$78,644 - \$90,006, Canberra (PN: 17705)

Gazetted: 16 January 2017

Closing Date: 30 January 2017

Details: An experienced Ecologist is sought in the Conservation Research unit of the Environment, Planning and Sustainable Development Directorate. This position will provide on-going support and management of the fire research and monitoring programs, including supporting ecological assessment and monitoring on-ground activities and working with staff on the mitigation of possible environmental impacts. Work will include assisting in ecological surveys, analysis and preparation of data and written material, including reports, information papers and correspondence and organising an active information and research strategy of fire science in CPR.

Eligibility/Other Requirements: Tertiary qualifications in a field of Environmental Management or Biological Science, preferably including studies in Ecology or Conservation of Terrestrial Ecosystems. Experience and an understanding of fire in the Australian landscape, project implementation and design, terrestrial ecology, and stakeholder consultation will be an advantage. More information is available in the position description. A manual driver's licence. A willingness to participate in fire suppression and fire training (passing a fitness test is a mandatory requirement). Willingness to work in remote locations, out of hours and in adverse weather conditions and the ability to work independently in the field.

Note: This is a temporary position available until 30 June 2019 with the possibility of extension. Selection may be based on application and written referee reports only.

Contact Officer: Julian Seddon (02) 6207 7757 julian.seddon@act.gov.au

Finance and Operational Support

Human Resources

Human Resources Officer

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 28003)

Gazetted: 12 January 2017

Closing Date: 26 January 2017

Details: A rare opportunity exists for a highly motivated and results driven individual to join Environment, Planning and Sustainable Development (EPSDD) Human Resources team. The Human Resources section is responsible for the development and implementation of a range of strategic and operational HR services for the Directorate. The section manages in partnership with ACT Shared Services, the delivery of a range of human resources programs focusing on highly responsive and consistent levels of service to both our internal and external customers. This role requires a team member who has excellent communication and organisational skills, highly developed interpersonal skills and an ability to manage competing priorities in a fast paced and multi-tasked environment.

Eligibility/Other Requirements: Relevant experience in the delivery of HR services in the ACTPS and/or qualifications in Human Resource Management would be highly regarded.

Note: This is a temporary position available 27 February 2017 to 22 December 2017 with the possibility of extension.

Contact Officer: Debbie Crowe (02) 6207 2576 debbie.crowe@act.gov.au

Asbestos Response Taskforce

Acquisition, Demolition and Sales

Sales Manager

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 34357)

Gazetted: 16 January 2017

Closing Date: 23 January 2017

Details: The Sales Manager will be responsible for delivering the Sales and Marketing strategies to support the effective delivery of the Loose Fill Asbestos Eradication Scheme, with a focus on sales. The person will have demonstrated high level knowledge and understanding of Crown Leases with a strong customer service background.

Eligibility/Other Requirements: Understanding of the ACT Government's legislative framework in relation to land sales. Customer service background within government, community development or a related discipline.

Note: This is a temporary position available until 30 March 2018 with the possibility of extension.

