



ACT Government Gazette

Gazetted Notices for the week beginning 14 May 2015

EXECUTIVE NOTICES

Chief Minister, Treasury and Economic Development

Variation – Assignment

Craig Simmons – Director, Road Transport Regulation (E346) Section 80A(1)(b) of the Public Sector Management Act 1994

VACANCIES

ACT Electoral Commission

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

Elections ACT

Education and Information Officer

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 43020)

Gazetted: 15 May 2015

Closing Date: 27 May 2015

Details: Elections ACT is looking for an enthusiastic and dedicated person to join our small team. This position will offer the successful applicant the opportunity to perform the role of education and information officer for the ACT Electoral Commission. This role will involve the creation and development of materials, as well as the delivery of electoral information presentations, aimed at increasing the understanding of ACT Elections within the ACT community, including schools. The successful applicant will also have the chance to contribute to a variety of other election related projects.

Eligibility/Other Requirements: Relevant qualifications and/or experience in education or communication would be an advantage.

Notes: Selection may be based application and referee reports only. Please provide contact details of two referees as part of your application. 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_wwwv.

Contact Officer: Rohan Spence (02) 6205 0224 rohan.spence@act.gov.au

Calvary Health Care ACT (Public)

Palliative Care - Registered Nurse Level 2 - CSPCS - 8895

Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 8895)

Gazetted: 18 May 2015

Closing Date: 28 May 2015

Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html>

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

Palliative Care - Registered Nurse Level 2 - CSPCS - 8894

Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 8894)

Gazetted: 18 May 2015

Closing Date: 28 May 2015

Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html>

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

Hospital in the Home - Registered Nurse Level 1 - Casual

Hospital in the Home \$59,874 - \$79,980, Canberra (PN: Casual)

Gazetted: 18 May 2015

Closing Date: 27 May 2015

Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html>

Contact Officer: Vicki Kelly (02) 6201 6676 vicki.kelly@calvary-act.com.au

Hospital in the Home - Endorsed Enrolled Nurse - Casual

Enrolled Nurse \$54,303 - \$58,946, Canberra (PN: Casual)

Gazetted: 18 May 2015

Closing Date: 27 May 2015

Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html>

Contact Officer: Vicki Kelly (02) 6201 6676 vicki.kelly@calvary-act.com.au

Payroll Liaison Officer

Administrative Services Officer Level 3 \$56,568 - \$60,880, Canberra (PN: 6187)

Gazetted: 18 May 2015

Closing Date: 31 May 2015

Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html>

Contact Officer: Donna Johnston (02) 6201 6126 donna.johnston@calvary-act.com.au

Capital Metro

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

Commercial

Commercial Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 34313, several)

Gazetted: 15 May 2015

Closing Date: 29 May 2015

Details: The Capital Metro Agency (CMA) has responsibility for the design, procurement and delivery of a light rail service between Gungahlin and the City. The Commercial Branch is seeking two Commercial Officers to provide high level support to the activities of the branch. Duties include, but are not limited to, the drafting and coordination of a variety of complex reports and briefings, and undertaking and assisting with risk, issues and change management oversight activities.

Note: Two positions available.

Contact Officer: Brendan McAvoy (02) 6205 9799 Brendan.McAvoy@act.gov.au

Communications and Stakeholder Engagement

Communications Officer

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 32552)

Gazetted: 15 May 2015

Closing Date: 29 May 2015

Details: The Capital Metro Agency (CMA) has responsibility for the design, procurement and delivery of a light rail service between Gungahlin and the City. The Communications and Stakeholder Engagement Branch is seeking a self-starter with creativity, lots of initiative, and sound judgement to join the team as a Communications Officer. Duties include, but are not limited to, the preparation of content for the CMA's various communication materials, providing assistance in the coordination of events, and the preparation of accurate and timely reports as required.

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

Contact Officer: Melanie Taylor (02) 6205 2053 melaniea.taylor@act.gov.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

Access Canberra

Registrations and Fair Trading

Senior Manager

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 43068)

Gazetted: 20 May 2015

Closing Date: 27 May 2015

Details: Under the broad direction of the Director, the Senior Manager undertakes strategic and operational business activities within established frameworks to ensure a high performance organisation.

The duties within that framework include: Clients: Identifying and implementing business improvements that streamline customer experience while maintaining legislative compliance. Ensuring that information provided to the public through various media is highly accurate and current continue to implement on line services that reduce regulatory burden on business. Resolve highly complex issues. Staff: Provide positive supervision and direction for business unit managers and their teams to achieve outcomes and service standards. Ensure achievement and development plans are maintained for all staff. Executive: Operate in accordance with relevant legislation administered by Access Canberra. Exercise delegations and statutory responsibilities under relevant legislation, codes and in accordance with organisational policies. Contribute to the day to day operations of the Registrations and Fair Trading branch (human resource, financial and information communication technology) particularly as it relates to births, deaths, marriages, and the Working with Vulnerable People Scheme. Represent Access Canberra at various committees, seminars, conferences and meetings on a local and national basis.

Eligibility/Other Requirements: Demonstrated knowledge and understanding of Registry processes and the Working with Vulnerable People Scheme would be preferred.

Note: This is a temporary position available from 6 July 2015 until 2 October 2015. Applications will only be accepted from current ACT Government employees.

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: Jon Quiggin (02) 6207 0490 jon.quiggin@act.gov.au

**Policy and Cabinet
Government Reform
Transport Reform
Manager**

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 35605)

Gazetted: 20 May 2015

Closing Date: 4 June 2015

Details: The successful applicant will possess demonstrated strong analytical abilities. Under limited supervision, provide high quality advice and recommendations on a range of strategic policy matters. Lead and contribute to a small team in the preparation of reports, briefings to Ministers, draft submissions to Cabinet, ministerial speeches and correspondence, legislation and other relevant materials. The applicant will have high-level liaison skills with the ability to influence at meetings and other forums with government, business and community stakeholders.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field.

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

Contact Officer: Brett Wilesmith (02) 6205 0202 brett.wilesmith@act.gov.au

**Policy and Cabinet
Government Reform
Transport Reform
Senior Policy Officer**

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 35606)

Gazetted: 20 May 2015

Closing Date: 4 June 2015

Details: The successful applicant will possess demonstrated analytical abilities. Under limited supervision, provide quality advice and recommendations on a range of strategic policy matters. Contribute to a small team in the preparation of reports, briefings to Ministers, draft submissions to Cabinet, ministerial speeches and correspondence, legislation and other relevant materials. The applicant will have strong liaison skills with the ability to influence at meetings and other forums with government, business and community stakeholders.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field.

