



ACT Government Gazette

Gazetted Notices for the week beginning 06 November 2014

EXECUTIVE NOTICES

Canberra Institute of Technology

Engagements

Carolyn Grayson – Deputy Chief Executive (E522) Section 72 of the Public Sector Management Act 1994

Chief Minister, Treasury and Economic Development Directorate

Contract Cessation

Note: The following Executive has been issued with a new contract which was gazetted on 25.09.2014. This notification is in accordance with the provisions of section 81 of the Public Sector Management Act 1994.

Geoffrey Rutledge – Director, Policy and Cabinet Division (E398) – 17.09.2014

Justice and Community Safety Directorate

Contract Cessation

Note: The following Executive has been issued with a new contract which was gazetted on 18.09.2014. This notification is in accordance with the provisions of section 81 of the Public Sector Management Act 1994.

Anne Glover – Registrar, Supreme Court (E264) – 11.09.2014

VACANCIES

ACT Auditor General's Office

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

Financial Audit

Senior Auditor

Audit Band 1 \$74,832 - \$91,129, Canberra (PN: 42814, several)

Gazetted: 12 November 2014

Closing Date: 27 November 2014

Details: The ACT Audit Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. We need people with good communication and interpersonal skills, an ability to objectively analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny with the highest levels of personal integrity. Senior Auditors are responsible for a range of functions including planning, managing, conducting and reporting the results of financial audits of ACT public sector entities, assisting in client relationship management and the provision of professional and technical advice on a range of audit issues. As a Senior Auditor you will receive a salary between \$74,832 to \$91,129 (plus an employer superannuation contribution) depending on your skills and experience. Join our team today for a rewarding career.

Eligibility/Other Requirements: Relevant tertiary accounting qualifications and work experience are highly desirable. Membership of an appropriate professional body is also highly desirable, as is completion of, or intention to complete CPA or CA programs. As the position is a Designated Security Assessed Position (DSAP) / Position of Trust (PoTs), the successful candidate will need to have a Baseline security clearance and therefore undergo a security clearance process, managed by the Australian Government Security Vetting Agency. If a security clearance is not able to be secured, employment will be terminated.

Notes: These are temporary positions available for a period of 12 months but may be filled on a permanent basis from this process. Shortlisted applicants will be asked to nominate two referees who can be contacted by the panel.

Contact Officer: David O'Toole (02) 6205 3087 david.o'toole@act.gov.au

Financial Audit

Auditor (including Graduates)

Audit Band 1 \$55,732 to \$71,071, Canberra (PN: 10742, several)

Gazetted: 12 November 2014

Closing Date: 27 November 2014

Details: The ACT Audit Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. We need people with good communication and interpersonal skills, an ability to objectively analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny with the highest levels of personal integrity. Auditors are responsible for financial audit assignments including assisting in planning, managing, conducting and reporting the results of financial audits of ACT public sector entities. As an Auditor you will receive a salary between \$55,732 to \$71,071 (plus an employer superannuation contribution) depending on your skills and experience. Join our team today for a rewarding career.

Eligibility/Other Requirements: Relevant tertiary accounting qualifications and work experience are highly desirable. As the position is a Designated Security Assessed Position (DSAP) / Position of Trust (PoTs), the successful candidate will need to have a Baseline Security Clearance and therefore undergo a Security Clearance process, managed by the Australian Government Security Vetting Agency. If a security clearance is not able to be secured, employment will be terminated.

Notes: These are temporary positions for a period of up to 12 months but may be filled on a permanent basis from this process. Shortlisted applicants will be asked to nominate two referees that can be contacted by the panel.

Contact Officer: David O'Toole (02) 6205 3087 david.o'toole@act.gov.au

Calvary Health Care ACT (Public)

Nursing

Maternity Services

Special Care Nursery

Registered Nurse/Registered Midwife Level 2

Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 8390)

Gazetted: 11 November 2014

Closing Date: 25 November 2014

Duties: Calvary Health Care Bruce is seeking a highly motivated and experienced Registered Nurse or Registered Midwife to fill a temporary fulltime senior position within its Special Care Nursery. It is expected that this will become a permanent vacancy. The Special Care Nursery is part of the Maternity Unit at Calvary Health Care Bruce. It is a Baby Friendly Health Accredited facility with 1800 births per year. The Special Care Nursery and Maternity Unit are well supported by consultant obstetricians, paediatricians and a strong core group of experienced midwifery, medical and allied health staff.

Eligibility/Other Requirements: Must have appropriate work rights must address the selection criteria.

Note: Please visit our website to submit your application www.calvary-act.com.au.

Contact Officer: Kathy Coonan (02) 6201 6036 kathy.coonan@calvary-act.com.au

Applications can be forwarded to: applications@calvary-act.com.au

Canberra Institute of Technology

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

CIT Student and Academic Services

CIT Student and Academic Services Management

General Manager Student and Academic Services

Senior Education Leader \$153,655, Canberra (PN: 32241)

Gazetted: 12 November 2014

Closing Date: 26 November 2014

Details: The General Manager Student and Academic Services currently reports to the Chief Executive and provides strategic leadership and management to achieve key educational objectives. The position is responsible for putting in place systems, policies and processes to enable and support Colleges and Divisions achieve quality education objectives. The position is also accountable for leading and integrating education quality and innovation in all parts of CIT's delivery programs. The incumbent is a member of CIT's Board of Management, Academic Board and Finance and Performance Board. The position provides the primary interface with the Australian Skills Quality Agency (ASQA), the Tertiary Education Quality Skills Authority (TEQSA) and the ACT Board of Secondary Schools Studies (BSSS) ensuring CIT educational governance is appropriate as a public provider to meet all regulatory requirements including those in the international student domain. The position interacts with the ACT Education and Training Directorate in particular in matters relating to the national partnerships and apprentice and traineeship performance and provides overall leadership to CIT's educational leaders in key performance areas to ensure consistent quality outcomes and high levels of student and employer satisfaction. The position is a member of CIT's Executive and contributes in a team environment with the Chief Executive, Deputy Chief Executive, Chief Operating Officer and Executive Director People and Organisational Governance along with CIT's College and Division Directors and senior managers. The incumbent is also responsible for the suite of student and employer services and support. There are a number of direct reports to this position.

Eligibility/Other Requirements: All Senior Education Leaders are expected to hold: A Training and Assessment Certificate IV level (such as a TAE40110 or equivalent); and an Advanced Diploma in Adult Learning and Development (or equivalent); and it is highly desirable that all Senior Education Leaders hold a minimum of: A Bachelor Degree in Education, Management or a relevant higher level qualification.

Notes: This is a temporary position available for a period of three years.

Contact Officer: Adrian Marron (02) 6207 3107 adrian.marron@cit.edu.au

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

CIT Student and Academic Services

Education Services

Education Design and Technology

Senior Education Designer

Teacher Level 2 \$93,298, Canberra (PN: 34767, several)

Gazetted: 07 November 2014

Closing Date: 21 November 2014

Details: There are four positions available to work within the Education Design and Technology Team within the CIT Student and Academic Services Division. These positions will provide leadership and guidance to support CIT Colleges and teachers in relation to teaching and learning practices focusing on online learning. These positions are campus based (Reid, Bruce, Woden or Fyshwick) providing individual, small team and group training primarily in the scoping, development and assessment of online delivery. A high level of skills and knowledge in using Moodle 2.6 /2.7 as an online delivery environment is highly desirable, and a sound pedagogical knowledge of online facilitation and the ability to transfer these to others are essential. The successful applicants will be working across a range of teaching areas with teachers who have varied digital literacy skills. The successful applicant's role will be to build CIT teaching staff capability through workshops and one-on-one support on how to best use CIT eLearn and related online teaching tools and technologies to help provide innovative solutions to online delivery issues.

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

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

Contact Officer: Penny Neuendorf (02) 6207 4041 penny.neuendorf@cit.edu.au

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

CIT Student and Academic Services

CIT Education Services

Program Services

Education Advisor

Teacher Level 2 \$93,298, Canberra (PN: 34776, several)

Gazetted: 07 November 2014

Closing Date: 21 November 2014

Details: CIT requires experienced Vocational Education and Training (VET) Teachers to work as Education Advisors in Program Services. You will have a thorough understanding of national developments and regulatory requirements in the VET sector, how they are applied within CIT and the implications of changes for CIT. You will also have detailed knowledge and experience in VET curriculum design including VET compliance, program development and review, Training Package implementation, VET-accredited course development and accreditation, development of delivery and assessment strategies and the practical application of innovation within delivery and assessment. You will also be able to demonstrate the ability and experience to lead, mentor and advise teachers and managers in specialist education curriculum development projects promoting innovation, best practice and compliance in VET education as directed and as relevant to the priorities and objectives of the Institute.

