



ACT Government Gazette

Gazetted Notices for the week beginning 27 August 2015

VACANCIES

Calvary Health Care ACT (Public)

Graduate Midwife Program 2016

Registered Midwife Level 1.1 \$59,874, Canberra (PN: Various)

Gazetted: 28 August 2015

Closing Date: 30 September 2015

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

Contact Officer: Toni Gwynn-Jones (02) 6201 6697 toni.gwynn-jones@calvary-act.com

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

Economic Development

Office of the Director-General/Chief Executive Officer Branch

Community Engagement

Senior Community Engagement Officer

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 35908)

Gazetted: 02 September 2015

Closing Date: 16 September 2015

Details: The Community Engagement team at Chief Minister, Treasury and Economic Development Directorate is seeking a highly motivated Senior Community Engagement Officer to join the team for approximately eight months with the possibility to extend. The successful candidate will have strong experience in community engagement with the ability to prepare, implement and undertake community engagement strategies on major initiatives for the Public Housing Renewal Taskforce and Land Development Agency.

Note: This is a temporary position available until May 2016 with the possibility of extension. Selection may be based on application and referee reports only. Contact details of at least two referees and a current curriculum vitae should be included with your application.

Contact Officer: Simon Lansdown (02) 6205 2980 simon.lansdown@act.gov.au

Shared Services

Partnership Services Group

Health ICT - Business Systems

ISOFT Application Specialist

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 19765)

Gazetted: 02 September 2015

Closing Date: 9 September 2015

Details: This role will manage the development, implementation and 2nd level support of administration for the current e-Health Support applications, in particular, the CSC Patient Administration application and its associated systems. This role undertakes comprehensive system and intersystem development, upgrades and testing in an appropriate test environment which involves hands-on testing, application configuration management and problem solving. Establishing and managing a local testing environment, including a testing database and tools. Liaise with system vendors, contractors and/or end users for the resolution or escalation of issues as required including database

configuration, documentation, comprehensive testing, and providing ICT technical support to the users of Health systems.

Eligibility/Other Requirements: Relevant tertiary qualifications in ICT, Management or Healthcare would be advantageous but are not essential. Knowledge of the Information Technology Infrastructure Library (ITIL) framework would be advantageous but is not essential. A hands on working knowledge of Microsoft SQL would be highly advantageous.

Notes: This temporary position is available for six months with the possibility of extension from this recruitment process. Selection may be based on application and referee reports only.

Contact Officer: Kate McKenzie (02) 6205 2272 kate.mckenzie@act.gov.au

Shared Services

Human Resources

Payroll and Personnel Services

Team Leader – Pay Team

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 09361)

Gazetted: 01 September 2015

Closing Date: 15 September 2015

Details: The Team Leader position within Payroll and Personnel Services will lead the provision of consistent best practice compensation administration services to ACT Government Directorates.

Contact Officer: Donna Storen (02) 6205 3397 donna.storen@act.gov.au

Shared Services

Shared Services Information and Communication Technology (ICT)

Executive

Deputy Manager ICT Security Compliance

Senior Information Technology Officer Grade C \$94,653 - \$101,888, Canberra (PN: 33021)

Gazetted: 31 August 2015

Closing Date: 7 September 2015

Details: Shared Services is seeking an experienced Deputy ICT Security Manager to join our Compliance Team. Must have security assessment experience and be able to work in a high pressure environment delivering whole of Government security services.

Eligibility/Other Requirements: The successful applicant will be required to attain and hold a Negative Vetting (NV1) security clearance. Formal security related applications would be an advantage.

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_wvpv.

Contact Officer: Benjamin Dexter (02) 6207 0368 ben.dexter@act.gov.au

Policy and Cabinet

Strategic Policy and Cabinet

Strategic Policy

Senior Policy Officer

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 36045)

Gazetted: 28 August 2015

Closing Date: 11 September 2015

Details: The Chief Minister, Treasury and Economic Development Directorate is seeking a highly motivated and appropriately skilled person to undertake the role of Senior Policy Officer. The successful applicant will have high-level capacity to provide strategic policy direction and advice, deliver major policy and project outcomes and have effective communication, representation and liaison skills. The position supports the preparation and coordination of complex

briefings and correspondence on Cabinet and ministerial business. A merit list will be established and may be drawn upon to fill future temporary/permanent vacancies.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field would be highly regarded.

Contact Officer: David James (02) 6207 2002 david.james@act.gov.au

Shared Services

Partnership Services Group

Health ICT Projects

Project Manager

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

Gazetted: 27 August 2015

Closing Date: 10 September 2015

Details: These positions will work with a team of ICT Project managers to aid in the delivery of Clinical System and Digital infrastructure projects for ACT Health. Applicants need to be technically competent with strong experience in managing or working with a range of project methodologies and the implementation of system interfaces and data migrations. Experience delivering projects in a highly integrated applications environment would be advantageous. Coordinating work from virtual technical teams in a large ICT hosting environment would be advantageous.

Eligibility/Other Requirements: Knowledge of MSP, PRINCE2, and ITIL frameworks would be highly advantageous as will knowledge of Microsoft environments and tools. Knowledge of/or experience working in a Health environment would be advantageous but is not essential.