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

Contact Officer: Brett Wilesmith (02) 6205 0202 brett.wilesmith@act.gov.au

**Shared Services
Partnership Services
Business Application Management
Deputy ICT Manager**

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 01015)

Gazetted: 14 May 2015

Closing Date: 28 May 2015

Details: The position reports directly to the ICT Manager Community Services Directorate (CSD) and leads a small to medium sized team of technical specialists supporting business systems and business processes for CSD. The duties include managing system support, maintenance and diagnosis for current business application systems, together with the integration to other business systems and fault escalation processes; and provide advice and support for the tactical management of Directorate business systems and application life cycle management across the ICT portfolio by understanding the requirements for new initiatives and business systems. This position may also be involved in some operational activities.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. The following are highly desirable: ITIL Foundations and Practitioners Certificates. Project Management certification (Prince2 or equivalent).

Note: This is a temporary position available until 23 December 2016.

Contact Officer: Mick Sharp (02) 620 71522 mick.harp@act.gov.au

Workplace Safety and Industrial Relations

Injury Management and Safety

Team Leader

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 08590, several)

Gazetted: 14 May 2015

Closing Date: 28 May 2015

Details: Expressions of interest are currently being sought to fill short term vacancies that may arise over the ensuing six months as a Team Leader within the Injury Management and Safety Team. These leadership positions are responsible for overseeing a small team of Case Managers for the purpose of assisting Directorates to achieve successful and sustainable return to work outcomes for injured ACTPS personnel and minimising the ACT Government workers' compensation liability. Key stakeholders include Human Resource managers, line managers and supervisors, health professionals, external rehabilitation consultants and Comcare. Team Leaders are responsible for ensuring their respective team maintains legislative, policy and procedural compliance, the delivery of high quality customer service through effective, targeted and holistic case management and the achievement of key performance indicators (KPI's). Effective people and performance management, professional development and guidance of team members are integral to the effective execution of the role. Candidates should possess a sound understanding of the *Safety, Rehabilitation and Compensation Act 1988*, the ability to demonstrate strategic decision-making abilities, exceptional written and oral communication skills, including highly developed interpersonal skills.

Note: The selection process may be based on application and referee reports only. These temporary positions are available for up to six months.

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

Applications should be sent to the Contact Officer.

Contact Officer: Petra Crowe (02) 6205 3817 petra.crowe@act.gov.au

Shared Services

Business Application Management

Territory and Municipal Services ICT

Deputy ICT Manager- Operations Management

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 17667)

Gazetted: 14 May 2015

Closing Date: 21 May 2015

Details: The incumbent of this role focuses on the delivery of Shared Services ICT services to the Territory and Municipal Services (TAMS) Directorate. A key aspect of this role is development of standard operating procedures; information collection and collation techniques and technologies to support them; and building relationships with all stakeholders to ensure effective implementation.

Contact Officer: Garry MacGregor 0418 205 547 garry.macgregor@act.gov.au

Shared Services

Business Application Management

Territory and Municipal Services ICT

ICT Officer

Information Technology Officer Class 2 \$75,209 - \$86,075, Canberra (PN: 16747)

Gazetted: 14 May 2015

Closing Date: 28 May 2015

Details: The incumbent of this role will support the use of technology within the Territory and Municipal Services (TAMS) Directorate, in particular through providing knowledge of systems development processes and technologies. They will provide capacity in SQL development and will seek opportunities to mature existing tools alongside a range of TAMS and other Shared Services ICT teams.

Contact Officer: Garry MacGregor 0418 205 547 garry.macgregor@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

Service Strategy and Community Building

Director, Service Strategy

Executive Level 1.3 \$213,051 to \$223,976 depending on current superannuation arrangements, Canberra (PN: E612)

Gazetted: 19 May 2015

Closing Date: 26 May 2015

Details: An exciting opportunity exists to further develop your executive and line management skills and experience in a high performing policy and governance area.

The Director is responsible for high performing strategic policy and service system design group. Service Strategy is responsible for Data and Research; Strategic Policy, including the Human Services Blueprint; the Office of the Human Services Registrar, including quality assurance and complaints management; business and project planning and management; communications; and Community Sector Reform.

This temporary role will support our high performing teams to contribute to the whole of Directorate governance responsibilities through the Community Services Directorate Board of Management.

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.

Remuneration: The position attracts a remuneration package ranging from \$213,051 - \$223,976, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$168,083.

Contract: The successful applicant will be engaged under a performance based contract for the period 1 July 2015 to 30 June 2016. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Ian Hubbard (02) 6205 0688 ian.hubbard@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

Organisational Integrity

Infrastructure and Capital Works

School Infrastructure Management

Senior Manager

Infrastructure Officer 5 \$134,506, Canberra (PN: 27475)

Gazetted: 15 May 2015

Closing Date: 22 May 2015

Details: The Directorate is seeking a senior manager to manage the portfolio of school Infrastructure Assets, including the development and implementation of the Directorate's Strategic Asset Management Plan. The planning processes for school infrastructure programs (capital upgrades and repairs and maintenance). The delivery of the annual school capital upgrades and repairs and maintenance programs (time, cost and quality) and relationships with schools, service delivery agencies and contractors.

Eligibility/Other Requirements: Infrastructure planning, building knowledge or project management experience is desirable. In possession of a White Card or the willingness to obtain. The successful applicant may be selected from application and referee reports only.

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

Contact Officer: John Wynants (02) 6207 6541 john.wynants@act.gov.au

Office for Schools

Tuggeranong Network

Lake Tuggeranong College

School Leader C- Science/PE

School Leader C \$104,319, Canberra (PN: 02665)

Gazetted: 18 May 2015

Closing Date: 1 June 2015

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: 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).

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp.

Contact Officer: Julie Murkins (02) 6142 3666 julie.murkins@ed.act.edu.au

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

Office for Schools

North/Gungahlin Network

Gungahlin College

School Leader C – Languages, EALD and International Students Coordinator

School Leader C \$104,319, Canberra (PN: 20873)

Gazetted: 18 May 2015

Closing Date: 1 June 2015

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: 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).

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp.

Contact Officer: Gai Beecher (02) 6142 1000 gai.beecher@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.