Eligibility/Other Requirements: Mandatory - A Training and Assessment Certificate IV level (such as a TAE40110 or equivalent); and an Advanced Diploma in Adult Learning and Development (or equivalent); Relevant experience of training in the Australian VET sector. Industry Experience All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable - Relevant higher level qualifications in Education.

Notes: These are temporary positions available for a period of five years. Temporary employment offered as a result of this advertisement may lead to permanency under the "Public Sector Management Standards Section 53B - Appointment after Temporary Engagement - Canberra Institute of Technology - teaching offices. Please submit a concise application (max 350 words per selection criterion) together with a brief CV (max two pages) with two referees (preferably including your current supervisor). Recruitment is via a joint selection committee and the decision is non-appealable.

Contact Officer: Elizabeth Tomaras (02) 6207 4831 elizabeth.tomaras@cit.edu.au

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

People and Organisational Governance

Teacher Education

Project Manager Educational Leadership

Teacher Level 2 \$93,298, Canberra (PN: 34788, several)

Gazetted: 06 November 2014

Closing Date: 13 November 2014

Details: Are you passionate about high quality VET education? We are a dynamic team that facilitates the improvement of teaching delivery throughout the Canberra Institute of Technology. We deliver training, advice and professional development to our VET colleagues on a range of topics. If you have a broad wealth of experience

of training in the Australian VET sector and are focussed on helping peers to improve their own practice, then we would like to hear from you.

Eligibility/Other Requirements: All Teacher Level 2 Teachers are expected to hold: A Training and Assessment Certificate IV level (such as a TAE40110 or equivalent). An Advanced Diploma in Adult Learning and Development (or equivalent). Relevant experience of training and education delivery in the Australian VET sector. Industry experience: In accordance with sub-Clause 40.10 of the *ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 - 2017* (the Agreement): All Teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable qualifications: Relevant higher level qualifications in Education. Qualifications in Mentoring, Coaching, Management or Project Management

Notes: These are temporary positions available for a period of up to three years. Applications should include certified copies of the mandatory qualifications.

Contact Officer: Denise Madden (02) 62074981 denise.madden@cit.edu.au

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

CIT Corporate Services

CIT Corporate Services Management

Executive Assistant

Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 07126)

Gazetted: 07 November 2014

Closing Date: 21 November 2014

Details: Provide high level comprehensive executive and administrative support to the Chief Operating Officer and the General Manager, CIT Student and Academic Services including Secretariat to the CIT Finance and Performance Board and the CIT ICT Committee. This will include Secretariat support to key CIT Boards and Committees, preparation of documents, reports, submissions as well as project and research support.

Eligibility/Other Requirements: Experience in an Executive Office would be desirable.

Contact Officer: Shane Kay (02) 6207 3114 shane.kay2@cit.edu.au

Health Community and Science

Community Work

Community Work Teacher

Teacher Level 1 \$65,460 - \$87,344, Canberra (PN: 52040, several)

Gazetted: 11 November 2014

Closing Date: 24 November 2014

Details: The Community Work Department at the Canberra Institute of Technology (CIT) is seeking experienced people with professional knowledge and practical experience in the development and delivery appropriate to teaching a range of Community Work training programs with an emphasis on Mental Health/Alcohol and Other Drugs/Youth Work/Community Services/Community Development competencies to the level of the Diploma qualification or above to adult learners.

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

Notes: One permanent full-time position is available and two temporary part-time positions are available for a period of three years with the possibility of extension up to five years. Temporary employment offered as a result of this advertisement may lead to permanent appointment under the "Public Sector Management Standards Section 53B - Appointment after Temporary Engagement - Canberra Institute of Technology - teaching offices". Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp. Contact Officer: Sarah Silver (02) 6207 4354 sarah.silver@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**

Strategic Finance

Manager

Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 34824)

Gazetted: 12 November 2014

Closing Date: 19 November 2014

Details: The Strategic Finance team is seeking expressions of interest for a Manager - Reporting and Budgeting. The job profile includes responsibility to assist with the provision of support and advice to the Chief Finance Officer in the areas of strategic financial management, prepare and manage financial management reporting requirements, including monthly and annual financial statements; and managing the preparation of the Directorate budget and associated budget documents. The position is also responsible for providing leadership and build team effectiveness, and carry out projects as required by the Chief Finance Officer and/or Financial Controller. Eligibility/Other Requirements: Relevant tertiary qualifications in Accounting, CPA or ICA membership is highly desirable.

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

Contact Officer: Lyn Pham (02) 6205 0052 lyn.pham@act.gov.au

Arts, Business, Events, Sport and Tourism

VisitCanberra

Executive

Research and Consumer Insights Manager

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 42449)

Gazetted: 10 November 2014

Closing Date: 17 November 2014

Details: The primary objective of this position is to manage research and evaluation initiatives to inform internal and external stakeholders with relevant and useful fact based data to inform decision making. Duties include: Develop and implement a program of annual research that informs the marketing and product development functions of VisitCanberra. Manage the coordination and reporting of National and International Visitor Survey information on a quarterly basis. Design and implement initiatives to encourage a consumer based research approach to VisitCanberra programs. Actively explore, attract and nurture research opportunities in relation to VisitCanberra's strategic and operation management goals. Direct the implementation of research activities. Assist the organisation in other program activities as required.

Eligibility/Other Requirements: Desirable: Tertiary qualifications in research, business or a related discipline.

Current driver's licence. Ability to work flexible hours

Notes: This is a temporary vacancy available asap to the 10 April 2015 with the possibility of extension.

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

Applications should be sent to the contact officer.

Contact Officer: Jonathan Kobus (02) 6205 0554 jonathan.kobus@act.gov.au

Shared Services ICT

Business Application Management

Health ICT

Program Manager

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 19672)

Gazetted: 07 November 2014

Closing Date: 14 November 2014

Details: The Shared Services ICT Health Directorate Team is currently seeking expressions of interest from suitably experienced personnel for an ICT Health Infrastructure Project Manager to work with the Capital Upgrades Program. The successful candidate will be responsible for managing the implementation of the ICT Infrastructure Program of works for the Capital Upgrades Program on behalf of ACT Health and direct and manage the quality and progress of these projects, including associated resources. The successful candidate will be responsible for managing the ICT components for a number of the Health Directorates critical systems.

Eligibility/Other Requirements: The possession of, or the ability to attain, a Protected security clearance is a requirement. Educational and professional qualifications checks may be undertaken prior to employment.

Notes: This temporary position is available from 17 November 2014 until 30 June 2015 with the possibility of a further extension from this recruitment process. Selection may be based on application and referee reports only.

Contact Officer: Karen Chudleigh (02) 6174 8013 karen.chudleigh@act.gov.au

Revenue Management

Advice and Assessments

Assistant Manager

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 03266)

Gazetted: 12 November 2014

Closing Date: 19 November 2014

Details: This position is responsible for providing assistance to the Manager of Advice and Assessments in overseeing the day to day functional requirements of a busy operational section. Responsibilities may include; supervising staff; providing advice on legislative interpretation and design; providing advice on policy analysis and implementation; stakeholder liaison and relationship management; and providing assistance in fulfilling recurrent and ad hoc reporting requirements.

Eligibility/Other Requirements: Tertiary qualifications in Law, Finance, Public Administration or another relevant discipline would be an advantage. Prior experience at the Senior or Executive Level within a government agency would also be an advantage.

Notes: This is a temporary vacancy for a period of 12 months, with the possibility of extension. Flexible working arrangements may be accommodated. This vacancy may be filled based on application only.

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

Arts, Business, Events, Sport and Tourism

Sport and Recreation Services

Sport and Recreation Facilities

Sportsground Manager

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 34748)

Gazetted: 06 November 2014

Closing Date: 13 November 2014

Details: Sport and Recreation Services are seeking an organised and experienced person to undertake the role of Sportsground Manager. The role includes the management of a team to coordinate the horticultural maintenance and asset management program for ACT Government Sportsground and related facilities including management of operational, capital upgrades and repairs and maintenance. The successful applicant will be required to represent the Directorate, manage day-to-day operations of the team, monitor leasing arrangements and contracts, coordinate stakeholders, prepare briefs, correspondence and reports and analyse risks and apply appropriate solutions.

Notes: This selection may be based on application and referee reports only.
Contact Officer: Brian Ashcroft (02) 6207 5143 brian.ashcroft@act.gov.au

Office of the Director-General and Head of Service

Executive

Executive Assistant

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 33672)

Gazetted: 12 November 2014

Closing Date: 19 November 2014

Details: Expressions of interest are sought from staff interested in providing support and assistance to the Office of the Director-General and Head of Service, Chief Minister, Treasury and Economic Development Directorate.