Contact Officer: Clint Peters (02) 6205 2461 clint.peters@act.gov.au

APPOINTMENTS

ACT Audit Office

Audit Band 1 - Auditor \$50,817 - \$75,432

Ehmar Nazir 848-78928, Section 68(1), 17 January 2016

Canberra Institute of Technology

Teacher Level 2 \$99,023

Anthony Cowlshaw 797-31673, Section 68(1), 13 January 2017

Chief Minister, Treasury and Economic Development

Information Technology Officer Class 1 \$63,661 - \$72,467

Michael Abramovic 853-47889, Section 68(1), 30 January 2017

Information Technology Officer Class 1 \$63,661 - \$72,467

Mehran Andisheh Far 853-47934, Section 68(1), 16 January 2017

Information Technology Officer Class 1 \$63,661 - \$72,467

Christoffer Andrew 853-47918, Section 68(1), 16 January 2017

Information Technology Officer Class 1 \$63,661 - \$72,467

Natasa Blazeska 846-93990, Section 68(1), 16 January 2017

Administrative Services Officer Class 5 \$72,986 - \$77,256

Kellie Bradley 853-47862, Section 68(1), 23 January 2017

Information Technology Officer Class 1 \$63,661 - \$72,467

Francisco Colarte Grados 846-88788, Section 68(1), 16 January 2017

Information Technology Officer Class 1 \$63,661 - \$72,467

Julian Donald Favell 853-47926, Section 68(1), 16 January 2017

Information Technology Officer Class 1 \$63,661 - \$72,467

Daniel Kinnish 844-85024, Section 68(1), 12 January 2017

Infrastructure Officer 4 \$117,576 - \$133,583

Hayden Kozlow 767-83427, Section 68(1), 16 January 2016

Administrative Services Officer Class 5 \$72,986 - \$77,256

Jessica Round 846-89860, Section 68(1), 12 January 2017

Administrative Services Officer Class 2 \$52,208 - \$57,648

Jeremy Thomson 853-48283, Section 68(1), 16 January 2017

Information Technology Officer Class 1 \$63,661 - \$72,467

Francis James Van Kimmenade 847-04274, Section 68(1), 16 January 2017

Administrative Services Officer Class 3 \$59,152 - \$63,661

Benjamin Walker 848-75508, Section 68(1), 16 January 2017

Infrastructure Manager/Specialist 3 \$172,366

Christopher Webb 547-15773, Section 68(1), 4 January 2017

Community Services

Youth Worker 1/2 \$59,152 - \$71,108

Brodi Allingham 819-15623, Section 68(1), 12 January 2017

Youth Worker 1/2 \$59,152 - \$71,108

Brent Owen 844-03439, Section 68(1), 12 January 2017

Health

Administrative Services Officer Class 4 \$65,671 - \$71,108

Christina Carroll 853-48291, Section 68(1), 12 January 2017

Registered Nurse Level 1 \$62,609 - \$83,634

Sophia De Berardis 846-99743, Section 68(1), 23 February 2017

Registered Nurse Level 1 \$62,609 - \$83,634

Colleen Finn 853-46229, Section 68(1), 16 January 2017

Administrative Services Officer Class 3 \$59,152 - \$63,661

Victoria Lawrence 847-26203, Section 68(1), 12 January 2017

Administrative Services Officer Class 3 \$59,152 - \$63,661

Valentina Nedeska 853-47707, Section 68(1), 30 January 2017

Building Trade \$65,580 - \$69,360

Cameron Neil 853-47694, Section 68(1), 16 January 2017

Administrative Services Officer Class 3 \$59,152 - \$63,661

Jordan Peak-Sibree 847-04653, Section 68(1), 16 January 2017

Health Professional Level 2 \$60,871 - \$83,563

Susannah Phillips 842-88979, Section 68(1), 16 January 2017

Justice and Community Safety

Administrative Services Officer Class 3 \$59,152 - \$63,661

Christopher McEvoy 836-08184, Section 68(1), 11 January 2017

Senior Officer Grade B \$116,570 - \$131,229

Anna Mitchell 853-45525, Section 68(1), 16 January 2017

Senior Officer Grade C \$98,977 - \$106,542

Lindsey Samyia 853-46288, Section 68(1), 16 January 2017

Administrative Services Officer Class 3 \$59,152 - \$63,661

Linda Webb 844-80995, Section 68(1), 12 January 2017

Transport Canberra and City Services

Administrative Services Officer Class 5 \$72,986 - \$77,256

Coral Watson 848-79461, Section 68(1), 23 January 2017

TRANSFERS

Health

Bronwyn Faulder: 607-77065

From: Enrolled Nurse Level 1 \$56,784 - \$60,668

Health

To: Enrolled Nurse Level 1 \$56,784 - \$60,668

Health, Canberra (PN. 20451) (Gazetted 10 November 2016)

Marika Kovaceva: 825-47391

From: Registered Nurse Level 2 \$86,944 - \$92,151

Health

To: Registered Nurse Level 2 \$86,944 - \$92,151

Health, Canberra (PN. 22453) (Gazetted 24 November 2016)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Revenue Management

ACT Revenue Office

Compliance

Thomas Callaghan: 843-97922

From: Administrative Services Officer Class 5 \$72,986 - \$77,256

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$98,977 - \$106,542

Chief Minister, Treasury and Economic Development, Canberra (PN. 03822) (Gazetted 18 October 2016)

Revenue Management

Advice and Assessments

Rachel Louise Crampton Smith: 844-80987

From: Administrative Services Officer Class 3 \$59,152 - \$63,661

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$65,671 - \$71,108

Chief Minister, Treasury and Economic Development, Canberra (PN. 33724) (Gazetted 30 September 2016)