**Organisational Integrity
Infrastructure and Capital Works
School Infrastructure Management
Manager**

Infrastructure Officer 3 \$94,873 - \$104,145, Canberra (PN: 00172, several)

Gazetted: 19 May 2015

Closing Date: 26 May 2015

Details: The Education and Training Directorate is seeking Infrastructure Manager's to plan and deliver the ACT public schools Capital works or Repairs and Maintenance programs. These roles will include: Managing and guiding a team of Infrastructure Project Officers. The assessment and recording of the condition of ACT public school infrastructure assets. The development and delivery of the Directorate's annual programmed works. The management of contract services, including time, cost and quality. Maintaining good working relationships with schools, service delivery agencies and contractors.

Eligibility/Other Requirements: Highly Desirable: Building or infrastructure knowledge and/or project management experience. Possession of a 'white card' or willingness to complete the required training. Asbestos awareness training certificate or willingness to complete the required training.

Note: These are temporary positions available for a period of 12 months with the possibility of extension for a further 12 months. Selection may be based on written application and referee reports only.

Contact Officer: John Wynants (02) 6207 6541 john.wynants@act.gov.au

**Office for Schools
Belconnen Network**

Kingsford Smith School

Information Technology Officer

Information Technology Officer Class 2 \$75,209 - \$86,075, Canberra (PN: 16836)

Gazetted: 18 May 2015

Closing Date: 25 May 2015

Details: Kingsford Smith School is seeking applications for the position of Information Technology Officer, to take a leadership role in the management, development and improvement of the school network that includes IT security, hardware and software repairs and upgrades. The successful applicant will: Provide network support to all staff across the complex, students and community. Design and implement a variety of reports using various database packages. Take a leadership role in the integration of ICT in classrooms, as part of school programs. This includes providing professional learning to teaching and admin staff. Conduct research and provide advice to school executive in the use of emerging technologies in communicating with the broader college community. Undertake administrative tasks related to the operation of the schools networks including record keeping of stock, maintaining budgets, equipment and room booking sheets.

Eligibility/Other Requirements: Completion, or near completion of an associate diploma or higher qualification in Computing/Information Science or significant relevant work experience (two or more years).

Notes: Selection may be based on written 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: Lyndsee Mahl (02) 6142 3403 lyndsee.mahl@ed.act.edu.au

Office for Schools

Tuggeranong Network

Lake Tuggeranong College

Classroom Teacher-Librarian

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 06786)

Gazetted: 15 May 2015

Closing Date: 29 May 2015

Details: Lake Tuggeranong College is seeking a dynamic and experienced Teacher Librarian to support students and staff in information literacy. As a member of a small team in the Shared Use Library, you will be providing professional advice on the library's collection (print, electronic and database) and assisting teachers with the development of research and/or assessment tasks that challenge students and provide optimal learning opportunities. You will be familiar with the requirements of the Board of Senior Secondary Studies (BSSS), have experience with the Information and Cultural Services vocational course and be prepared to work with staff from both the college and Libraries ACT.

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: This is a permanent part-time position at 22:03 hours per week. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Julie Murkins (02) 6142 3666 julie.murkins@ed.act.edu.au

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

Office for Schools

Tuggeranong Network

Lake Tuggeranong College

Classroom Teacher - Automotive Studies

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 05644)

Gazetted: 15 May 2015

Closing Date: 29 May 2015

Details: Lake Tuggeranong College is seeking a qualified Classroom Teacher for our exciting Trades Training Centre. The successful applicant will have a passion for and experience in the automotive industry, and will be delivering BSSS-accredited and VET Auto courses to our students to ensure they graduate with a Year 12 Certificate and nationally recognised industry qualifications. You will be working in industry-leading and completely refurbished workshops, and be part of a dynamic team in the Applied Technology faculty. The successful candidate may also need to teach in a second Applied Technology teaching area.

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). Highly desirable VET qualifications in Certificate II Auto (or equivalent); highly desirable Certificate IV TAE; highly desirable associated applied technology teaching methods in qualifications.

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp.

Contact Officer: Julie Murkins (02) 6142 3666 julie.murkins@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.

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

Sustainability and Government

Actsmart Business Unit

Project Manager

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 56088)

Gazetted: 20 May 2015

Closing Date: 27 May 2015

Details: The Actsmart Business team is seeking a highly motivated individual for the position of Project Manager. The successful applicant will manage the energy and water program delivery to ACT business. The role requires an understanding of energy and water efficiencies in relation to business sustainability.

Eligibility/Other Requirements: A current driver's licence is essential. Some after hours and weekend work will be required.

Notes: This is a temporary part-time position of 22:05 per week available until 30 June 2018, with the possibility of permanency from this process.

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

Strategic Planning

Planning

Master Plans

Urban Planner

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 17713)

Gazetted: 18 May 2015

Closing Date: 3 June 2015

Details: The Strategic Planning Division in Environment and Planning Directorate (EPD) is seeking an Urban Planner to assist in the delivery of key government priority projects. As part of the implementation of the ACT Planning Strategy and Transport for Canberra, the position will be involved in the development and delivery of urban planning and transport projects, programs and projects like the City Plan implementation, Northbourne Avenue corridor, master plans, greenfields planning and other land use and transport planning work. Candidates should have proven communication skills in oral, written and graphics, the ability to provide strategic planning support, a sound understanding of project management and the ability to produce graphic material digitally and in print.

Eligibility/Other Requirements: Qualifications and experience in Urban Planning, Urban Design, Architecture or Landscape Architecture would be highly desirable.

Contact Officer: Adam Azzopardi (02) 6207 3541 adam.azzopardi@act.gov.au

Sustainability and Climate Change

Sustainability and Government

Actsmart Business Unit

Program Support Officer

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 35595)

Gazetted: 20 May 2015

Closing Date: 27 May 2015

Details: The Actsmart Business team is seeking a highly motivated individual for the position of Program Support Officer. Assisting in program delivery to ACT event holders, this position supports the development and delivery of the energy and water component of the Actsmart Public Event program. The role requires an understanding of event operations in relation to sustainability.

Eligibility/Other Requirements: A current driver's licence is essential. Some after hours and weekend work will be required. Experience in the operational requirements of managing events would be an advantage.

Note: This is a temporary part-time position at 14:42 hours per week available until 30 June 2016 with the possibility of extension.