The person we are looking for will be required to provide high level administrative and secretarial support to the Director-General and Head of Service including the management of incoming correspondence, screening/classifying of calls, preparation of draft correspondence/reports/statistics, arrange travel, word processing, diary management and attend appropriately to enquiries relating to the Executive's functions.

Note: This is a temporary vacancy available 10 December 2014 to 30 January 2015.

How to Apply: Staff with suitable skills and experience should submit a brief expression of interest including supporting statement of no more than two pages outlining experience and / or ability in the above areas, contact details of a least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Claire Barbato (02) 6205 0465 claire.barbato@act.gov.au

Shared Services ICT

Business Application Management

Health ICT

Critical System - Systems Administrator

Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 23380)

Gazetted: 06 November 2014

Closing Date: 13 November 2014

Details: The Shared Services ICT Health Directorate Team is currently seeking expressions of interest from suitably experienced personnel for a systems administrator role. The successful candidate will be responsible for managing the technical components for a number of the Health Directorates critical systems.

Eligibility/Other Requirements: The possession of, or the ability to attain, a Protected security clearance is a requirement. Educational and professional qualifications checks may be undertaken prior to employment.

Qualification or proven experience in the application of ITIL methodologies is highly desired. Experience in and/or knowledge of the Health environment including an understanding of hospital systems would be an advantage.

Notes: This is a temporary position available from 17 November 2014 until 30 June 2015 with the possibility of an extension from this recruitment process. Selection may be from application and referee reports only.

Contact Officer: Karen Chudleigh (02) 6174 8013 karen.chudleigh@act.gov.au

Shared Services

Networks and Communications Services

Infrastructure Services

Network Support Technician

Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 26748)

Gazetted: 06 November 2014

Closing Date: 27 November 2014

Details: Shared Services ICT are looking for an experienced Network Engineer who will be responsible for the support and maintenance of the ACT Government Data Network as member of the Networks and Communications team. This role will particularly focus on the management and support of the ACT Governments Wireless networks.

Eligibility/Other Requirements: Cisco certifications are highly desirable. Educational and professional qualifications checks may be undertaken prior to employment. Relevant degree, diploma, certificate, vocational or industry

certificate in the Data Telecommunications field and/or relevant work experience in a Wireless Technology is highly desirable.

Note: An order of merit will be created for filling temporary or permanent future positions at level within the next 12 months from this process.

Contact Officer: Alex Duckworth (02) 6142 3992 alex.duckworth@act.gov.au

Finance and Budget

Development and Infrastructure Policy

Financial Analyst

Administrative Services Officer Class 5/6 \$68,766 - \$84,803, Canberra (PN: 55330)

Gazetted: 07 November 2014

Closing Date: 21 November 2014

Details: Is the delivery of health, education and community services important to you? Are you looking for an opportunity to influence Government policy? Do you want to work closely with the ACT Government to develop and manage the Territory's budget? The Finance and Budget Division is looking for highly motivated and experienced analyst with expertise in the analysis of financial information and business cases associated with service delivery and capital works projects to join energetic and enthusiastic teams. The successful applicant will have the demonstrated ability to exercise initiative, good judgement, well developed analytical skills, appropriate technical/computer skills and flexibility in handling financial, economic, policy and administrative issues. The ability to communicate effectively, build effective working relationships, contribute to team outcomes and prepare thorough written and financial reports is also required.

Eligibility/Other Requirements: Tertiary or post graduate qualifications in business, accounting, economics, finance or similar field are highly desirable.

Note: This is a temporary position available until 30 June 2015 with the possibility of extension or permanency from this process. This position will be filled at either the ASO5 or ASO6 level, dependant on the skills and experience of the successful applicant.

Contact Officer: Srimal Abeysekera (02) 6207 6912 srimal.abeysekera@act.gov.au

Strategic Finance

Finance and System Officer

Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 34810)

Gazetted: 12 November 2014

Closing Date: 19 November 2014

Details: The Strategic Finance Team is looking for a highly motivated and enthusiastic person to fill a vacant position. Under limited direction: assist with the provision of support and advice in the areas of strategic financial management, and assist in preparation of monthly, quarterly and annual financial reports in accordance with required timeframes. The position is also responsible for ongoing system administration, maintenance and help desk support for key business and financial systems, and manage the corporate finance responsibilities in relation to the petty cash float, corporate credit card, cash drawdown and insurance premiums. Undertake other financial tasks as required.

Eligibility/Other Requirements: Relevant tertiary qualifications in accounting or progress towards an accounting degree would be desirable.

Contact Officer: Lyn Pham (02) 6205 0052 Lyn.Pham@act.gov.au

ACT Insurance Authority

Insurance Claims

Insurance Claims Officer

Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 56110)

Gazetted: 06 November 2014

Closing Date: 21 November 2014

Details: The Australian Capital Territory Insurance Authority (the Authority) is established under *Section 7 of the Insurance Authority Act 2005*. As the ACT Government's captive Insurer for all ACT Government Directorates and statutory authorities, we meet the insurable claims and losses of ACT Government agencies. The ACT Insurance Authority is seeking an Insurance Claims Officer. The successful applicant will be responsible for the management

of a portfolio of less complex insurance claims. The role involves; liaising with insured ACT Government Agencies, the ACT Government Solicitor, other service providers and maintaining a computer based Access system ensuring the input and maintenance of accurate and current data.

Eligibility/Other Requirements: Previous experience in the Insurance Industry will be highly regarded.

Notes: This is a temporary position available for 12 months with the possibility of extension and/or permanency from this process. Selection may be based on application and referee reports only. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than three pages outlining experience and/or ability against the selection criteria, contact details of a referee and a current curriculum vitae.

Contact Officer: Lisa Piccoli (02) 6205 4267 lisa.piccoli@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

Disability ACT

Therapy ACT

Occupational Therapy

Occupational Therapist

Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade), Canberra (PN: 07327)

Gazetted: 12 November 2014

Closing Date: 27 November 2014

Details: The successful applicant will provide Occupational Therapy services involving environmental modifications for clients who are tenants of ACT Housing. This may include advising Housing ACT on matters such as home modification needs of individual tenants, the purchase or building of modified housing and the selection and allocation of housing properties for people with disabilities. The successful applicant will be based in Therapy ACT's Equipment Services Team which is a specialist multidisciplinary team and will report to the Clinical Leader of this team. The occupant of the position will also spend time in the Housing ACT office, working with staff across Housing ACT.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Occupational Therapy. Current registration as an Occupational Therapist with the Australian Health Practitioner Regulations Agency (AHPRA). Eligibility for Membership with the Australian Occupational Therapy Association. Current driver's licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp.

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

Contact Officer: Ruth Van Ierschoot (02) 6205 1251 ruth.vanierschoot@act.gov.au

Disability ACT

Therapy ACT

Occupational Therapy

Occupational Therapist

Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade), Canberra (PN: 27499)

Gazetted: 12 November 2014

Closing Date: 27 November 2014

Details: The successful applicant will provide Occupational Therapy services within a community, multidisciplinary Therapy ACT Team. The occupant will have the opportunity to participate in the continual improvement of Therapy ACT through participation in a range of projects aimed at improving service delivery, including the review

of professional clinical pathways and standards of care. Therapy ACT is committed to providing the best service possible and supports staff in professional development to achieve this.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Occupational Therapy. Current registration as an Occupational Therapist with the Australian Health Practitioner Regulations Agency (AHPRA). Eligibility for Membership with the Australian Occupational Therapy Association. Current driver's licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp.

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

Contact Officer: Ruth Van Ierschoot (02) 6205 1251 ruth.vanierschoot@act.gov.au

Office for Children, Youth and Family Support

Statutory Services

Youth Justice Case Management

Case Manager

Health Professional Level 2 \$57,352 - \$78,731, Canberra (PN: 07731)

Gazetted: 10 November 2014

Closing Date: 1 December 2014

Details: In accordance with legal requirements, relevant policies and procedures and using an evidence-based approach, lead a team of staff to undertake assessments and supervision of young people on bail and young offenders placed on community based orders by the courts.