Note: These are temporary positions available until 30th June 2016 with the possibility of extension. Selection may be from application and referee reports. Applications should include a supporting statement outlining experience and/or ability against the selection criteria, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Mick Hassan (02) 6205 0208 or 0437 003 962 mick.hassan@act.gov.au

Corporate

Corporate Management

Corporate Services

Business Improvement Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 55125)

Gazetted: 02 September 2015

Closing Date: 9 September 2015

Details: Expressions of Interest are sought for a temporary vacancy in Corporate Management, Chief Minister, Treasury and Economic Development Directorate. The position will be responsible for a number of tasks during this period, including: expansion of content within the Executive 'Sharepoint' Portal; trial implementation of the directorate's Compliance Framework and associated reporting; coordination of monthly reporting to the Executive Management Group; managing corporate content on the staff portal; development of a communications strategy for the division; and development and implementation of environmental sustainability activities across the Directorate. We are looking for someone who has high level organisational, coordination, communication and liaison skills. Knowledge of Sharepoint would be a benefit, but not necessary.

Note: This is a temporary position available until 25 November 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 one referees and a current curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Imogen Davis (02) 6207 7661 imogen.davis@act.gov.au

Workplace Safety and Industrial Relations

Injury Management and Safety

Senior Case Manager

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 09382)

Gazetted: 31 August 2015

Closing Date: 7 September 2015

Details: An exciting opportunity exists in the Injury Management and Safety Team, Workplace Safety and Industrial Relations. The position involves the delivery of high quality, timely and individually tailored case management and return to work services to a diverse range of operational areas. A key aspect of the role is working with managers, employees and allied health professionals and proactively communicating and coordinating day to day case management to drive optimum and sustained outcomes. This is a demanding operational environment and the ability to work under pressure, meet tight deadlines and manage competing priorities is essential. Applicants should be able to demonstrate strong time management, communication and negotiation skills.

Eligibility/Other Requirements: Qualifications and or extensive practical experience in Compensation and Rehabilitation Case Management, Human Resources, Allied Health or other related fields will be well regarded.

Note: This is a temporary position available ASAP for the period of up to six months. Applications are limited to existing ACT Government employees only. The selection process may be based on applications 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, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Rachel Hughes (02) 6207 8322 rachel.hughes@act.gov.au

Access Canberra

Projects, Governance and Support

Gambling and Racing Commission Secretariat

Secretariat/Administration

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 02045)

Gazetted: 31 August 2015

Closing Date: 14 September 2015

Details: The ACT Gambling and Racing Commission is seeking an enthusiastic and highly motivated person for the role of Secretariat/Administration. This position will provide high level administrative support and coordination to the Commission Board, Chief Executive and Senior Manager, Gambling and Racing Secretariat Unit. The successful applicant will be required to: provide secretariat services to the Commission Board and other Forums inclusive of compiling and distributing board papers, taking minutes and maintaining related records; represent the Commission in dealings with other government agencies, industry and the public as required; draft routine correspondence/briefings; manage and coordinate the Commission's office systems including travel arrangements, filing, stationery and records management; and assist with research tasks, gaming and racing regulatory matters, general office administration and projects as required.

Notes: This position is temporary for a period of up to 12 months with the possibility of extension or permanent filling from this process.

Contact Officer: Ron Leonard (02) 6207 0378 ron.leonard@act.gov.au

Corporate

Corporate Management

Information Management and Business Support

Records Management Project Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 36085)

Gazetted: 27 August 2015

Closing Date: 3 September 2015

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD), Corporate Management, is seeking a highly motivated individual to fill the role of Records Management Project Officer. The successful candidate will have a sound knowledge of the CMTEDD's records management environment and will work towards rationalising a number of HP Records Manager databases that currently support ministerial and records management functions in the

Directorate. The Records Management Project Officer will also be expected to demonstrate the ability to implement and manage an EDRMS that is intended to support Digital Recordkeeping within the Directorate. In addition, the Records Management Project Officer will be required, using high-level communication skills, to develop and deliver Records Management and HP Records Manager training across the directorate.

Note: This is a 12 month temporary position with the possibility of extension and/or permanency from this process.

Contact Officer: Olwen Conran (02) 6205 3955 olwen.conran@act.gov.au

Shared Services

Finance and Human Resource Services

Information, Data and Recruitment

Business Improvement Officer

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 23213)

Gazetted: 01 September 2015

Closing Date: 15 September 2015

Details: Shared Services has a permanent vacancy for a Business Improvement Officer in the Recruitment Team within Finance and Human Resource Services. The Business Improvement Officer supports Shared Services by maintaining the systems, tools and documentation used by the Recruitment Team. The Business Improvement Officer will also be involved with, and drive a range of business improvement activities and projects. The successful candidate will be a Human Resources professional with well developed organisational skills and proficiency with databases, spreadsheets and web-based systems.

Note: Shortlisted candidates should be available for interview during the period 21 September to 24 September 2015 and are asked to supply two written referee reports at the time of interview. Applications to be sent directly to the Contact Officer, Donald Hage.