Contact Officer: Carly Scott (02) 6207 5118 carlym.scott@act.gov.au

Health

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

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

Canberra Hospital and Health Services Medicine

Academic Unit

Professor of Medicine, ANU Medical School and Chair, Academic Unit of Medicine Canberra Hospital and Health Services

Senior Specialist \$Negotiable, Canberra (PN: 30509)

Gazetted: 21 May 2015

Closing Date: 11 June 2015

The Australian National University Medical School and Canberra Hospital and Health Services seek applications for the tenured position of Professor of Medicine to lead the academic program in internal medicine. Applicants will have established and outstanding national and international research track record. They will have in-depth experience of and commitment to delivering both medical education and clinical services of the highest quality. They will be known as successful leaders and team players, able to work effectively and collegially to achieve organisational goals.

The Professor of Medicine will provide high-level academic leadership to the Medical School within the discipline, strengthening current research programs within internal medicine and fostering new synergies with researchers at the Australian National University. The Professor of Medicine will also provide academic leadership within the Canberra Hospital and Health Services, working constructively with the Clinical Director and Executive Director of the Division of Medicine to achieve optimal patient outcomes.

The remuneration and conditions of this position will be commensurate with the ACT Medical Practitioner's Enterprise Agreement. The post is jointly accountable to the Dean of ANU Medical School and the Executive Director, Division of Medicine, Canberra Hospital and Health Services, ACT Health Directorate. An information booklet is available to interested applicants.

Application information:

In order to apply for this role please make sure that you upload the following documents:

A statement addressing the selection criteria. Further information can be viewed at

<http://jobs.anu.edu.au/cw/en/job/493975/professor-of-medicine>

A current curriculum vitae (CV) which includes the names and contact details of at least three referees (preferably including a current or previous supervisor). If your CV does not include referees you can complete these online when prompted in the application form.

Other documents, if required.

Contact Officer: For a confidential discussion, please contact: Professor Nicholas Glasgow, Dean ANU Medical School
T: +61 2 6125 2622 E: Nicholas.glasgow@anu.edu.au Rosemary O'Donnell, Executive Director, Division of Medicine, Canberra Hospital and Health Services T: +61 2 6244 3603 E: Rosemary.O'donnell@act.gov.au

Health Infrastructure and Planning

Health Service Planning

Senior Planning Officer

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 15166)

Gazetted: 21 May 2015

Closing Date: 4 June 2015

Details: An opportunity exists for a suitable experience candidate to join the Health Services Planning Unit (HSPU) as a Senior Planning Officer. The HSPU delivers corporate and clinical strategic planning, as well as capital and facility planning for the ACT Health Directorate. The HSPU coordinates the development of the Health Directorate Clinical Services Plan, along with the service level plans and strategies that are aligned with it, and the Directorate Corporate Plan, with the Business Plan that cascades from it. The HSPU directly contributes to the ACT Health Infrastructure

Program by undertaking capital and facility planning, including working with clinical divisions to develop Models of Care and Service Delivery. The HSPU also works with consumers and service providers to identify health service needs, and analyses health status information, service activity, clinical trends and technology mapping to inform future services and capital planning. As part of the Strategic Health Planning Team, you will analyse and assess service data and information, contribute to health service plans, health planning unit briefs, facility concept design processes, asset strategic planning processes and provide advice to service delivery units and other stakeholders. To be successful in this role you will have; well developed research and data analysis skills applicable to health services planning. Experience in and an understanding of health planning issues and processes. Sound communication skills, including the ability to negotiate, network and work collaboratively. The ability to manage deadlines and coordinate a variety of projects simultaneously.

Eligibility/Other Requirements: Tertiary qualifications in health service management, health economics or a related discipline highly desirable and experience in a social policy or planning environment. Knowledge of health service planning processes, issues, and developments in the health sector in Australia and experience or a qualification in project management is desirable. Knowledge of, or experience in using SQL for data extraction.

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

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

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

ACT Government employees enjoy excellent employment conditions, more information is available at

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

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

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Contact Officer: Jacinta George (02) 6205 0907

Canberra Hospital and Health Services

Pathology

Cytogenetics

Chief Scientist

Health Professional Level 4 \$94,653 - \$101,888, Canberra (PN: 21255)

Gazetted: 21 May 2015

Closing Date: 28 May 2015

Details: ACT Pathology is a Department of the Canberra Hospital offering a Diagnostic Pathology Service to the ACT and surrounding region. The Cytogenetic Department provides a comprehensive clinical diagnostic service that includes conventional cytogenetic and molecular cytogenetic techniques. The successful applicant will plan, allocate and coordinate the work of the Cytogenetics Laboratory; assist in preparation of financial and staffing budgets and monitor budget programs. A commitment to own personal development is essential.

Eligibility/Other Requirements: Bachelor Degree in Science from a tertiary institution. Membership of Human Genetics Society of Australasia (MHGSA). Working towards Fellowship of Human Genetics Society of Australasia (FHGSA) or equivalent qualifications. Participation in out of hour's rosters/on-call as required.

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: Monica Brady (02) 6244 2835

Strategy and Corporate

Policy and Government Relations

Mental Health Policy

Mental Health Legal Policy Officer

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 21925)

Gazetted: 21 May 2015

Closing Date: 28 May 2015

Details: Applications are sought from suitably qualified and experienced candidates to fill a Senior Officer Grade C position within the Mental Health Policy Unit. This position is full-time. The Mental Health Legal Policy Officer position offers an opportunity to develop mental health legal policy and to work on the implementation of ACT legislation as it applies to the ACT mental health sector. The position will work to assist the Territory's vision for mental health "For the people of the ACT to achieve and maintain mental health and wellbeing." The successful applicant must be self-motivated, possess highly developed communication skills, both written and verbal, strong liaison skills and demonstrate a proven ability to meet tight deadlines.

Eligibility/Other Requirements: Relevant qualifications or experience in Mental Health or Legal Policy 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. A current Curriculum Vitae and contact details for two current referees are required. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>. Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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Contact Officer: Richard Bromhead (02) 6207 1066 richard.bromhead@act.gov.au

Special Purpose Account

Research

Principal Research Officer

Principal Research Officer \$88,627 - \$96,087, Canberra (PN: 30562)

Gazetted: 21 May 2015

Closing Date: 28 May 2015

The IBD Research Group at Canberra Hospital is seeking an early career research fellow with a background in microbiology and the inflammatory bowel diseases, to investigate host-microbe interactions in Crohn's disease.