Eligibility/Other Requirements: Essential qualifications and experience: Relevant tertiary qualifications, at least 12 months experience in case management; and a current unencumbered driver's licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable people registrations refer to:

www.legislation.act.gov.au/a/2011-44/default.asp and

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

Contact Officer: Jack Powsey (02) 6207 5058 jack.powsey@act.gov.au

Disability ACT

Therapy ACT

Occupational Therapy

Occupational Therapist

Health Professional Level 1/2 \$53,784 - \$78,731, Canberra (PN: 13331)

Gazetted: 12 November 2014

Closing Date: 27 November 2014

Details: The successful applicant will provide Occupational Therapy services within a community, multidisciplinary Therapy ACT Team. The occupant will have the opportunity to participate in the continual improvement of Therapy ACT through participation in a range of projects aimed at improving service delivery, including the review of professional clinical pathways and standards of care. Therapy ACT is committed to providing the best service possible and supports staff in professional development to achieve this.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Occupational Therapy. Current registration as an Occupational Therapist with the Australian Health Practitioner Regulations Agency (AHPRA). Eligibility for Membership with the Australian Occupational Therapy Association. Current driver's licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

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

Notes: This is a temporary position available for a period of 12 months. Position will be filled at either the Health Professional Level 1 or Health Professional Level 2 classification depending on the years of qualifications of the successful applicant.

Contact Officer: Ruth van Ierschoot (02) 6205 1251 ruth.vanierschoot@act.gov.au

Education and Training

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

Office for Schools

South Canberra/Weston Network

Duffy Primary School

Principal

School Leader A \$133,402-\$160,181, Canberra (PN: 04090)

Gazetted: 06 November 2014

Closing Date: 17 November 2014

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

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

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

Contact Officer: Wayne Prowse (02) 6205 7194 wayne.prowse@act.gov.au

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

Education Strategy

Learning and Teaching

Curriculum

Manager

Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 34836)

Gazetted: 12 November 2014

Closing Date: 26 November 2014

Details: An opportunity exists in the Learning and Teaching branch for a highly motivated and skilled Senior Officer Grade B. The Manager will be responsible for providing leadership including in the design and delivery of complex policies, programs and projects within tight deadlines. The successful applicant will have a demonstrated high level strategic and analytical skills and an understanding of the requirements of government. The successful candidate will have excellent interpersonal and communication skills including liaising and negotiating with a wide range of stakeholders such as internal clients, industry, community and professional organisations and government.

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

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

Note: This is a temporary vacancy available from 12 January 2015 until 30 June 2015 with the possibility of extension.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 500 words per selection criteria outlining experience and/or ability, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Martin Hine (02) 6205 4685 martin.hine@act.gov.au

Office of Schools

South Canberra/Weston Network

Canberra College

Executive Teacher VET/Technology

School Leader C \$104,319, Canberra (PN: 02840)

Gazetted: 12 November 2014

Closing Date: 26 November 2014

Details: As a member of the Executive Team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

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

Contact Officer: George Palavestra (02) 6142 3228 george.palavestra@ed.act.edu.au

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

Education Strategy

Learning and Teaching

School Improvement

Program Administrator

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 34827)

Gazetted: 06 November 2014

Closing Date: 13 November 2014

Details: An opportunity to work closely within a small team to: a) Support school network leaders and principals in the implementation of the ACT Education Directorate Strategic Plan 2014-2017 and national reform agenda. b) Provide support to schools in the analysis of system data and school planning processes. c) Provide support to the manager in the development and coordination of school board reporting and aspects of the external validation process. d) Prepare briefings for Senior Executive as required.

Eligibility/Other Requirements: Current Working with Vulnerable People registration essential. Tertiary qualifications in education or other relevant field desirable.

Notes: This is a temporary position available until 10 April 2015 with the possibility of an extension. Prior to commencing in this role, a current registration issued under the *Working With Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp.

Contact Officer: Dianne Grantham (02) 6205 7374 dianne.grantham@act.gov.au

Office of the Deputy Director-General

Training and Tertiary Education

Training and Skills Development

Industry Liaison Unit Manager

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 02371)

Gazetted: 07 November 2014

Closing Date: 24 November 2014

Details: The Training and Tertiary Education branch is seeking an Industry Liaison Unit Manager within the Training and Skills Development team. The successful applicant will lead the branch's communication and marketing strategy. The successful applicant will also be responsible for maintaining relationships with key stakeholders and develop and implement strategies for the development of new relationships and the strengthening of existing relationships.

Eligibility/Other Requirements: Relevant Tertiary qualifications in Public Relations, Marketing and/or Communications is desirable.

Notes: This is a temporary position available asap until 7 August 2015. This position is being re-advertised. Previous applicants need to apply.

Contact Officer: Natascha Schwartz (02) 6207 6048 Natascha.Schwartz@act.gov.au

**Deputy Director General
Governance and Assurance
Ministerial and Commonwealth Relations
Executive Officer**

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 34841)

Gazetted: 07 November 2014

Closing Date: 21 November 2014

Details: The Executive Support Team is seeking applications from highly suitable Executive Officers. The successful applicant will play a lead role in managing the priorities and workflow of the Senior Executive. The position requires someone with initiative, a commitment to excellence, strong analytical and problem solving capabilities, the capacity to communicate effectively with stakeholders, and to work within a team environment. High quality time management skills are essential and the ability to cultivate productive working relationships will be critical to success in the position.

Eligibility/Other Requirements: Desirable: Knowledge of Government functions. Knowledge of TRIM and/or relevant tertiary qualifications in Policy, Communications or administrative functions.

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

Contact Officer: Liana Dobson (02) 6207 0001 liana.dobson@act.gov.au

**Organisational Integrity
Human Resources
Employee Relations
Executive Officer**

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 04414)

Gazetted: 12 November 2014

Closing Date: 19 November 2014

Details: The successful applicant will undertake research into and analysis of emerging issues relating to Human Resource practices, including employment legislation, public administration and dispute resolution. In addition, take responsibility for the management of multiple cases relating to allegations of misconduct by Directorate employees, conflict resolution and performance development processes.

Eligibility/Other Requirements: A Certificate IV in Workplace Investigations is desirable. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Dougal Whitton (02) 6205 9152 dougal.whitton@act.gov.au

**Organisational Integrity
Planning and Performance
Performance and Systems
Assistant Performance Analyst**

Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 04073)

Gazetted: 10 November 2014

Closing Date: 17 November 2014

Details: The successful applicant will support the Directorate in national reporting requirements through the collection of preschool, school census and attendance data and assist in the analysis and interpretation of a range of educational data. Duties will include liaising with schools, staff in the Directorate and other organisations in the collection, analysis and reporting of performance data for use by clients in evidence based decision-making.

Notes: This is a temporary vacancy available asap to the 16 January 2015 with the possibility of extension.

Selection of the successful candidate may be made based on application and referees reports only.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, referee report(s) and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Martin Simon (02) 6207 5892 martin.simon@act.gov.au

Education Strategy

Student Engagement

Disability Education

Administration Officer

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 34750)

Gazetted: 12 November 2014

Closing Date: 19 November 2014

Details: A highly efficient officer is required to join the Student Engagement Branch, with a particular emphasis on supporting the Education and Training Directorate's National Disability Insurance Scheme Project Team and the Online Professional Learning Team. The successful applicant will have high level administrative skills and attention to detail. The Branch prides itself on providing a high level of customer service and this is a key part of the administrative role. A demonstrated ability to communicate effectively and strong organisation skills are required in this role.

Notes: This is a temporary position available for 12 months with the possibility of extension.

Contact Officer: Shilo Preston-Stanley (02) 6205 4869 shilo.preston-stanley@act.gov.au

Office for Schools

North and Gungahlin Network

Gold Creek School

Youth Support Worker

School Assistant 4 \$56,823 - \$61,529, Canberra (PN: 30413)

Gazetted: 06 November 2014

Closing Date: 13 November 2014

Details: An exciting opportunity exists to join the collaborative educational team at Gold Creek School. As a member of the Student Services Team the successful applicant will be required to develop, implement and manage programs appropriate for young adolescents aimed at engaging them in learning and enhancing their social skills and personal development. These programs will support school connectedness and general health and wellbeing. Duties will also include, assisting students to access appropriate external community based youth support services as well as take a proactive role to liaise with parents, school and relevant community or government agencies. Maintain accurate records that support the evaluation of the program/s. The successful applicant will possess sound knowledge and understanding of current issues affecting young people.

Eligibility/Other Requirements: Tertiary qualification in youth work or related field is desirable.

Notes: As part of the School Assistant 4 classification the Officer is required to work six days (in addition to the four days Professional Learning) during stand down periods between school terms to undertake duties as directed, for example program preparation. This will normally be two days within each stand down period, subject to negotiation with the principal. Selection may be based on application and referee reports only. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp.