Contact Officer: Donald Hage (02) 6205 1530 donald.hage@act.gov.au

Economic Development

Procurement and Capital Works

Executive Support

Web Administrator

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 12936)

Gazetted: 28 August 2015

Closing Date: 4 September 2015

Details: Procurement and Capital Works is seeking a self-motivated team-player with high-level customer service skills and experience working with content management and other systems (particularly Squiz Matrix) to manage the Procurement website, Tenders ACT, and Procurement and Capital Works' Business Management System (intranet). The successful candidate will also have a thorough understanding of the Government's procurement processes, or the ability to quickly acquire this knowledge.

Note: This is a temporary position available until 11 November 2015 with the possibility of extension. Selection may be based on application and referee 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, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Jan Pearse (02) 6207 2625 jan.pearse@act.gov.au

Arts, Business, Events, Sport and Tourism

VisitCanberra

Public Relations and Media Visits Officer

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 35911)

Gazetted: 28 August 2015

Closing Date: 4 September 2015

Details: The key responsibility areas for the PR and Media Services Visits Officer are: In line with marketing strategies and campaigns, manage the Visiting Journalists and Influencers Program (VJIP) and International Media Hosting Program (IMHP) including inviting journalists on familiarisations, developing and booking itineraries, hosting visits and stakeholder liaison; Manage the weekly meetings and workflow of VisitCanberra's contracted external Public Relations company to ensure it meets the organisation's objectives; Build and maintain relationships with industry operators to book media visits, negotiate rates and provide media results feedback; Track and report costs and results of visits and publicity, process VJIP and IMHP accounts and maintain schedules and records of visits; Assist with producing content such as product and event descriptions and provide assistance with other marketing activities when required; Pitch story ideas to key domestic and international media; Manage the planning and implementation of interstate media events (e.g. annual Sydney travel media lunch); Develop and share knowledge by proactively contributing to other areas of the organisation.

Eligibility/Other Requirements: Tertiary qualifications in tourism, media or public relations are desirable. Current Australian driver's licence. Flexibility to work weekends and evenings when required. Demonstrated proficiency with the Microsoft Office suite of software applications.

Note: This is a temporary position available for a period of 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: Joanne Barges (02) 6205 0700 joanne.barges@act.gov.au

Community Services

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

Housing and Community Services

Office of the Executive Director

Executive Support Unit

Executive Assistant

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 16269)

Gazetted: 27 August 2015

Closing Date: 10 September 2015

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

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

Housing and Community Services

Housing ACT

Housing Initiatives

Liaison Officer

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 14201)

Gazetted: 27 August 2015

Closing Date: 10 September 2015

Details: The Liaison Officer is responsible for the day to day management of the Narrabundah Long Stay Park and will be involved in future management discussions in consultation with stakeholders. The position is also responsible for

the day to day management of the Student Accommodation and Affordable Rental Office Program. The occupant of this position requires oral and written communication skills of a high order and the ability to develop and maintain collaborative working relationships with a diverse range of clients and external stakeholders.

Eligibility/Other Requirements: Current driver's licence. Experience in using a range of IT business and office applications.

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: Linda Helmers (02) 6205 8782 linda.helmers@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 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

Education Strategy

Student Engagement

Disability Education

Disability Education Partner

School Leader C \$104,319, Canberra (PN: 02270)

Gazetted: 27 August 2015

Closing Date: 10 September 2015

Details: An exciting opportunity exists for an innovative, high performing school leader to join the Student Engagement Branch as a Disability Education Partner. The successful applicant will need to demonstrate extensive knowledge of, and build the capacity of school staff and leadership teams in, inclusive practice in the early years. They will lead a variety of Disability Education projects and teams, including the Support at Preschool team.

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

Note: This is an office based teaching position and school stand down periods do not 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: Jo Monteith (02) 6207 9994 jo.monteith@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 for Schools

North Gungahlin Network

Franklin Early Childhood School

Building Service Officer 2

General Service Officer Level 6 \$51,772 - \$54,124, Canberra (PN: 33928)

Gazetted: 01 September 2015

Closing Date: 15 September 2015

Details: Franklin Early Childhood School is seeking a highly enthusiastic person with a broad set of skills for the position of Building Services Officer. The successful applicant will play an integral role in the school community. The successful applicant will maintain school buildings and grounds in a clean and tidy condition with a regard to safety and security

hazards; complete emergency and other repairs to trade/industry standard and ensure this standard when organising and overseeing emergency repairs; undertake relevant administrative tasks as required; ensure compliance with risk management and safety documentation requirements. The successful applicant should demonstrate a willingness to work with the school community to achieve sustainability initiatives.

Eligibility/Other Requirements: An industry recognised trade qualification or equivalent work experience desirable. A current First Aid Certificate.

Note: Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to:

www.worksafe.act.gov.au/health_safety.

Mandatory Training in other WHS procedures will be required during employment: e.g. Working at Heights, Sharps.

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.

Selection may be based on application and referee reports only.