Eligibility/Other Requirements: Postgraduate Research Degree. Holds a NHMRC Early Career Fellowship in the field of inflammatory bowel disease research. PhD and at least two years postdoctoral experience in biological science, preferably with microbiology and molecular biology as principal components of the qualification and experience.

Note: Selection maybe based on application and referee reports only.

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

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: Dr Hannah Clarke (02) 6244 2618

Canberra Hospital and Health Services

Women, Youth and Children

Children, Youth and Women's Health Program

Healthcare Access at School (HAAS) Nurse

Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 22660)

Gazetted: 21 May 2015

Closing Date: 28 May 2015

Details: Are you an experienced Paediatric Registered Nurse looking for an opportunity to work in the community setting? If so the new Healthcare Access at School (HAAS) program might interest you. HAAS provides nurse-led care to students with complex or invasive health care needs while they are at school. This contemporary service is a partnership between the ACT Health Directorate's Women's Youth and Children, Community Health Programs and the Education and Training Directorate. This position is based in the office at 1 Moore Street, however you may regularly work from a school site or be based at a school if/as the need arises for periods of time. You will be well supported by a Clinical Nurse Consultant and the rest of the HAAS team. Taking annual leave during the school holidays is an advantage in this position and there may be the opportunity to purchase extra leave to take during the school holiday period if clinical needs are met.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Paediatric nursing experience and/or qualifications are 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: Carolyn Thomas (02) 6205 1575

Canberra Hospital and Health Services

Pathology

Anatomical Pathology

Laboratory Quality Officer

Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 29459)

Gazetted: 21 May 2015

Closing Date: 28 May 2015

Details: ACT Pathology is a department of the Canberra Hospital offering a diagnostic Pathology service to the ACT and surrounding region. The successful applicant will provide scientific and administrative support to the Anatomical Pathology Director and Chief Scientist to maintain quality management systems to meet accreditation standards in the Anatomical Pathology Department.

Eligibility/other requirements: An appropriate degree in applied Science or equivalent relevant qualification.

Note: Applicants will be short listed on basis of written application, which should address the select criteria. Current curriculum vitae and written referee reports must accompany the applications. Shortlisted applicants will be required to attend a further assessment. 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: Mary Abbey (02) 6244 2874

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

Mental Health IMPACT Liaison Officer

Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 17213)

Gazetted: 21 May 2015

Closing Date: 28 May 2015

Details: Applicants are invited to apply for one of the permanent Health Professional positions within the Child and Adolescent Mental Health Service (CAMHS), Perinatal Mental Health Consultation Service (PMHCS). This exciting

opportunity would enable suitable applicants to be part of a small, dynamic, multi-disciplinary team designed to provide specialist opinion and treatment planning for pregnant and postnatal women (up to 12 months postpartum) who are experiencing significant mental health issues. The service aims to promote positive mental health and reduce mental health problems and disorders among parents and their infants. This is largely achieved by working collaboratively with existing ante and post natal services, and other community health agencies. Experience in mental health, particularly working with perinatal women and interagency liaison are highly desirable.

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

Note: This is a part-time position at 18:37 hours per week. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

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Contact Officer: Cathy Ringland (02) 62051469

Population Health

Health Improvement

Epidemiology

Data Manager

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 29488)

Gazetted: 21 May 2015

Closing Date: 28 May 2015

Details: The Epidemiology Section is responsible for collecting, analysing and reporting on the health status of the ACT population. The Section manages the ACT Cancer Registry and the ACT Maternal and Perinatal Data Collection. The Section is also responsible for coordinating ACT Health surveys including: the ACT General Health Survey; the ACT Secondary Student Alcohol and Drug Survey; and the ACT Year 6 Physical Activity and Nutrition Survey. The successful applicant will be responsible for data management, statistical analysis and presentation of information. Experience in a health-related field would be an advantage.

Eligibility/Other Requirements: Appropriate tertiary qualifications are desirable but not mandatory.

Notes: This is a temporary position available until 30 November 2015, with the possibility of extension. Selection may be based on application and referee reports only.

Expressions of Interest (no longer than two pages) should address the Selection Criteria, and include a Curriculum Vitae and two referee contacts, including most recent supervisor.

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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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: Hai Phung (02) 6205 2609

Canberra Hospital and Health Services

Women, Youth and Children

Neonatology

**Departmental Office Manager and Personal Assistant to the Clinical Director and the Neonatal Consultants
Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 12153)**

Gazetted: 21 May 2015

Closing Date: 28 May 2015

Details: Applications are being sought from a dynamic and motivated person interested in the position of Departmental Office Manager and Personal Assistant to the Clinical Director of Neonatology, within the Division of Women, Youth and Children. The position provides high level administrative support to the Clinical Director of the Department of Neonatology as well as support to clinical staff within the area. Applicants will be required to have excellent communication skills, ability to prioritise workloads, provide secretariat support to a number of committees, provide support to medical staff, book travel, conferences and meetings and coordinate the fluent administration of the Department of Neonatology.

Notes: Applicants are required to provide a response to the Selection Criteria, no longer than three pages. 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: Maneesha Bhosale (02) 6174 7491

Canberra Hospital and Health Services

Critical Care

Intensive Care Unit

Registered Nurse

Registered Nurse Level 1 \$59,874 - \$79,980, Canberra (PN: 20446, several)

Gazetted: 21 May 2015

Closing Date: 29 May 2015

Details: An opportunity exists for suitably qualified Registered Nurses to apply for several positions within the Intensive Care Unit at Canberra Hospital.

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

Notes: Please submit a maximum two page expression of interest addressing the Selection Criteria, current Curriculum Vitae and the names of two professional referees. Successful applicants will be required to work a 24 hour rotating roster. 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: Jennifer Rochow (02) 6244 2756

Canberra Hospital and Health Services

Pathology

Pathology Administration

Quality Officer

Health Professional Level 2 \$58,212 - \$79,912, Canberra (PN: 17388)

Gazetted: 21 May 2015

Closing Date: 28 May 2015

Details: ACT Pathology is a public pathology laboratory located at the Canberra Hospital, providing comprehensive pathology services to the Canberra and Calvary Hospitals and medical practitioners of the ACT and region including links to the ANU Medical School. The role of this Quality Officer is to: Under supervision, maintain a quality management system that meets the standards required for accreditation. Provide support to the ACT Pathology Quality Manager in regard to accreditation requirements. Assist the ACT Pathology Quality Manager in monitoring, and maintaining the Quality Management System and progressing quality initiatives as required.