Contact Officer: Leona Anton (02) 6205 8955 leona.anton@ed.act.edu.au

Environment and Planning

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

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

Sustainability and Climate Change

Executive

Energy Efficiency Improvement Scheme

Energy Efficiency Senior Project Officer

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 31089)

Gazetted: 12 November 2014

Closing Date: 26 November 2014

Details: The Environment and Planning Directorate requires an organised, experienced Senior Project Officer to assist with the Administration of the Energy Efficiency Improvement Scheme. The Senior Project Officer will develop and review activity specifications, codes of practice, risk assessments, product registers and reporting requirements under the *Energy Efficiency (Cost of Living) Improvement Act 2012*. The applicant should have experience in the development, implementation and evaluation of energy efficiency programs and legislation or of technical regulations of a similar nature to those covering the ACT building and construction industry.

Notes: This is a temporary position available until 30 June 2016 with the possibility of extension.

Contact Officer: Alice D'Costa (02) 6207 0262 alice.dcosta@act.gov.au

Strategic Planning

Planning and Heritage

Heritage

Conservation Officer

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 04296)

Gazetted: 06 November 2014

Closing Date: 13 November 2014

Details: The Strategic Planning Division is looking for a suitably qualified and experienced Conservation Officer to undertake research and significance assessment for the registration of heritage places and objects, including Aboriginal and historic. The position will also have responsibility for undertaking conservation planning and management for heritage places and objects. The successful candidate will have experience working within statutory frameworks, and will be familiar with the interpretation and application of heritage significance criteria and the administration of legislative provisions. The successful applicant will be able to demonstrate strong teamwork skills, as well as an ability to work independently.

Eligibility/Other Requirements: Skills, experience and qualifications in a heritage related field are highly desirable. Heritage related fields include cultural heritage management, history, architecture, archaeology, planning, cultural geography or a related discipline.

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

Contact Officer: Anna Gurnhill (02) 6207 7302 anna.gurnhill@act.gov.au

Strategic Planning

Major Projects, Transport, Planning

Planning Policy Officer

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 34843)

Gazetted: 12 November 2014

Closing Date: 26 November 2014

Details: Strategic Planning Division in the Environment and Planning Directorate is looking for a planning policy officer to undertake high quality research and writing of urban and/or transport planning and policy. Applicants should have demonstrated experience in developing and managing urban and/or transport policy, planning and projects independently and as part of a team in a government setting.

Eligibility/Other Requirements: Tertiary qualifications in urban and/or transport planning or another relevant professional area would be highly desirable.

Notes: This selection process will establish a merit list that may be used to fill identical permanent and temporary positions at level that may arise in the 12 months following approval of the merit list by the delegate.

Contact Officer: Kristin Blume (02) 6205 4672 kristin.blume@act.gov.au

Strategic Planning

Planning and Heritage

Heritage

Conservation Officer

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 32102)

Gazetted: 06 November 2014

Closing Date: 13 November 2014

Details: The Strategic Planning Division is looking for a suitably qualified and experienced Conservation Officer to undertake research and significance assessment for the registration of heritage places and objects, including Aboriginal and historic. The position will also have responsibility for providing high quality advice to the ACT Government and ACT Heritage Council in relation to a broad range of heritage policy issues. The successful candidate will have experience working within statutory frameworks, and will be familiar with the interpretation and application of heritage significance criteria and the administration of legislative provisions. The successful applicant will be able to demonstrate strong teamwork skills, as well as an ability to work independently.

Eligibility/Other Requirements: Skills, experience and qualifications in a heritage related and legislation or policy field are highly desirable. Heritage related fields include cultural heritage management, history, architecture, archaeology, planning, cultural geography or a related discipline.

Notes: The successful candidate may be determined based on written application and referee checks only.

Contact Officer: Anna Gurnhill (02) 6207 7302 anna.gurnhill@act.gov.au

Sustainability and Climate Change

Executive

Energy Efficiency Improvement Scheme

Energy Efficiency Project Officer

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 34728)

Gazetted: 12 November 2014

Closing Date: 26 November 2014

Details: The Environment and Planning Directorate requires an organised, experienced Project Officer to assist with the Administration of the Energy Efficiency Improvement Scheme. Applicants should have experience in the development, implementation and evaluation of energy efficiency programs and legislation of technical regulations of a similar nature to those covering the ACT building and construction industry.

Notes: This is a temporary position available until 30 June 2016 with the possibility of extension.

Contact Officer: Alice D'Costa (02) 6207 0262 alice.dcosta@act.gov.au

Strategic Planning

Major Projects, Transport, Planning

Planning Policy Officer

Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 34846)

Gazetted: 12 November 2014

Closing Date: 26 November 2014

Details: Strategic Planning Division in the Environment and Planning Directorate is looking for a planning policy officer to undertake high quality research and writing in support of urban and/or transport planning and policy. Applicants should have demonstrated experience in contributing to the development of urban and/or transport policy, planning and projects as part of a team.

Eligibility/Other Requirements: Tertiary qualifications in urban and/or transport planning or another relevant professional area would be highly desirable.

Notes: This selection process will establish a merit list that may be used to fill identical permanent and temporary positions at level that may arise in the 12 months following approval of the merit list by the delegate.

Contact Officer: Kristin Blume (02) 6205 4672 kristin.blume@act.gov.au

Planning Delivery

Development Assessment

Assessment Officer

Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 03104)

Gazetted: 12 November 2014

Closing Date: 26 November 2014

Details: An opportunity exists for an experienced and enthusiastic person to be part of the highly effective Merit Assessment Team. The successful applicant will provide specialist technical expertise under direction relating to all facets of development applications including both decision making and policy formulation and to prepare

associated reports and related correspondence of a high order for various bodies, including other areas of government, administrative tribunals, industry and the general community.

Eligibility/Other Requirements: Qualifications, experience and/or undertaking qualification in, Urban, Town or Environmental Planning, Geography, Engineering (including Environmental), Architecture, Landscape Architecture, or Urban Design, would be an advantage.

Contact Officer: Aaron Oshyer (02) 6207 1838 aaron.oshyer@act.gov.au

Construction and Client Services

Client Services

Customer Services

Customer Service Officer

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 27721, several expected vacancies)

Gazetted: 12 November 2014

Closing Date: 26 November 2014

Details: The successful applicants will support the Team Leaders in coordinating and directing the work of staff responsible for providing high quality customer services through the Dickson and Mitchell Customer Service Centres. Duties will include but are not limited to working on a public counter and answering a public telephone line, handling public money, various processes relating to the development and/or building approval process and dealing with Construction Occupations licensing matters. The successful applicants will require experience working in a busy customer service environment, well developed communication and computer skills as well as experience in staff supervision and training.

Eligibility/Other Requirements: Successful applicants must be prepared to: - wear a uniform if supplied; - work to a roster that may involve commencing work at 8:00am and/or finishing at 5:00pm - work in either the Dickson or Mitchell office as required.

Contact Officer: Fred Arugay (02) 6207 1797 fred.arugay@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.

Office of the Director-General

Communications, Government Services and Executive Support

Communications

Web Coordinator

Information Technology Officer Class 1 \$57,004 - \$65,178, Canberra (PN: 15325)

Gazetted: 12 November 2014

Closing Date: 19 November 2014

Details: Environment and Planning Directorate (EPD) are seeking a highly motivated individual to fill the role of Web Coordinator within the Communications Team.

Duties of this position include: Coordinate technical and content matters in relation to EPD's websites and intranet. Maintain and develop EPD's websites and intranet, ensuring compliance with high standards of accessibility, W3C standards and the ACT Government Website Development and Management Standard. Assist with and provide advice on the development and implementation of EPD's internal and external online communications strategies including the use of Web 2.0 technologies. Undertake day-to-day website/intranet maintenance and reporting duties. Provide help desk duties and technical guidance to other staff. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: IT qualifications or related experience in web development using MySource Matrix Content Management System; Adobe Dreamweaver; Adobe Fireworks; Adobe Acrobat; HTML; .NET; and Microsoft Office Suite.

Notes: This is a temporary vacancy available asap until 14 March 2015 with possible short term extension.

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

Applications should be email to EPDHR@act.gov.au

Contact Officer: Alexandra Magee (02) 6207 2464 alexandra.magee@act.gov.au

Construction and Client Services

Client Services

Customer Services

Customer Service Officer

Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 18443, several expected vacancies)

Gazetted: 07 November 2014

Closing Date: 21 November 2014

Details: The Customer Services Team has two offices in Dickson and Mitchell. The occupants of these positions will be required to provide high quality customer service to clients and members of the public in relation to planning, development and building related processes. This includes answering calls via the Customer Service Contact Centre and working on a public counter. Successful applicants will require experience working in a customer service environment, very good oral and written communication skills, and good organisational and time management skills.

Eligibility/Other Requirements: Successful applicants must be prepared to: Wear a uniform if supplied. Work to a roster that may involve commencing work at 8:00am and/or finishing at 5:00pm. Work in either the Dickson or Mitchell office as required.