Contact Officer: Robyn Strangward (02) 6142 1110 robyn.strangward@ed.act.edu.au

Office for Schools

Tuggeranong Network

Monash School

Building Service Officer 2

General Service Officer Level 6 \$51,772 - \$54,124, Canberra (PN: 36102)

Gazetted: 01 September 2015

Closing Date: 8 September 2015

Details: Monash School is seeking a highly enthusiastic person with a broad set of skills for the position of Building Services Officer. The successful applicant will play an integral role in the school community. The successful applicant will maintain school buildings and grounds in a clean and tidy condition with a regard to safety and security hazards; complete emergency and other repairs to trade/industry standard and ensure this standard when organising and overseeing emergency repairs; undertake relevant administrative tasks as required; ensure compliance with risk management and safety documentation requirements. The successful applicant should demonstrate a willingness to work with the school community to achieve sustainability initiatives.

Eligibility/Other Requirements: An industry recognised trade qualification or equivalent work experience desirable. A current First Aid Certificate.

Note: Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to:

www.worksafe.act.gov.au/health_safety.

Mandatory Training in other WHS procedures will be required during employment: e.g. Working at Heights, Sharps.

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.

Selection may be based on application and referee reports only.

Contact Officer: Renee Berry (02) 6205 7555 renee.berry@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

Planning Delivery

Territory Plan

Senior Planning Officer

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 17451)

Gazetted: 27 August 2015

Closing Date: 3 September 2015

Details: An opportunity exists in the Territory Plan Section for a Senior Planning Officer who will be responsible for the ongoing review of development policies in the Territory Plan and management of variation processes that support critical urban development projects. The successful candidate will possess outstanding project management, conceptual, research and communications skills, plus an excellent understanding of the ACT Planning system and the Territory Plan.

Eligibility/Other Requirements: Tertiary qualifications in Urban and Regional Planning, Architecture, Social Sciences, Geography, other related discipline or significant work experience in Urban Planning are essential.

Note: This is a temporary position available until 30 November 2016.

Contact Officer: Alix Kaucz (02) 6205 0864 alix.kaucz@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

Clinical

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$107,764, Canberra (PN: 22150)

Gazetted: 03 September 2015

Closing Date: 10 September 2015

Details: Gastroenterology Ward 9A at the Canberra Hospital is currently seeking a Clinical Nurse Consultant (CNC) who will be responsible for the operational management and leadership of the ward. Applicants must demonstrate high level management, communication and leadership ability.

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

Notes: Applicants must submit a written response to the selection criteria; provide a current curriculum vitae and the names and contacts of two professional referees. 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:

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: Kellie Noffke (02) 6174 5161

Population Health

Health Improvement

Food Environment Officer

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 34722)

Gazetted: 03 September 2015

Closing Date: 17 September 2015

Details: The Health Improvement Branch of Population Health Division, 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 twelve (12) months with the possibility of extension. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

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

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

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

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

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: Helen Lilley (02) 6205 5173

Health, Planning and Infrastructure

Finance, Assurance and Reporting

Project Officer

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 19430)

Gazetted: 03 September 2015

Closing Date: 10 September 2015

Details: The Health Infrastructure Program (HIP) is a response to meet the future healthcare requirements of the ACT and regional population. The program links the expansion and development of facilities to changes in the way services are delivered, harnessing new technologies and planning the workforce of the future to deliver services planned around our patients in the safest and most efficient way. The Project Officer is responsible for providing high level advice and support to all the Health Planning and Infrastructure Group in relation to recruitment, contract management, performance management and workforce planning. This will include liaising with internal and external stakeholders to provide advice and coordination of responses in relation to current legislation employment frameworks and audit recommendations.

Notes: This is a temporary position available until June 2016 with the possibility of extension. Selection for this position may be based on written 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.

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:

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: Sam Morgan (02) 6174 8002

Strategy and Corporate

Policy and Government Relations

Drug and Alcohol Policy

Senior Policy Officer

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 20896)

Gazetted: 03 September 2015

Closing Date: 10 September 2015

Details: Applicants are sought for a Senior Policy Officer position in the alcohol and other drugs area. Applicants require a high level of knowledge of the type and extent of harm caused by alcohol and other drugs and relevant policy responses for preventing and reducing these harms.

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.

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: Helene Delany (02) 6205 0909

Canberra Hospital and Health Services

Medicine

Clinical

Clinical Development Nurse

Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 10063)

Gazetted: 03 September 2015

Closing Date: 10 September 2015

Details: Ward 7A is seeking applications from dynamic, motivated Registered Nurses for the role of Clinical Development Nurse (CDN). Ward 7A is a general medical ward covering the specialities of Neurology, infectious Diseases and Acute Stroke. There are 28 ward beds and four acute stroke beds. Ward 7A CDN will be responsible for the education and support of graduate nurses, overseas nurses and new and existing staff. The CDN will provide and promote education, feedback, reflective practice and innovative change to provide excellent and safe patient care.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Working towards or holds relevant qualifications either at a Certificate or Postgraduate level.