Access Canberra

Customer Coordination

Applications and Approvals

Douglas William Farr: 827-09063

From: Administrative Services Officer Class 4 \$65,671 - \$71,108

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$72,986 - \$77,256

Chief Minister, Treasury and Economic Development, Canberra (PN. 14631) (Gazetted 17 December 2015)

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

Access Canberra

Customer Coordination

Applications and Approvals

Luke Feain: 820-92924

From: Administrative Services Officer Class 5 \$72,986 - \$77,256

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$98,977 - \$106,542

Chief Minister, Treasury and Economic Development, Canberra (PN. 44072) (Gazetted 15 December 2016)

Land Development Agency

Greenfield Branch, Urban Projects Branch

David Henry Hughes: 772-79572

From: Infrastructure Officer 4 \$117,576 - \$133,583

Chief Minister, Treasury and Economic Development

To: †Infrastructure Manager/Specialist 3 \$172,366

Chief Minister, Treasury and Economic Development, Canberra (PN. 37976) (Gazetted 21 September 2016)

Access Canberra

Customer Coordination

Applications and Approvals

Bojan Sekara: 846-88462

From: Administrative Services Officer Class 3 \$59,152 - \$63,661

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 4 \$65,671 - \$71,108

Chief Minister, Treasury and Economic Development, Canberra (PN. 43417) (Gazetted 16 December 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.

Land Development Agency

Urban Projects

Joanne Lee Stroud: 821-26095

From: Administrative Services Officer Class 4 \$65,671 - \$71,108

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$78,644 - \$90,006

Chief Minister, Treasury and Economic Development, Canberra (PN. 35827) (Gazetted 20 September 2016)

Community Services

Child and Youth Protection Service

Child and Youth Protection Service

CYPS, Operations North, South and Intake

Jaimi McAlister: 825-48159

From: Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade)

Community Services

To: †Health Professional Level 4 \$98,977 - \$106,542

Community Services, Canberra (PN. 07466) (Gazetted 22 September 2016)

Health

Canberra Hospital and Health Services

Elizabeth Anderson: 848-21438

From: Enrolled Nurse Level 1 \$56,784 - \$60,668

Calvary Health Care ACT (Public)

To: Registered Nurse Level 1 \$62,609 - \$83,634

Health, Canberra (PN. 31922) (Gazetted 1 January 2000)

Canberra Hospital and Health Services

Rehabilitation, Aged Care and Community Care

Rehabilitation, Aged and Community Care Nursing

Kelly Johnston: 260-15980

From: Registered Nurse Level 2 \$86,944 - \$92,151

Health

To: †Registered Nurse Level 3.1 \$99,680 - \$103,782

Health, Canberra (PN. 33759) (Gazetted 22 September 2016)

Justice and Community Safety

Corporate

Governance

Ellena Jane Bisset: 836-1166

From: Senior Officer Grade C \$98,977 - \$106,542

Justice and Community Safety Directorate

To: †Senior Officer Grade B \$116,570 - \$131,229

Justice and Community Safety, Canberra (PN. 19259) (Gazetted 14 November 2016)

ACT Law Courts and Tribunal Administration

ACT Magistrates Court

Registry Operations

Kerrie Royal: 821-01189

From: Administrative Services Officer Class 4 \$65,671 - \$71,108

Justice and Community Safety

To: Administrative Services Officer Class 5 \$72,986 - \$77,256

Justice and Community Safety, Canberra (PN. 42341) (Gazetted 22 January 2016)

Transport Canberra and City Services

Roads and Infrastructure

City Presentation

Urban Treescapes

Arryn Richard Bennetts: 844-01441 Government Contract

From: General Service Officer Level 5/6 \$51,427 - \$56,596

Transport Canberra and City Services

To: †General Service Officer Level 7 \$58,355 - \$61,625

Transport Canberra and City Services, Canberra (PN. 45581) (Gazetted 12 July 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.

Transport Canberra

Public Transport Operations

ACTION

Peter Honeyman: 853-48830

From: Transport Officer Grade 3 - ACTION \$93,794

Transport Canberra and City Services

To: †Transport Officer Grade 4 -ACTION \$102,563

Transport Canberra and City Services, Canberra (PN. A11771) (Gazetted 5 December 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.

Transport Canberra

Public Transport Operations

ACTION

Leoni Jones: 853-48822

From: Transport Officer Grade 3 - ACTION \$93,794

Transport Canberra and City Services

To: †Transport Officer Grade 4 -ACTION \$102,563

Transport Canberra and City Services, Canberra (PN. A11705) (Gazetted 5 December 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.