Contact Officer: Kassandra Keppell (02) 6205 9876 kassandra.keppell@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.

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

Division of Medicine

Resources

Respiratory and Sleep Physician

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

Senior Specialist \$199,231, Canberra (PN: 25773)

Gazetted: 13 November 2014

Closing Date: 27 November 2014

Conjoint Appointment: Canberra Hospital and the Australian National University Medical School.

The Respiratory and Sleep Service Unit provide both inpatient and outpatient services to Canberra and the surrounding area. The unit has a fully functional lung function laboratory with exercise testing equipment.

Canberra Hospital has established a Sleep laboratory in 2010. In addition to the clinical responsibilities the position offers opportunities to develop research interests and conduct undergraduate and postgraduate teaching.

Salary, Remuneration and Conditions:

Staff Specialist Bands 1-5: \$147,465-\$181,976

Senior Specialist: \$199,231

Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries.

Superannuation, ranging from 9.5%-10% depending on individual arrangements, is payable on this salary component.

Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$242,052 - \$320,753.

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

Note: Fractional appointment (hrs to be negotiated).

Contact Officer: Dr Mark Hurwitz (02) 6244 2066 or mark.hurwitz@act.gov.au

For academic enquiries, please contact: Professor Nicholas Glasgow, Dean, ANU Medical School on (02) 6125 2622 dean.medical.school@anu.edu.au

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

Canberra Hospital and Health Services

Division of Medicine

Cardiology

Cardiologist

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

Senior Specialist \$199,231, Canberra (PN: 20739)

Gazetted: 13 November 2014

Closing Date: 27 November 2014

Conjoint Appointment: Canberra Hospital and the Australian National University Medical School.

Applications are invited for the above specialist position from suitably qualified medical graduates with Fellowship of the Royal Australasian College of Physicians or equivalent who are eligible for medical specialist registration with the Australian Health Practitioner's Regulation Agency for a temporary position.

Applicants should have high-level training and experience in clinical cardiology and echocardiography which includes 3D echocardiography, transoesophageal echocardiography, stress and contrast echocardiography.

Experience in coronary CT and cardiac MRI would be an advantage. She/he will also be expected to be active in clinical and/or basic research pertinent to the specialty and in quality assurance activities and continuing medical education. The successful applicant will be required to work in a team of clinical staff, including advanced trainees in Cardiology and cardiac sonographers. She/he will be expected to contribute to teaching and assessment within the Discipline of Medicine and to be involved with teaching of the ANU medical students.

Salary, Remuneration and Conditions:

Staff Specialist Bands 1-5: \$147,465-\$181,976

Senior Specialist: \$199,231

Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries.

Superannuation, ranging from 9.5%-10% depending on individual arrangements, is payable on this salary component.

Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$242,052 - \$320,753.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australasian College of Physicians (FRACP) with subspecialty training and experience in Cardiac Imaging.

Note: Temporary position for 12 months.

Contact Officer: Enquires about the (research or clinical role) may be directed to Dr Ren Tan, Director of Cardiology on (02) 6244 3765 e: ren.tan@act.gov.au and/or Ms Rosemary O'Donnell, Executive Director, Medicine on (02) 6244 3603 e: rosemary.o'donnell@act.gov.au

Director General Reports

Population Health

Health Improvement

Senior Project Officer

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 34722)

Gazetted: 13 November 2014

Closing Date: 20 November 2014

Details: The Health Improvement Branch of Population Health, ACT Health is seeking an enthusiastic officer to provide policy support and project management for the Food Environment component of the ACT Government Healthy Weight Initiative (HWI). Duties will include managing stakeholder consultation and engagement including government, non-government, industry and community sectors, preparation of high level reports, briefings and other communication materials and providing secretariat support to the Food Environment Implementation Group.

Eligibility/Other Requirements: A post graduate qualification and experience in a field relevant to public/population health, project management and/or public health nutrition is highly desirable.

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

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Employees of ACT Health have available to them salary packaging with fringe benefits, a tax-free threshold up to \$9095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items. ACT Health also provides employees with the opportunity to utilise tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Relocation allowance is available to assist with relocation of successful candidates to Canberra.

ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

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

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

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

Contact Officer: Deborah Schaler (02) 6207 9191

Canberra Hospital and Health Services

Medicine

Infectious Diseases

Sexual Health Registered Nurse

Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 12612)

Gazetted: 13 November 2014

Closing Date: 20 November 2014

Details: Part-time work opportunity is now available for an experienced and motivated Registered Nurse to work with the Canberra Sexual Health Centre (CSHC) team as Level 2 RN. If you are motivated, able to demonstrate well-developed interpersonal skills and have an ability to work collaboratively within a multidisciplinary team, this is an opportunity not to be missed.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Authority (AHPRA). Holds a current driver's licence. Holds or is progressing towards qualification in Sexual and Reproductive Health Nursing Certificate. A minimum of three years recent full-time equivalent clinical experience.

Note: This is a part-time position working 27 hours per week. Selection may be based on application and referee reports alone. Applicants are requested to submit their applications in writing. Please submit your application in support of the selection criteria along with a cover letter, current CV and two professional referees report. A merit list will be compiled to appoint to any similar vacancies (temporary or permanent) in the next 12 months.

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

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

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

ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

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

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

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Contact Officer: Rendry Del Rosario (02) 6244 3758

**Canberra Hospital and Health Services
Women, Youth and Children
Women and Babies
Clinical Development Nurse**

Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 22534)

Gazetted: 13 November 2014

Closing Date: 20 November 2014

Details: An interesting and dynamic permanent part-time Clinical Development Nurse (CDN) position is open in the NICU/SCN at the Centenary Hospital for Women and Children. This position would suit a highly motivated person who is capable of facilitating clinical teaching within the NICU/SCN environment.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. The applicant is required to hold Neonatal qualifications either at a certificate or postgraduate level. The applicant must have a minimum of three years post graduate Neonatal experience and qualifications.

Note: This is a permanent part-time position at 20 hours a week.

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

To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Employees of ACT Health have available to them salary packaging with fringe benefits, a tax-free threshold up to \$9095 is available.

Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items.

ACT Health also provides employees with the opportunity to utilise tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards.

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Contact Officer: Janine McEwan (02) 6274 7578

**Canberra Hospital and Health Services
Clinical Support Service
Biomedical Engineering
Medical IT - Network Engineer**

Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade), Canberra (PN: 34521)

Gazetted: 13 November 2014

Closing Date: 27 November 2014

Details: Applications are invited from experienced candidates to join the ACT Health Biomedical Engineering Department. Biomedical Engineering is a dynamic, progressive and enthusiastic team which provides healthcare technology management support to the Executive, Health Professionals, stakeholders and clients of ACT Health. The Department ensures all technology investments provide value for money to ACT Health, are safe and clinically effective. In this new role within Biomedical Engineering, you will lead the development and implementation of strategies and practices for the effective and safe management of networks incorporating one or more medical devices, and when required, the connection of these systems with ACT Health's business ICT solutions. To be successful in the role, you will be an innovative, committed and proactive engineer who displays the highest order of communication skills, is able to confidently engage with Health, ICT and biomedical engineering professionals, and is able to demonstrate a knowledge and understanding of the biomedical engineering principles and practices for managing and maintaining medical IT-networks and systems. The position is permanent.

Eligibility/Other Requirements: Associate Diploma in engineering, or equivalent, with experience in the management and maintenance of IT-networks is essential. A university degree in a relevant Engineering discipline or equivalent with eligibility for full membership into one of the appropriate professional bodies is highly desirable. Experience in Biomedical Engineering is highly desirable.

Notes:

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

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

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Contact Officer: Phillip Thorburn (02) 6244 4496

Canberra Hospital and Health Services

Clinical Support Services

Biomedical Engineering

Training, Safety and Process Assurance Engineer

Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade), Canberra (PN: 34520)

Gazetted: 13 November 2014

Closing Date: 27 November 2014

Details: Applications are invited from experienced candidates to join the ACT Health Biomedical Engineering Department. Biomedical Engineering is a dynamic, progressive and enthusiastic team which provides healthcare technology management support to the Executive, Health Professionals, stakeholders and clients of ACT Health. The Department ensures all technology investments provide value for money to ACT Health, are safe and clinically effective. In this new role within Biomedical Engineering, you will lead the development and implementation of quality, training, professional development, and competency assessment programs for the department. To be successful in the role, you will be an innovative, committed and proactive engineer who displays the highest order of communication skills, is able to confidently engage with Health, and biomedical engineering professionals, with extensive experience in supporting a broad range of medical equipment, and can demonstrate a sound knowledge and understanding of quality systems together with the ability to develop and deliver training programs.