Notes: This position is full time, working Monday to Friday. 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:

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: Zivai Maburuse (02) 6244 2657

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation Allied Health

Senior Physiotherapist - Rehabilitation at Home

Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 36099)

Gazetted: 03 September 2015

Closing Date: 17 September 2015

Details: An exciting opportunity exists for a suitably qualified Physiotherapist to join a newly developing Rehabilitation at Home (RaH) team within the Canberra Hospital and Health Service. RaH is one of many services within the Rehabilitation, Aged and Community Care Division. RaH is a specialised multidisciplinary allied health team incorporating Allied Health Professionals and Allied Health Assistants. The service will provide time limited, goal-orientated rehabilitation services to clients over the age of 18 residing in the ACT community. It will provide sub-acute rehabilitation in the patient's home environment to prevent admission to hospital or facilitate early discharge from inpatient units at the Canberra Hospital. RaH is in the early stages of development and an initial role of the position will be to work with the Team Leader and the Senior Occupational Therapist to further develop clinical and operational components of the service and its stakeholder relationships. The RaH service will be supported and managed by the Team Leader. Professional support and supervision will be provided by a close association with the Rehabilitation and Aged Care Physiotherapy team. This is a large team of highly motivated Physiotherapists providing evidence based care to patients with neurological disorders and an elderly population across a number of inpatient and community based services and future opportunities may exist to work as part of these other services to ensure maintenance and development of a broad knowledge and skill mix.

Eligibility/Other Requirements: A Degree or Diploma in Physiotherapy or recognised equivalent qualification.

Registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Note: This is a permanent full-time position, with hours likely to include provision of service on a weekend roster into the future. This position may also participate in an over-time, on call, and/or rotation 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. 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:

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: Michelle Bennett 0403 127 056 michelle.bennett@act.gov.au

Strategy and Corporate

People, Strategy and Services

Employment Services, Canberra Hospital and Health Services

SMO Recruitment Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 11195)

Gazetted: 03 September 2015

Closing Date: 10 September 2015

Details: Health Directorate has a temporary vacancy for an experienced Recruitment Officer with relevant knowledge and experience in medical recruitment. The position will be responsible for the management of employment contracts for both Senior Medical and Visiting Medical Officers within the Directorate.

Notes: This is a temporary position available for a period of 12 months with the possibility of extension. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

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

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

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

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

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: Anthony Goodwin (02) 6205 0856

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Support

Ambulatory Care Outpatient

Registered Nurse - Outpatient Services

Registered Nurse Level 1 \$59,874 - \$79,980, Canberra (PN: 25665)

Gazetted: 03 September 2015

Closing Date: 10 September 2015

Details: As part of the Outpatient Services Clinical Support team the successful applicant will in conjunction with health professionals provide a coordinated approach to clinic activities and facilitation of patient education and clinical support for services provided in the Outpatient Setting.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA)

Notes: This is a temporary position available for a period of six months with the possibility of extension. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the selection criteria and upload this as part of your application. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>. Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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: Kellie Burke (02) 6244 019 kellie.burke@act.gov.au

**Canberra Hospital and Health Services
Cancer Ambulatory and Community Health Support
Ambulatory Care Outpatient
Orthoptist**

Health Professional Level 2 \$58,212 - \$79,912, Canberra (PN: 15923)

Gazetted: 03 September 2015

Closing Date: 17 September 2015

Details: The Department of Ophthalmology is seeking a dynamic and self motivated Orthoptist to be a part of a multidisciplinary team at the Eye Clinic at the Canberra Hospital. The successful applicant will provide clinical Orthoptic assessments and professional advice as part of a multidisciplinary team. Whilst experience in a wide range of modalities is desired, new graduates are encouraged to apply and training will be provided.

Eligibility/Other Requirements: Recognised Orthoptic qualification; registered with the Board of Orthoptics Australia.

Notes: This is a full-time temporary position for seven months with the possibility of extension.

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

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

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

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

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

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: Sasha Berryman (02) 6174 8510

Canberra Hospital and Health Services

Critical Care

Medical Imaging

Radiographer

Health Professional Level 2 \$58,212 - \$79,912, Canberra (PN: C06283, several)

Gazetted: 03 September 2015

Closing Date: 10 September 2015

Details: Medical Imaging at Canberra Hospital and Health Services is situated in a modern and well equipped department offering a range of services and advanced technologies. Casual positions are available to support general radiography at weekends, evenings and occasional weekdays. Successful applicants, after orientation, will support the team delivering theatre, mobile, inpatient, and trauma radiography in a digital and dynamic environment.

Eligibility/Other Requirements: Eligible for membership with the Australian Institute of Radiography. Mandatory

Requirements: Registration with the ACT Medical Radiation Scientists Board, and possession of a Radiation Licence from the ACT Health Protection Service.

Note: These casual positions involve on-call, weekend and out of hours work. Applicants must provide two written referee reports which address the selection criteria. Selection may be based on written application and referee reports only.

Contact Officer: Terry Rafferty (02) 6244 4362 terry.rafferty@act.gov.au

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Radiation Oncology

Patient Liaison Officer

Health Professional Level 2 \$58,212 - \$79,912, Canberra (PN: 14458)

Gazetted: 03 September 2015

Closing Date: 17 September 2015

Details: The Capital Region Cancer Centre, Radiation Oncology Department is looking for a dynamic team member to fill the permanent part time (0.6FTE) Patient Liaison Officer position. Located at Canberra Hospital, the successful applicant will be responsible for working within a multidisciplinary team to assist in the co-ordination of patient focussed care for patients undergoing Radiation Therapy. Organisational skills of a high order with strong communication and interpersonal skills are essential.

