



ACT Government Gazette

Gazetted Notices for the week beginning 17 March 2016

EXECUTIVE NOTICE

Health

Engagement

Rosemary O'Donnell – Executive Director, Medicine (E626) Section 72 of the Public Sector Management Act 1994

VACANCIES

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

Capital Metro

Project Directors Office

Executive Assistant

Administrative Services Officer Class 6 \$76,337 - \$87,366 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 32261)

Gazetted: 22 March 2016

Closing Date: 5 April 2016

Details: The Capital Metro Agency (CMA) is responsible for the ongoing planning, design and delivery of a light rail service between Gungahlin and the City. The Project Director's Office is seeking a self-starter with initiative and sound judgement to provide high level executive administrative and secretarial services to the Director-General and the Directorate. Duties include, but are not limited to: coordination, prioritisation and monitoring of tasks and activities; preparation of confidential correspondence; management of the Director-General's Diary; and leadership of the Directorate's team of administrative staff.

Contact Officer: Nikki Pulford (02) 6205 5466 nikki.pulford@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

Community, Business and Transport Regulation

Land Titles and Rental Bonds

Manager

Senior Officer Grade C \$96,073 - \$103,416 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 10140)

Gazetted: 21 March 2016

Closing Date: 28 March 2016

Details: Under the limited supervision of the Senior Manager, manage the day to day operations of Land Titles and Rental Bonds business units. This includes: Clients Provide high level client service, ensuring staff provide a positive client experience; Ensure the provision of accurate and relevant information in support of clients obtaining service through Access Canberra; Resolve more complex issues with or on behalf of the team. Staff Provide positive supervision and mentoring for the team; Ensure achievement and development plans are maintained for all staff; Hold regular meetings with 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; Operate in accordance with relevant ACT Government legislation,

including but not limited to the Territory Records Act 2002, the Public Sector Management Act and the Work Health and Safety Act 2011; Review existing processes and where appropriate implement new or modified processes; Ensure procedures are in place to support decision making, including operating within the quality assurance framework to ensure the accuracy and integrity of regulated activities are regularly reviewed and maintained or improved over time; Represent the Access Canberra at various committees, seminars, conferences and meetings on a local and national basis; This position does involve direct supervision of personnel

Note: This is a temporary position available for 18 months with the possibility of extension.

Contact Officer: Vesna Cvjeticanin (02) 6205 1694 vesna.cvjeticanin@act.gov.au

Shared Services

Partnership Services Group

Business Application Management

ICT Services Officer

Administrative Services Officer Class 6 \$76,337 - \$87,366 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 01247)

Gazetted: 21 March 2016

Closing Date: 4 April 2016

Details: The ICT Services Officer is primarily responsible for delivery of agreed ICT Services, advice and support to Directorates and other government entities. The position is also responsible for developing reporting services, to provide ICT operational support to Chief Minister, Treasury and Economic Development Directorate customers in an ITIL environment including incident escalation, access control, as well as request fulfilment and to work in partnership to enable the effective delivery of ICT Services.

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

Contact Officer: Jessica Smith (02) 6205 9056 jessicaa.smith@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.

Finance and Budget Division

Budget Coordination and Reporting

Analyst

Administrative Services Officer Class 6 \$76,337 - \$87,366 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 11073)

Gazetted: 22 March 2016

Closing Date: 5 April 2016

Details: Do you want to work in a dynamic environment dealing with a broad range of issues associated with all areas of ACT Government service delivery? The Finance and Budget Division is looking for an Analyst with high level coordination skills and expertise in the analysis of policy and financial information to join an energetic and enthusiastic team. The successful applicant will have the ability to exercise initiative, good judgement, well developed coordination and analytical skills, appropriate technical/computer skills and flexibility in handling financial, economic, policy and administrative issues. The ability to communicate effectively, build sound working relationships, contribute to team outcomes and prepare thorough written and financial reports is also required.

Eligibility/Other Requirements: Tertiary or post graduate qualifications in Business, Law, Accounting, Economics, Finance or similar field are highly desirable.