Eligibility/Other Requirements: An appropriate degree in Applied Science or equivalent qualification OR an approved Associate Diploma or other approved qualification and requisite experience. NATA quality management system, internal audit and ISO 15189 training or equivalent, or willingness to undertake training.

Notes: Applicants will be shortlisted based on written applications and referee reports only. Shortlisted applicants may be required to attend a further assessment.

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: Lloyd Allen (02) 6244 4004

Canberra Hospital and Health Services

Pathology

Molecular Pathology

Medical Laboratory Scientist

Health Professional Level 2 \$58,212 - \$79,912, Canberra (PN: 19444)

Gazetted: 21 May 2015

Closing Date: 8 June 2015

Details: ACT Pathology is a department of the Canberra Hospital offering a diagnostic Pathology Service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures. The successful applicant will be required to undertake duties associated with performance of molecular pathology diagnostic tests. ACT Pathology is seeking a laboratory skilled and experienced person to perform procedures and investigations requiring the application of professional knowledge and proficiency in their work.

Eligibility/Other Requirements: A Degree or Associate Diploma in Science or equivalent relevant qualification. A minimum 12 months professionally relevant laboratory experience. A commitment to own professional development and availability to work out of hours and on weekends is essential.

Note: This is a temporary position available for a period of 12 months. Selection may be based on written application and referee reports only, and should address the Selection Criteria. Current curriculum vitae and referee reports must accompany the applications.

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

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Contact Officer: Craig Kennedy (02) 6244 3705 or Jenny Ridgway (02) 6244 3342

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

Mental Health Clinician

Health Professional Level 2 \$58,212 - \$79,912, Canberra (PN: 18756)

Gazetted: 21 May 2015

Closing Date: 28 May 2015

Details: Applicants are invited to apply for a position in the Child and Adolescent Mental Health Service (CAMHS), Perinatal Mental Health Consultation Service (PMHCS). This exciting opportunity would enable the suitable applicant to be part of a small, dynamic, multi-disciplinary team designed to provide specialist opinion and treatment planning for pregnant and postnatal women (up to 12 months postpartum) who are experiencing significant mental health issues. The service aims to promote positive mental health and reduce mental health problems and disorders among parents and their infants. This is largely achieved by working collaboratively with existing ante and post natal services, and other community health agencies. Experience in mental health, particularly working with Perinatal women and interagency liaison are highly desirable.

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

Note: This is a full time position at 36:45 hours per week. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the Contact Officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions. More Information is available at: <http://health.act.gov.au/employment/enterprise-agreements/>. Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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Contact Officer: Cathy Ringland (02) 6205 1469 cathy.ringland@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Business Support Mental Health

Release of Information Officer

Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 10205)

Gazetted: 21 May 2015

Closing Date: 28 May 2015

Details: The Mental Health, Justice Health and Alcohol and Drug Service Division provide health services through hospitals and community based facilities, as well as through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. This position reports to the Executive Officer, and is responsible under general direction for the coordination of the release of personal health information in respect to legal statute and in accordance with the *ACT Health Records (Privacy and Access) Act 1997*. This position includes the provision of high quality customer service to the people who contact MHJHADS.

Eligibility/Other Requirements: Previous experience and a working knowledge of Medical Records and an understanding of medical terminology would be an advantage. Current driver's licence.

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

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Contact Officer: Michelle Hemming (02) 6205 5142

Canberra Hospital and Health Services

Clinical Support Services

Acute Support

Nutrition Assistant

Allied Health Assistant 2 \$47,147 - \$54,052, Canberra (PN: 35561)

Gazetted: 21 May 2015

Closing Date: 4 June 2015

Details: The Nutrition Department at the Canberra Hospital is seeking to attract committed, hard working people with a good eye for detail and with an interest in food and nutrition to work as a Nutrition Assistant. This role supports the Dietitians in provision of Nutrition Support to patients within the hospital. Duties include supporting the operation of the special diet meal services, preparation and distribution of adult and infant formulas according to departmental guidelines, data entry, patient visits with documentation, reception and other administrative duties.

Note: Applicants must be able to work a variable shift work roster between 6.00am - 6.30pm over seven days a week. At present this role is required Monday to Friday, 8.30am to 5:00pm roster, however this is expected to change in the future. One permanent position is currently available. An Order of Merit will be created to fill identical positions on a temporary and permanent basis from this recruitment process. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the selection criteria and upload this as part of your application. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>. Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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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: Narelle Luff (02) 6244 2211 narelle.luff@act.gov.au

Justice and Community Safety

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

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

**ACT Government Solicitor's Office
Property and Commercial Section
Principal Solicitor**

Government Solicitor 3 \$131,107 - \$148,315, Canberra (PN: 33671)

Gazetted: 14 May 2015

Closing Date: 5 June 2015

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, Ministers and office holders. The ACTGS is seeking a Principal Solicitor to work in its property, development and general commercial area. The Principal Solicitor for this position will advise and assist with real property transactions including sales, land development and related matters, advise on other commercial matters and provide high quality, timely advices and agreements to the ACT Government agencies. Principal Solicitors are expected to work directly on matters with limited supervision, generally across a range of practice areas. Senior Solicitors are also expected to assist less experienced solicitors within the team. Excellent client relationship skills and the ability to work as part of a team are required. The position provides exciting opportunities to work on a range of complex and interesting projects of significance to the Territory and be part of a team advising and representing government at the most senior levels.

Eligibility/Other Requirements: Applicants must be admitted (or eligible for admission within three months of commencement) as an Australian legal practitioner. Salary will be dependent upon relevant qualifications, experience and demonstrated ability against the selection criteria.

Note: This is a temporary position available for a period of one to two years. An order of merit may be established for the purposes of recruiting similar positions at level in the future.