Eligibility/Other Requirements: A qualification in Nursing, Allied Health or Radiation Therapy. A minimum of five (5) years clinical experience is highly desired and knowledge of radiation therapy service delivery is desirable.

Note: This is a part-time position at 22.05 hours per week. Applicants will be shortlisted on the basis of written application, which must address the selection criteria. Current curriculum vitae and written referee reports must accompany the application. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

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

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

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

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: Hany Elsaleh (02) 6244 2241

Canberra Hospital and Health Services

Medicine

Acute Support Service

Speech Pathologists

Health Professional Level 2 \$58,212 - \$79,912, Canberra (PN: 28692, several)

Gazetted: 03 September 2015

Closing Date: 10 September 2015

Details: The Speech Pathology Department is looking for enthusiastic and suitably qualified Speech Pathologists to join a dynamic team of Speech Pathologists at the Canberra Hospital. Multiple positions are available within the Acute sector and Rehabilitation Aged and Community Care. The Speech Pathology Department provides a range of inpatient and outpatient services to all areas of the Canberra Hospital and the surrounding community. Speech Pathologists with a minimum one year clinical experience in community or hospital setting with adult experience are encouraged to apply. Opportunities exist to work across a range of inpatient and outpatient caseloads and to contribute to an active teaching and quality improvement program with strong professional support.

Eligibility/Other Requirements: Degree or Diploma in Speech Pathology from a recognised tertiary institution and eligibility for Practising Membership with Speech Pathology Australia.

Note: There is one permanent position and one temporary full-time position available for a period of 12 months. An order of merit will be created to fill future permanent and temporary full-time or part-time positions from this recruitment process over the next 12 months. This position(s) may be required to participate in an overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each 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, upload this as part of your application and attach two written referee reports.

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:

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: Felicity Martin (02) 6244 2230

Canberra Hospital and Health Services

Pathology

Immunoassay

Health Professional

Health Professional Level 2 \$58,212 - \$79,912, Canberra (PN: 28605)

Gazetted: 03 September 2015

Closing Date: 15 October 2015

Details: ACT Pathology is a department of Canberra Hospital and Health Services 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 over two campuses. The main laboratory is located at the Canberra Hospital and branch laboratory is located at the Calvary Hospital. It is desirable that the successful applicant has experience in procedures

and investigations in Human Immunology and Special Proteins. Experience in Endocrinology, Infectious Serology and Clinical Chemistry is advantageous.

Eligibility/Other Requirements: A Degree or Associate Diploma in Science or equivalent relevant qualification. A minimum of two years experience in a Diagnostic or Research laboratory. Current knowledge and experience in procedures and investigations requiring the application of professional knowledge and skills in Immunology (Human Immunology and Special Proteins) and immunoassay techniques is highly desirable. Rotation through all sections of the clinical chemistry laboratory and participation in the afterhours rosters as required (operations include 24/7 shift rosters).

Notes: This is a new position which will commence from the 4th January 2016. 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:

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.

Contact Officer: Monica Brady (02) 6244 2935

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Client Support Service

Administration Support Officers

Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 17921, several)

Gazetted: 03 September 2015

Closing Date: 10 September 2015

Details: Applications are sought from suitable applicants for the position of Administration Support Officer within the division of Rehabilitation, Aged and Community Care (RACC).

The successful applicants will be required to have high level of experience with customer service, both face to face and over the phone, have data entry skills with good attention to detail, excellent interpersonal and communication skills and the ability to prioritise workloads. A high level of knowledge and demonstrated ability in the use of health based IT systems including ACTPAS is also required.

Notes: To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application. Please provide two referees reports with your application, one of which being your current manager.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>. Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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: Rachael Naumovski (02) 6244 2767

Strategy and Corporate

Business and Infrastructure

Security and Emergency Preparation

Switchboard Operator

Administrative Services Officer Class 2/3 \$49,927 - \$60,880, Canberra (PN: 21420)

Gazetted: 03 September 2015

Closing Date: 10 September 2015

Details: The Switchboard Operator is responsible for providing excellent customer service by answering and transferring telephone callers to appropriate personnel and services and backfilling areas across the section at level, including Main Reception/Patient Enquiries. The successful candidate will have excellent customer service skills, a positive approach to their work and work as a positive team member.

Eligibility/Other Requirements: This position is required to work flexible hours, including shift work, public holidays, weekend rosters and occasionally solo night shifts.

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.

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: Rohan Samara (02) 6174 7793

Strategy and Corporate

Business and Infrastructure

Infrastructure Support

Trade Assistants

Facilities Service Officer Level 5 \$49,565 - \$52,029, Canberra (PN: 26125, several)

Gazetted: 03 September 2015

Closing Date: 17 September 2015

Details: ACT Health is seeking Trade Assistants to assist trade staff working across several trades on planned and reactive works at all ACT Health Sites.