Contact Officer: Elizabeth Hall (02) 6207 0218 elizabeth.hall@act.gov.au

Procurement and Capital Works

Goods and Services

SMS program Management Office

Communications Adviser

Administrative Services Officer Class 6/Senior Officer Grade C \$76,337 - \$103,416 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 17215)

Gazetted: 21 March 2016

Closing Date: 4 April 2016

Details: An exciting opportunity exists for an accomplished and motivated Communications Adviser (at either Administrative Service Officer Level 6 or Senior Officer Grade C Level) to join the Smart Modern Strategic (SMS) Procurement Reform Program until 30 June 2018. Working with the Communications and Change Manager, the successful applicant will provide and implement operational, tactical and strategic communications to market the SMS Program and the Goods and Services Branch. They will be responsible for contributing to the development and implementation of the Program's communications program and change processes using new and traditional media.

Eligibility/Other Requirements: Tertiary qualifications in Communications or Marketing, as well as experience in government communications is desirable.

Notes: This is a temporary position available until 30 June 2018. This position will be filled at either the Administrative Service Officer Class 6 or Senior Officer Grade C level dependant on the skills and experience of the successful applicant.

Contact Officer: Megan Bonny (02) 6207 5414 megan.bonny@act.gov.au

Procurement and Capital Works

Goods and Services

Smart Modern Strategic

Smart Modern Strategic - Secretariat

Administrative Services Officer Class 6 \$76,337 - \$87,366 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 13268)

Gazetted: 18 March 2016

Closing Date: 1 April 2016

Details: The Smart Modern Strategic Program was established as a decision of Government and will deliver Budget savings and improved procurement outcomes through a number of strategic procurement initiatives. The program is also delivering procurement reform across the ACT Government streamlining and simplifying procurement processes with better alignment between internal and external stakeholders. The program is managed by an inter-Directorate Management Committee and is sponsored by the Strategic Board. The section requires an experienced Secretariat on a temporary basis.

Eligibility/Other Requirements: Certificate IV in Government (Procurement and Contracting) would be an advantage.

Note: This is a temporary position available until 30 June 2018.

Contact Officer: Alicia May (02) 6205 2797 alicia.may@act.gov.au

Access Canberra

Projects, Governance and Support

Strategic ICT - Business Systems and Reform

Project Support Officer

Administrative Services Officer Class 6 \$76,337 - \$87,366 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 33547)

Gazetted: 18 March 2016

Closing Date: 1 April 2016

Details: The duties of the position are to provide program/project office support and secretariat services and related activities. The main responsibilities of the position is to provide administrative support on programs/projects and manage less complex projects associated with the implementation of government initiatives and business and client service improvement strategies; maintain and update the Strategic ICT Program Management Practice Manual and templates and provide guidance on project management procedures and templates; ensure project plans and documentation are completed to agreed standards and advises on appropriate action if needed; be responsible for the collation and maintenance of program and project data using available software tools and applications; undertake research and analysis and produce reports as required; provide secretariat and support to Access Canberra ICT committees and working groups as required, including arranging venues and preparing agenda and meeting papers in consultation with the relevant Chairs; produce and disseminate accurate minutes to meeting participants to agreed standards and timeframes; and work collaboratively and liaise with a range of stakeholders.

Eligibility/Other Requirements: The following are highly desirable: Relevant tertiary qualifications; Practical relevant experience in a program/project office; and competency in the use of Professional Office and Project Management software.

Note: This is a temporary position available until 31 July 2016 with the possibility of extension.

Contact Officer: Indran Naidoo (02) 6205 1573 indran.naidoo@act.gov.au

Finance and Budget Division

Budget Coordination and Reporting

Analyst

Administrative Services Officer Class 5/6 \$70,844 - \$87,366 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 33413, several)

Gazetted: 22 March 2016

Closing Date: 5 April 2016

Details: Do you want to work in a dynamic environment dealing with a broad range of issues associated with all areas of ACT Government service delivery? The Finance and Budget Division is looking for Analysts with expertise in the analysis of policy and financial information to join energetic and enthusiastic teams. The successful applicant will have the ability to exercise initiative, good judgement, well developed analytical skills, appropriate technical/computer skills and flexibility in handling financial, economic, policy and administrative issues. The ability to communicate effectively, build sound working relationships, contribute to team outcomes and prepare thorough written and financial reports is also required.