Contact Officer: Brendan Ding (02) 6205 3717 brendan.ding@act.gov.au

**The Public Trustee for the ACT
Estates and Trusts**

Manager – Deputy Trustee of Wills, Estates and Trusts Unit

Legal 2 \$127,379 - \$132,615, Canberra (PN: 12990)

Gazetted: 20 May 2015

Closing Date: 27 May 2015

Details: The Public Trustee for the ACT is an ACT Government Territory Authority established to provide independent, professional trustee, estate administration, financial management and will-making services. A vacancy exists as Manager/Deputy Public Trustee to head up our Wills, Estates and Trusts Unit. The unit operates similarly to a practice providing Will and Enduring Power of Attorney preparation services, acting as deceased estate executor/administrator and administration of trusts. The successful applicant will have extensive experience in succession and trust law, in particular the practical administration of deceased estates and the ability to quality control and provide advice and guidance. We are seeking an articulate, confident person with client and staff management skills. We offer a challenging and interesting career for motivated, innovative persons with demonstrated experience in leadership, change management and teamwork in a dynamic and responsive environment. Responsibilities include - Leading, directing and developing a client focussed team; Meeting administrative and statutory requirements; Identifying and managing change; Accountability to clients, courts, beneficiaries and management; Policy development and implementation; Resource management; and representing the office in government and non-government forums.

Eligibility/Other Requirements: The successful applicant will have strong management skills and completion of legal or trustee industry qualifications.

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_wvpv.

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

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

**ACT Government Solicitor's Office
Property and Commercial Section
Senior Solicitor**

Government Solicitor 2 \$104,464 - \$125,347, Canberra (PN: 19438)

Gazetted: 14 May 2015

Closing Date: 5 June 2015

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, Ministers and office holders. The ACTGS is seeking a Senior Solicitor to work in its property, development and general commercial area. The Senior Solicitor for this position will advise and assist with real property transactions including sales, land development and related matters, advise on other commercial matters and provide high quality, timely advices and agreements to the ACT Government agencies. Senior Solicitors are expected to work directly on matters with supervision, generally across a range of practice areas. Excellent client relationship skills and the ability to work as part of a team are required. The position provides exciting opportunities to work on a range of complex and interesting projects of significance to the Territory and be part of a team advising and representing government at the most senior levels.

Eligibility/Other Requirements: Applicants must be admitted (or eligible for admission within three months of commencement) as an Australian legal practitioner. Salary will be dependent upon relevant qualifications, experience and demonstrated ability against the selection criteria.

Note: This is a temporary position available for a period of one to two years. An order of merit may be established for the purposes of recruiting similar positions at level in the future.

Contact Officer: Brendan Ding (02) 6205 3717 brendan.ding@act.gov.au

Human Rights Commission

Senior Disability Adviser

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 11395)

Gazetted: 20 May 2015

Closing Date: 3 June 2015

Details: The Disability and Community Services Commissioner is seeking a highly motivated, organised and committed person with a knowledge of the disability sector to provide expert advice on disability issues. This position focuses on policy advice and development, consideration and investigation of complex complaints and negotiation with relevant parties. The ideal applicant will be aware of current issues, have a strong knowledge of government, non-government and consumer agencies working in the disability sector and understand relevant legislation and service standards.

Eligibility/Other Requirements: Knowledge and understanding of and commitment to disability issues are highly desirable; tertiary or other qualifications in Law or a related field is desirable.

Notes: This is a temporary position available until 30 June 2016. People with a disability are encouraged to apply. 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: Mary Durkin (02) 6205 2222 mary.durkin@act.gov.au

ACT Corrective Services

Business, Policy and Coordination

Manager, Policy and Government

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 11209, several)

Gazetted: 19 May 2015

Closing Date: 3 June 2015

Details: Applications are sought from highly motivated individuals to fill several temporary vacancies at the Senior Officer Grade C level as a Manager, within Policy and Government Unit of ACT Corrective Services. ACT Corrective Services is a high profile area of ACT Government activity dealing with interesting and challenging issues. The Policy and Government Unit has interaction with operational areas and government on a daily basis. Duties include providing high level advice, briefings, reports and correspondence to the Directorate Executives and the Minister for Justice;

representing ACT Corrective Services and the Directorate at inter-governmental meetings; and assisting with the management of the Policy and Government Unit as a member of the Branch management team. Managers will manage a team responsible for one or more of the following: review and redevelopment of policies and procedures; preparation of briefs, complex correspondence, responses and strategic advice relating to correctional practice for the Minister, Executive Director ACT Corrective Services, and other senior executives as required; the timely preparation of material to the Minister in the Legislative Assembly (including Question Time, Assembly Committees and Questions on Notice); and the co-ordination of ACT Corrective Services input to related litigation matters, external complaints, Freedom of Information requests and legal advice. The successful applicant(s) should have a good practical knowledge of the functions of the ACT Government, be able to write to a high standard (e.g. briefs, papers, speeches, and correspondence) and demonstrate leadership in a managerial and policy environment. The successful applicant(s) should also possess highly developed organisational skills, a demonstrated ability to turn work around quickly and be willing to work as part of a team.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field (e.g. Law, Criminology, Social Sciences) or working towards such a qualification would be an advantage. The successful candidate will be required to undergo a National Criminal History Check.

Note: These are temporary positions for a period of up to 12 months with the possibility of permanency. Selection may be based on application and referee reports only.

Contact Officer: Gail Robertson (02) 6207 9973 gail.robertson@act.gov.au

**ACT Government Solicitor's Office
Property and Commercial Section
Solicitor**

Government Solicitor 1 \$66,566 - \$99,676, Canberra (PN: 42611)

Gazetted: 14 May 2015

Closing Date: 5 June 2015

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, Ministers and office holders. The ACTGS is seeking a Solicitor to work in its property, development and general commercial area. The Solicitor for this position will advise and assist with real property transactions including sales, land development and related matters, advise on other commercial matters and provide high quality, timely advices and agreements to the ACT Government agencies. Solicitors are expected to work directly on matters with supervision, generally across a range of practice areas. Excellent client relationship skills and the ability to work as part of a team are required. The position provides exciting opportunities to work on a range of complex and interesting projects of significance to the Territory and be part of a team advising and representing government at the most senior levels.

Eligibility/Other Requirements: Applicants must be admitted (or eligible for admission within three months of commencement) as an Australian legal practitioner. Salary will be dependent upon relevant qualifications, experience and demonstrated ability against the selection criteria.

Note: This is a temporary position available for a period of one to two years. An order of merit may be established for the purposes of recruiting similar positions at level in the future.