Eligibility/Other Requirements: A current unrestricted driver's licence.

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.

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: Tony Green (02) 6244 2941

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

Property and Commercial

Senior Solicitor

Government Solicitor 2 \$104,464 - \$125,347, Canberra (PN: 18139, several)

Gazetted: 02 September 2015

Closing Date: 28 September 2015

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders. ACTGS is seeking Information Technology (IT) or Commercial Lawyers (Senior Solicitors) with experience in projects and contracting to work in its Property and Commercial section. Projects will often involve complex procurement transactions. The successful Lawyer will have conduct of matters requiring the provision of high quality, timely advices, agreements and complex material to ACT Government agencies. Experience in IT would be an advantage. Senior Solicitors are expected to work directly on matters with limited supervision, generally across a range of practice areas, and to assist less experienced solicitors within the team. Excellent client relationship skills and the ability to work as part of a team are required. ACTGS 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) as an Australian Legal Practitioner. Two to four years post admission experience in relevant commercial and/or IT Law will be highly desirable.

Note: Salary will be dependant upon relevant qualification, experience and demonstrated ability against the Selection Criteria. An Order of Merit may be established from this process for the purposes of recruiting to positions at level which occur over the next 12 months.

Contact Officer: Lynne Shortt (02) 6207 0966 lynne.shortt@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: 28 August 2015

Closing Date: 4 September 2015

Details: Applications are sought from highly motivated officers to fill several temporary vacancies at the Senior Officer Grade C level as Managers within the Policy and Government Unit of ACT Corrective Services. ACT Corrective Services is a high profile area of ACT Government actively dealing with interesting and challenging issues. The Policy and Government Unit has interaction with operational areas and the 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. Policy 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 police criminal history check.

Notes: These temporary positions are available for a period of up to 12 months, with the possibility of permanency.

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

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

Emergency Services Agency

Communications

Project Support Officer

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 12161)

Gazetted: 28 August 2015

Closing Date: 4 September 2015

Details: The ESA ICT Projects Team is seeking a motivated and self directed person to assist with the administrative support of a number of critical ICT projects within the Emergency Services Agency. The successful applicant will be organised, detailed and well versed in Microsoft applications such as Word, Excel and Visio and will provide secretarial support where required. This is an opportunity for a dynamic individual who works well within a small energetic team engaging with multiple stakeholders.

Eligibility/Other Requirements: Administrative experience is essential. Project experience is desirable.

Note: This is a temporary position for a period up to 12 months.

Contact Officer: Joe Murphy (02) 6207 8396 joe.murphy@act.gov.au

ACT Government Solicitor

Property and Commercial

Solicitor

Government Solicitor 1 \$66,566 - \$99,676, Canberra (PN: 46140, several)

Gazetted: 02 September 2015

Closing Date: 28 September 2015

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders. ACTGS is seeking Information Technology (IT) or Commercial Lawyers (Solicitors) with experience in projects and contracting to work in its Property and Commercial Section. Under supervision, the successful Lawyer will have conduct of matters requiring the provision of high quality, timely advices, agreements and complex material to ACT Government agencies. Experience in IT would be an advantage. 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. ACTGS 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) as an Australian Legal Practitioner. Two to four years post admission experience in relevant commercial and/or IT Law will be highly desirable.

Note: Salary will be dependant upon relevant qualification, experience and demonstrated ability against the Selection Criteria. An Order of Merit may be established from this process for the purpose of recruiting to positions at level, which occur over the next 12 months.

Contact Officer: Lynne Shortt (02) 6207 0966 lynne.shortt@act.gov.au

**ACT Law Courts and Tribunal
Corporate and Strategic Services
Sheriff's Office, Security Unit**

Senior Sheriff's Assistant

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 43653)

Gazetted: 27 August 2015

Closing Date: 10 September 2015

Details: The ACT Law Courts and Tribunal Administration is seeking a dynamic individual with strong and effective communication and leadership skills to fill the position of Senior Sheriff's Assistant within the ACT Sheriff's Office Team. The successful applicant will work under the direction of the Sheriff's Office Unit Manager in providing high quality customer service outcomes which support the ACT Law Courts and Tribunal. High level computer skills, telephone skills and attention to detail will be highly regarded for this role. The ACT Sheriff's Office provides a number of support services to the ACT Supreme Court, Magistrates Court and, Civil and Administrative Tribunal. Those services include overseeing the management, administration and summoning of jurors, service and execution court process and, court officer support services for the Law Courts and Tribunal. The ACT Public Service is committed to building a culturally diverse workforce and inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: The occupant is required to hold a current drivers licence. Relevant tertiary qualifications in the area of Team Leadership, Management, or equivalent.

Note: This is a temporary position available until 30 June 2016.