Eligibility/Other Requirements: Associate Diploma in Engineering, or equivalent, with extensive experience in the repair and maintenance of complex medical equipment is essential. A university degree in a relevant Engineering discipline or equivalent with eligibility for full membership into one of the appropriate professional bodies is highly desirable. A current qualification of Certificate IV in Training and Assessment is desirable.

Notes: This is a permanent full-time position. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

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

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Contact Officer: Phillip Thorburn (02) 6244 4496

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

ACT Wide Mental Health Services

Health Professional

Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade), Canberra (PN: 21885)

Gazetted: 13 November 2014

Closing Date: 20 November 2014

Details: Applications are invited from enthusiastic Psychologists, Social Workers or Occupational Therapists who wish to work with the Crisis Assessment and Treatment Team (CATT). CATT provides 24 hour mental health care for the whole of the ACT. CATT is a multidisciplinary team staffed by nursing, allied health and medical professionals. The successful applicant will be required to undertake complex mental health assessments and work as a senior clinician as a member of a multi disciplinary team, providing high standard clinical skills and expertise in the assessment and short-term management of consumers in acute distress and with major mental illnesses. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies.

Eligibility/Other Requirements: Mandatory Qualifications:

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

Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy and registered with AHPRA, eligible for professional membership of Occupational Therapy Australia

Psychology: General Psychology registration with AHPRA

Applicants must also have a minimum of 3 years paid work experience in a related/relevant organisation/service.

Current Driver's Licence. As this is a senior clinical role, previous experience working in acute mental health settings is highly regarded.

Notes: This is a temporary 12 month available from 5 January 2015 until 31 December 2015.

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

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

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Contact Officer: Rod Menere (02) 6205 1979

Canberra Hospital and Health Services

Clinical Support Services

Acute Support Service

New Graduate Occupational Therapist

Health Professional Level 1 \$53,784 - \$68,527, Canberra (PN: 29649, several)

Gazetted: 13 November 2014

Closing Date: 27 November 2014

Details: If you are or are about to become a newly graduated Occupational Therapist looking to fulfil your lifelong ambition of working in a rotational position for 12 months then we may have the position you have been looking

for. We are a dedicated Occupational Therapy department providing services to Acute Medical and Acute Surgical wards and Outpatients and are looking to fill two New Graduate roles within our team.

Eligibility/Other Requirements: Degree or Diploma in Occupational Therapy and be Registered or have applied for Registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence.

Notes: These are temporary positions available for a period of 12 months. Please provide a written application including a Covering Letter, answers to the Selection Criteria, a Resume and two Referee Reports as attachments uploaded and included with your application. For any further information regarding the position please call the Contact Officer on the number provided.

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

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

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Contact Officer: Domenico Tripodi (02) 6244 3286

For academic enquiries, please contact: Professor Nicholas Glasgow, Dean, ANU Medical School on (02) 6125 2622 dean.medical.school@anu.edu.au

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

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

Office of Regulatory Services

Transport Regulation

Business Systems and Reform

Business Analyst

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 20019, several)

Gazetted: 07 November 2014

Closing Date: 21 November 2014

Details: Under the limited direction of the Manager Business Systems and Reform: Research, analyse and document Road Transport and/or Office of Regulatory Services business and functional requirements to enable the rego.act system development team and other system development resources to cost, program and implement enhancements. Maintain use case functional specifications to reflect enhancements and changes to the rego.act application. Examine and report on the likely impact of proposed changes. Consult with stakeholders to ensure system enhancements reflect efficient and effective business practices. Liaise with the rego.act development team to ensure the system design and implementation is fit for purpose. Liaise with the rego.act user acceptance testing team to ensure test cases are developed to adequately test all system enhancements. Assist in the preparation of quotes for the implementation on new system initiatives. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Qualifications in Business Analysis or similar work experience.

Contact Officer: John Moore (02) 6205 7240 john.moore@act.gov.au

ACT Corrective Services

Offender Services and Corrections Program

Corrections Programs Unit

Programs Officer

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 14702)

Gazetted: 10 November 2014

Closing Date: 17 November 2014

Details: ACT Corrective Services (ACTCS) Offender Services are looking for an enthusiastic, motivated and conscientious individual to join the Corrections Programs Team. Expressions of interest are sought for a temporary vacancy, full or part-time, for the ACTCS Programs Officer for six months with the possibility of extension. The successful applicant will be required to: Prepare and facilitate programs delivered to offenders in the community and detainees in the Alexander Maconochie Centre. Assess potential participants referred to the program from Community Corrections Officers and Case Managers. Assist and support the wider offender management team in case planning and program delivery, with a strong throughcare emphasis. Maintain records in line with Territory and Department policy.

Eligibility/Other Requirements: Tertiary qualifications in the Psychological, Education, Social Work or Behavioural Sciences are highly desirable. The successful candidate will be required to undergo a police criminal history check and may have to undergo a psychological assessment. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

The successful candidate may have the opportunity to perform some weekend work. A current driver's licence is essential.

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

How to Apply: Please review the current position description and provide two to three paragraphs describing your experience in service delivery and your motivation for the role. Please provide practical experience and examples related to the duties and responsibilities as outlined. A current resume will also be required. Applications should be emailed by close of business Monday 17 November 2014.

Applications should be sent to the contact officer.

Contact Officer: Simon Porter (02) 6207 8638 simon.porter@act.gov.au

Public Advocate of the ACT

Public Advocacy

Mental Health and Forensic

Advocate

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 19652)

Gazetted: 12 November 2014

Closing Date: 19 November 2014

Details: The successful applicant will be required to assist the Senior Advocate, Mental Health and Forensic administer functions of the *Public Advocate Act 2005* and relevant mental health legislation relating to the provision of advocacy for individuals involved with the mental health and the justice systems. Particular focus will be on undertaking the compliance and monitoring functions of the Public Advocate in the mental health area. The successful applicant will be expected to provide expert advice to the Senior Advocate, to provide individual advocacy, to liaise with service providers, to represent the Public Advocate at Tribunals and in Court, as well as to prepare appropriate reports and undertake projects (where required). The successful applicant will need to have demonstrated knowledge, understanding and experience in mental health service provision. The applicant must have the capacity to provide advocacy on behalf of mental health consumers, forensic patients and for young people involved with mental health services.

Eligibility/Other Requirements: Tertiary qualifications in a relevant discipline such as Social Work, Psychology, Human Services and/or related disciplines desirable.

Notes: This is a temporary position available from 12 January 2015 until 30 December 2015 with possibility of permanency from this process. This is a position of trust and applicants must be aware of confidentiality and privacy provisions. Prior to commencing in this role, a current registration issued under the *Working with*

Vulnerable People (Background Checking) Act 2011 may be required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Christina Thompson (02) 6207 0707 christina.thompson@act.gov.au

Territory and Municipal Services

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

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

Directorate Services Division

Finance

Manager Reporting and Systems

Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 23210)

Gazetted: 07 November 2014

Closing Date: 21 November 2014

Details: The Finance Team provides financial expertise to meet the needs of the Director General, Executives and Managers across Territory and Municipal Services (TAMS). Members of the team are adaptable and able to support the diverse requirements of the Directorate. This position manages the internal and external financial reporting processes for the Directorate. A primary focus is responsibility for yearend financial statements preparation and annual reporting. This position is also responsible for the financial systems that support reporting processes. The occupant will also lead or participate in projects as necessary. Experience in a public sector finance environment and the ability to develop relationships with stakeholders is essential to success in this role.

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

Contact Officer: Andrew Pedersen (02) 6207 5389 andrew.pedersen@act.gov.au

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

Parks and City Services

Libraries ACT

ACT Digital Hub

Digital Support Officer

Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 21985)

Gazetted: 10 November 2014

Closing Date: 26 November 2014

Details: Libraries ACT are looking for a Digital Support Officer to work out of the ACT Digital Hub. You will provide superior and pro-active support to the Digital Services Team and the community. You have a passion for all things digital and interest and experience in working with new and emerging technologies.

This is an opportunity to be part of a dynamic and evolving library service with opportunities to contribute to the reimagining of libraries and the delivery of services and programs into the future.

You are a people person who has experience in media, IT, and/or education. You can troubleshoot a tablet or mobile device, and you are not completely terrified of working with people, code or 3D printers.

Note: This is a temporary vacancy available asap to 31 March 2015. Libraries ACT is a 7 day service and applicants may be required to work weekends. Aboriginal and Torres Strait Islander people are encouraged to apply.