Contact Officer: Brendan Ding (02) 6205 3717 brendan.ding@act.gov.au

Territory and Municipal Services

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

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

Corporate and Business Enterprises

Executive Director, Corporate and Business Enterprises

Executive Level 2.4 \$238,982 to \$251,417 depending on current superannuation arrangements, Canberra (PN: E658)

Gazetted: 20 May 2015

Closing Date: 27 May 2015

Details: The Territory and Municipal Services Directorate (TAMS) is seeking an experienced Senior Executive to be the Executive Director Corporate and Business Enterprises. The Executive Director Corporate and Business Enterprises is responsible for delivery of corporate services including Finance, Human Resources, Audit, Legal, Security, Risk, and Fleet Management. Capital Linen Service and the Canberra Cemeteries Chief Executive Officer also report to the Executive Director.

Eligibility/Other Requirements: The role requires exceptional leadership, executive management and negotiation skills across a range of portfolio areas including policy, financial management, human resources, government, the wider community and business issues.

Remuneration: The position attracts a remuneration package ranging from \$238,982 - \$251,417, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$191,308.

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

How to Apply: Expressions of interest are sought from potential candidates and should include a CV and no more than two pages addressing the Executive Capabilities and Job Specific Criteria.

Applications should be sent to the contact officer.

Contact Officer: Ben Ponton (02) 6207 6000 ben.ponton@act.gov.au

APPOINTMENTS

ACT Auditor General's Office

Audit Band 1 - Senior Auditor \$75,954 - \$92,496

Berk Canturk 843-99513, Section 68(1), 14 May 2015

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 4 \$62,802 - \$68,002

Teone Nutt 836-14154, Section 68(1), 16 May 2015

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

Owen James Smith: 846-87072, Section 68 (1), 18 May 2015

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

Ashlee Anna Saarikko Wellington: 846-87080, Section 68 (1), 18 May 2015

Health

Enrolled Nurse Level 1 \$54,303 - \$58,018

Christina Bonato 847-26385, Section 68(1), 21 May 2015

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

Sabrina Douglas 836-56717, Section 68(1), 14 May 2015

Administrative Services Officer Class 2/3 \$49,927 - \$60,880

Frank Downie 843-89390, Section 68(1), 16 May 2015

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

Christina Ivansson 844-33152, Section 68(1), 1 May 2015

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

Rehab Osman 846-85958, Section 68(1), 20 May 2015

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

Vanessa Peters 836-54631, Section 68(1), 13 May 2015

Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade)

Thomas Roberts 846-84293, Section 68(1), 21 May 2015

Justice and Community Safety

Legal 2 \$127,379 - \$132,615

Sarah Elizabeth Baker-Goldsmith 760-07487, Section 68(1), 18 May 2015

Government Solicitor 2 \$104,464 - \$125,347

Katie Morrison 844-81699, Section 68(1), 21 May 2015

TRANSFERS

Education and Training

Leanne Gaye Fisher: 755-80003

From: Classroom Teacher \$57,169 - \$90,388

Education and Training Directorate

To: Professional Officer Class 2 \$75,209 - \$86,075

Education and Training, Canberra (PN. 26075) (Gazetted 13 April 2015)

Health

Craig McMillan: 741-12427

From: Administrative Services Officer Class 6 \$75,209 - \$86,075

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$75,209 - \$86,075

Health, Canberra (PN. 35315) (Gazetted 26 March 2015)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Shared Services

Partnership Services Group

Business Applications Management

Samuel Alwenya: 813-0156

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 00763) (Gazetted 21 January 2015)

Shared Services

Human Resources

Employee Relations and Training

Joyce Ellinas: 838-43416

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

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$62,802 - \$68,002

Chief Minister, Treasury and Economic Development, Canberra (PN. 31560) (Gazetted 2 April 2015)

Education and Training

Office for Schools

South/Weston Network

Telopea Park School

Natalie Anne Bray: 766-21014

From: Classroom Teacher \$57,169 - \$90,388

Education and Training

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 12831) (Gazetted 17 March 2015)

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

Health

Canberra Hospital and Health Services

Medicine

Department of Medical

Matthew Fennell: 838-51571

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

Health

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

Health, Canberra (PN. 31210)

Note: This promotion is to a non advertised position and is made under Section N2.5 of the Health Professionals Enterprise Agreement 2013-2017.

Canberra Hospital and Health Services

Medicine

Chronic Disease

Elizabeth Forbes: 821-12822

From: Registered Nurse Level 3.2 \$107,764

Health

To: †Registered Nurse Level 3.2 \$107,764

Health, Canberra (PN. 17953) (Gazetted 12 March 2015)

Strategy and Corporate

E-Health and Clinical Records

Krystle Huggett: 820-91849

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

Health

To: Administrative Services Officer Class 6 \$75,209 - \$86,075

Health, Canberra (PN. 35314) (Gazetted 26 March 2015)

Canberra Hospital and Health Services

Medicine

Gastroenterology and Hepatology

Ann Joson: 825-49610

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

Health

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

Health, Canberra (PN. 28920) (Gazetted 2 April 2015)

Director General Reports

Financial Management

Financial Operations Support

Joseph Lee: 833-45740

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

Health

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

Health, Canberra (PN. 11189) (Gazetted 12 February 2015)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Deborah Plant: 749-69586

From: Registered Nurse Level 4.1 \$107,764

Health

To: †Senior Officer Grade A \$129,470

Health, Canberra (PN. 21281) (Gazetted 12 February 2015)

Strategy and Corporate

E-Health and Clinical Records

Nadine Tape: 741-15687

From: Administrative Services Officer Class 4 \$62,802 - \$68,002

Health

To: Administrative Services Officer Class 6 \$75,209 - \$86,075

Health, Canberra (PN. 35294) (Gazetted 26 March 2015)

Canberra Hospital and Health Services

Executive Director of Medical Services

Clinical School Research Office

Reagan Taylor: 835-86472

From: Administrative Services Officer Class 3 \$56,568 - \$60,880
Health
To: Administrative Services Officer Class 5 \$69,797 - \$73,881
Health, Canberra (PN. 25504) (Gazetted 16 April 2015)

Territory and Municipal Services

Parks and City Services

Libraries ACT

Digital Services

Shruti Navathe: 835-93699

From: Professional Officer Class 1 \$53,100 - \$73,627

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 24712) (Gazetted 24 July 2014)

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

RETIREMENTS and DISSMISSALS

Health

Section 143 *Public Sector Management Act 1994* – Manfred Halton: 775-69553, 15 May 2015