Contact Officer: Danny Peraic (02) 6207 1139 danny.peraic@act.gov.au

Territory and Municipal Services

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

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

Infrastructure, Roads and Public Transport

Public Transport

Network and Systems

Manager Performance Analysis and Business Improvements

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 35984)

Gazetted: 27 August 2015

Closing Date: 3 September 2015

Details: The Public Transport Branch is seeking a dynamic individual with demonstrated experience in public transport network design and scheduling. The successful applicant will manage key business outcomes in a public transport environment, including efficient network timetables and service performance analysis and monitoring. Knowledge of performance audits, business analyst skills and business improvement practices and processes will be highly regarded. A comprehensive understanding of the netBi system would be advantages. The ACT Public Service is committed to building a culturally diverse workforce and inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Qualification in performance analysis or public transport network design, or equivalent experience in a related discipline will be highly regarded.

Note: Selection for this position may be based on application and referee reports only.

Contact Officer: Ian McGlinn (02) 6207 8000 ian.mcglinn@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 Territory Services

City Services

Place Management

Central Operations Manager

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 14445)

Gazetted: 31 August 2015

Closing Date: 14 September 2015

Details: Place Management is a section within City Services responsible for planning, management, maintenance and cleaning of urban public open spaces including parks, shopping centres, lakes, arterial road verges, playgrounds, park and street furniture, etc. The ACT Public Service is committed to building a culturally diverse and inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply. The successful applicant should possess the following skills; Demonstrated capacity to provide leadership and direction to a team of horticultural maintenance and cleaning staff with a focus on performance management, training and development; Capacity to effectively deliver operational programs within agreed timelines and budget; Extensive experience in procurement and contract management in relation to the management of urban open space and public places; Demonstrated communication (oral and written), liaison, conflict resolution and negotiation skills (including contractor and industrial relations) of a high order and ability to consistently display commitment and leadership in high quality customer service principles, practices and attributes; Sound understanding of legislation relevant to public sector management and the management of urban open space and demonstrated ability to critically and effectively review and provide comment on land development applications and complex land use permits and prepare responses to ministerial and public requests; and extensive experience and commitment to the principles of the ACT Public Service Respect Equity and Diversity Framework, Code of Conduct, Workplace Health Safety, injury prevention and return to work processes.

Eligibility/Other Requirements: Relevant Tertiary qualifications or equivalent. Current driver's licence.

Note: This position is temporary until 14 August 2016 with the possibility of extension.

Contact Officer: Jane Carder (02) 6207 2525 jane.carder@act.gov.au

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

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 2 \$49,927 - \$55,130

Sophie Bell 836-11367, Section 68(1), 5 September 2015

Information Technology Officer Class 1 \$60,880 - \$69,301

Helen Hadjitofi 846-86280, Section 68(1), 28 August 2015

Legal 1 \$58,213 - \$117,241

Giuseppe Mangeruca 844-79898, Section 68(1), 31 August 2015

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

Philip Purkiss 846-87021, Section 68(1), 2 September 2015

Director of Public Prosecutions

Paralegal Grade 3 \$64,728 - \$68,002

Amanda Thomas 836-11834, Section 68(1), 27 August 2015

Paralegal Grade 2 \$57,983 - \$62,802

Tina Vafaei 836-01070, Section 68(1), 27 August 2015

Education and Training

General Service Officer Level 8 \$60,476 - \$63,903

Geoffrey Bruce Jameson 835-45312, Section 68(1), 2 September 2015

Health

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

Annie Gordon-Crothers 846-85210, Section 68(1), 24 August 2015

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

Christine Kerr 843-91298, Section 68(1), 26 August 2015

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

Masita Maher 845-20344, Section 68(1), 1 September 2015

Justice and Community Safety

Legal 1 \$58,213 - \$117,241

Amy Sydney 846-86117, Section 68(1), 26 August 2015

TRANSFERS

Health

Clare Taylor: 836-08301

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

Health

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

Health, Canberra (PN. 34989) (Gazetted 16 July 2015)

PROMOTIONS

Calvary Health Care ACT (Public)

Calvary Health Care

ACT Nursing and Midwifery Services

Emergency Department

Nicolas Sharp: 1611643

From: Registered Nurse Level 1 \$59, 874-\$76,936

Calvary Health Care ACT

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

Nursing and Midwifery, Emergency Department (PN. 8211) (Gazette)

Canberra Institute of Technology

CIT Business Tourism and Accounting

Sharyn McKay: 744-93952

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

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 34725) (Gazetted 7 August 2015)

Chief Minister, Treasury and Economic Development

Access Canberra

Office of the Deputy Director General

Julie Frances McGinness: 827-48599

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 03018) (Gazetted 16 June 2015)

Health

Canberra Hospital and Health Services

Medicine

Medical

Aimee Divorty: 827-19069

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

Health

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

Health, Canberra (PN. 35657) (Gazetted 13 August 2015)

Territory and Municipal Services

Infrastructure, Roads and Public Transport

ACTION

Flexible Transport

Robert Parker: 777-90688

From: General Service Officer Level 5 \$49,180 - \$51,772

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. A20140) (Gazetted 19 June 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.

Directorate Services

Canberra Connect

Contact Centre

Joshua Thomson: 844-81779

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

Territory and Municipal Services, Canberra (PN. 14636) (Gazetted 19 November 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 DISMISSALS

Community Services

Section 66 of the Public Sector Management Act 1994 - Troy Kenneth Andrews: 827-28045, 7 April 2015