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: Kate McAlister (02) 6207 5567 kate.mcalister@act.gov.au

APPOINTMENTS

ACT Teacher Quality Institute

Senior Officer Grade B \$109,831 - \$123,642

Claudia Moore 844-81453, Section 68(1), 10 November 2014

Capital Metro

Senior Officer Grade B \$109,831 - \$123,642

Anupam Malhotra 844-80821, Section 68(1), 24 November 2014

Chief Minister, Treasury and Economic Development

Senior Officer Grade C \$93,254 - \$100,382

Anthony Bufalo 844-74827, Section 68(1), 27 November 2014

Senior Officer Grade A \$127,557

Eva Susanne Roberts 835-93576, Section 68(1), 10 November 2014

Education and Training

General Service Officer Level 6 \$48,163 - \$50,446

Anthony Donaldson 835-45013, Section 68(1), 13 November 2014

Health

Administrative Services Officer Class 2/3 \$49,189 - \$59,980

Parminder Bhagria 840-49361, Section 68(1), 13 November 2014

Registered Nurse Level 3.1 \$93,917 - \$97,782

Clare Botha 842-87431, Section 68(1), 3 November 2014

Technical Officer Level 1 \$47,953 - \$50,376

Kaylea Brewer 840-50362, Section 68(1), 3 November 2014

Registered Nurse Level 1 \$58,989 - \$78,799

Michelle Caddy-Gammel 834-52781, Section 68(1), 6 November 2014

Administrative Services Officer Class 4 \$61,874 - \$66,997

Andrea Coggan 779-13772, Section 68(1), 10 November 2014

Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade)

Laura Davis 842-89373, Section 68(1), 13 November 2014

Registered Nurse Level 1 \$58,989 - \$78,799

Alicia Garcia Ticllacuri 844-33478, Section 68(1), 6 November 2014

Registered Nurse Level 1 \$58,989 - \$78,799

Babitha Geevarghese 834-43914, Section 68(1), 6 November 2014

Registered Nurse Level 1 \$58,989 - \$78,799

Yi Li 834-45303, Section 68(1), 18 November 2014

Administrative Services Officer Class 3 \$55,732 - \$59,980

Jade Redden 839-27097, Section 68(1), 13 November 2014

Radiation Therapist Grade 2 \$59,770 - \$82,613

Emily Ross 843-91159, Section 68(1), 10 November 2014

Administrative Services Officer Class 2 \$49,189 - \$54,315

Janine Sheppard 835-79176, Section 68(1), 10 November 2014

Administrative Services Officer Class 3 \$55,732 - \$59,980

Belinda Verschoor 834-52757, Section 68(1), 15 November 2014

Justice and Community Safety

Administrative Services Officer Class 4 \$61,874 - \$66,997

Jaclyn Dowling 836-02153, Section 68(1), 6 November 2014

Territory and Municipal Services

Bus Operator - Training \$61,461

Christopher Bennet 141-093, Section 68(1), 7 November 2014

Bus Operator - Training \$61,461

Yadwinder Dhaliwal 141-092, Section 68(1), 7 November 2014

Bus Operator - Training \$61,461

Michael Goodwin 141-064, Section 68(1), 7 November 2014

Bus Operator - Training \$61,461

Amit Gupta 141-098, Section 68(1), 7 November 2014

Bus Operator - Training \$61,461

Malcolm Sherren 141-072, Section 68(1), 7 November 2014

TRANSFERS

Education and Training

Tracy Barker: 827-17661

From: \$41,826 - \$51,005

Education and Training

To: School Assistant 2 \$41,826 - \$46,188

Education and Training, Canberra (PN. 13923) (Gazetted 18 July 2014)

Health

Andrew Bandle: 259-77133

From: Senior Officer Grade C \$93,254 - \$100,382
Health
To: Senior Officer Grade C \$93,254 - \$100,382
Health, Canberra (PN. 34185) (Gazetted 4 September 2014)

Ana O'Rourke: 741-02202

From: Health Professional Level 4 \$100,382
Health
To: Health Professional Level 4 \$93,254 - \$100,382
Health, Canberra (PN. 25319) (Gazetted 2 October 2014)

Melinda Roe: 834-51412

From: Health Professional Level 2 \$39,340
Health
To: Health Professional Level 2 \$54,414 - \$75,477
Health, Canberra (PN. 16975) (Gazetted 18 September 2014)

PROMOTIONS

Calvary Health Care ACT (Public)

Nursing

Maternity

Michelle Thinius: 1611829

From: Registered Nurse Level 1 \$58,989 - \$78,799
Calvary Health Care ACT
To: Registered Nurse Level 2 \$81,918 - \$86,823
Nursing, Maternity (PN. 8700) (Gazette 09 May 2014)

Community Services

Service Strategy and Community Building

Service Reform and Governance

Organisational Governance

Amy Bascomb: 835-70171

From: Administrative Services Officer Class 4 \$61,874 - \$66,997
Community Services
To: Administrative Services Officer Class 6 \$74,098 - \$84,803
Community Services, Canberra (PN. 22620) (Gazetted 22 September 2014)

Environment and Planning

Regulation and Services

Construction Services

Utilities Land and Lease Regulation

Kris Johnston: 835-63350

From: Administrative Services Officer Class 3 \$55,732 - \$59,980
Environment and Planning
To: Administrative Services Officer Class 4 \$61,874 - \$66,997
Environment and Planning, Canberra (PN. 22814) (Gazetted 16 June 2014)

Regulation and Services

Construction Services

Utilities, Land and Lease Regulation

Brendan O'Neill: 827-56492

From: Administrative Services Officer Class 4

Environment and Planning

To Administrative Services Officer Class 6

Environment and Planning, Canberra (PN. 24430) (Gazetted 19/03/2014)

Health

Canberra Hospital and Health Services

Medicine

Clinical

Laly Antony: 821-58556

From: Registered Nurse Level 1 \$58,989 - \$78,799

Health

To: Registered Nurse Level 2 \$81,918 - \$86,823

Health, Canberra (PN. 12654) (Gazetted 21 August 2014)

Canberra Hospital and Health Services

Women, Youth and Children

Women and Babies

Tania Cilliers: 827-09426

From: Registered Nurse Level 1 \$58,989 - \$78,799

Health

To: Registered Nurse Level 2 \$81,918 - \$86,823

Health, Canberra (PN. 22286) (Gazetted 18 September 2014)

Canberra Hospital and Health Services

Women, Youth and Children

Women and Babies

Rita Dayal: 835-71385

From: Registered Nurse Level 1 \$58,989 - \$78,799

Health

To: Registered Nurse Level 2 \$81,918 - \$86,823

Health, Canberra (PN. 22455) (Gazetted 18 September 2014)

Canberra Hospital and Health Services

Medicine

Clinical

Rodella Elento: 820-88455

From: Registered Nurse Level 1 \$58,989 - \$78,799

Health

To: Registered Nurse Level 2 \$81,918 - \$86,823

Health, Canberra (PN. 22505) (Gazetted 21 August 2014)

Strategy and Corporate

Lauree Fleming: 839-25999

From: Administrative Services Officer Class 2 \$49,189 - \$54,315

Health

To: Administrative Services Officer Class 6 \$74,098 - \$84,803

Health, Canberra (PN. 33183) (Gazetted 25 September 2014)

Strategy and Corporate

E-Health and Clinical Records

Recurring Supplies and Maintenance

Belinda Harris: 771-99628

From: Registered Nurse Level 1 \$58,989 - \$78,799

Health

To: †Senior Officer Grade C \$93,254 - \$100,382

Health, Canberra (PN. 14823) (Gazetted 10 July 2014)

Strategy and Corporate

E-Health and Clinical Records

Gloria Spyropoulos: 735-33318

From: Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade)

Health

To: †Health Professional Level 4 \$93,254 - \$100,382

Health, Canberra (PN. 28591) (Gazetted 11 September 2014)

Justice and Community Safety

Corporate

ICT Programs and Project Delivery

Melissa Watson: 755-81575

From: Senior Information Technology Officer Grade C \$89,786 - \$96,809

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$109,831 - \$123,642

Justice and Community Safety, Canberra (PN. 34352) (Gazetted 30 July 2014)

Territory and Municipal Services

Business Enterprises

Capital Linen Service

Mileva Noveska: 783-24961

From: Capital Linen Service Band 2 \$43,306 - \$44,978

Territory and Municipal Services

To: Capital Linen Service Band 5 \$57,829 - \$64,112

Territory and Municipal Services, Canberra (PN. 27230) (Gazetted 15 October 2014)

FORFEITURE OF OFFICE

Education and Training

Carissa Alice Campbell AGS: 817-99175 Section 221 of the Public Sector Management Act 1994 28 January 2014

Peter Joseph Casey 755-75714 Section 221 of the Public Sector Management Act 1994 04 July 2014

Fiona Dagott 785-52091 Section 221 of the Public Sector Management Act 1994 28 January 2014

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