Eligibility/Other Requirements: Tertiary or post graduate qualifications in Business, Law, Accounting, Economics, Finance or similar field are highly desirable.

Note: These are temporary positions available for periods of more than six months. Positions will be filled at either the Administrative Service Officer Class 5 or Administrative Service Officer Class 6 level dependant on the skills and experience of the successful applicant.

Contact Officer: Elizabeth Hall (02) 6207 0218 elizabeth.hall@act.gov.au

Corporate

People and Capability

Human Resource Advisor, Organisational Culture

Administrative Services Officer Class 5 \$70,844 - \$74,989 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 34727)

Gazetted: 23 March 2016

Closing Date: 12 April 2016

Details: The People and Capability Branch is looking for a dynamic person with a can do attitude to undertake the role of Human Resource Advisor, Organisational Culture within a small team which delivers strategic human resource support to the Directorate. The incumbent will have the opportunity to contribute to increasing the Directorate's capacity to attract and retain Aboriginal and Torres Strait Islander people, whilst also gaining exposure to a broad range of human resource functions including, but not limited to, respect, equity and diversity programs, workplace culture and change management initiatives and health and wellbeing initiatives.

Eligibility/Other Requirements: This is a designated Aboriginal and Torres Strait Islander position. Only Aboriginal and/or Torres Strait Islander people are eligible to apply.

Note: The selection process for this role will include a work sample test. How to apply: Applicants should submit a current curriculum vitae and a supporting statement of no more than two pages outlining their suitability for the role with consideration for the duty statement and selection criteria. Applicants do not need to submit an individual response for each selection criteria.

Contact Officer: Anne Maree Crowe (02) 6207 5879 annemaree.crowe@act.gov.au

Arts, Business, Events, Sport and Tourism

Arts and Events

Business Support

Executive Assistant and Business Support

Administrative Services Officer Class 5 \$70,844 - \$74,989 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 22821)

Gazetted: 21 March 2016

Closing Date: 4 April 2016

Details: ArtsACT is seeking a self motivated Executive Assistant to join our busy team, to support the Director and artsACT staff in delivering on their varied responsibilities. The position would suit an agile, motivated and customer focussed person, with great attention to detail. This position provides administrative and government business support to the Director and team, will assist with social media and work with data and statistics. Relevant experience in TRIM and grants management systems (preferably SmartyGrants) would be an advantage.

Note: For those who are interested please forward your application based on the attached Selection Document. Late applications will not be considered, unless prior permission is sought. This position is being readvertised.

Existing applicants need not reapply.

Contact Officer: Adam Stankevicius (02) 6207 2384 adam.stankevicius@act.gov.au

Workplace and Industrial Relations

Office of Industrial Relations

Work Safety Policy

Executive Assistant to Executive Director/Office Assistant

Administrative Services Officer Class 4 \$63,744 - \$69,022 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 17890)

Gazetted: 22 March 2016

Closing Date: 29 March 2016

Details: Under supervision: As a team member undertake a range of administrative and organisational tasks and provide support to the Executive Director and Office Manager. Perform a range of general office management tasks including taking phone messages and enquiries; tracking and managing incoming correspondence; custody and distribution of confidential papers; assisting in the preparation or circulation of documents as required; general filing activities; and organising meetings on behalf of the Director and other diary management requirements. Assist with the accounts for the Division. Coordinate purchasing and travel. Assist with coordination of Cabinet and Assembly business for the Office. Participate in corporate initiatives from business unit to whole-of-Government levels.

Note: This is a temporary position 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: Donna Hosie (02) 6207 0796 donna.hosie@act.gov.au

Asbestos Response Taskforce

Government Business and Executive Manager

Senior Officer Grade A \$131,412, Canberra (PN: 35612)

Gazetted: 17 March 2016

Closing Date: 24 March 2016

Details: The Asbestos Response Taskforce is seeking expressions of interest from highly motivated individuals for the position of Government Business and Executive Manager to manage the executive and corporate support team to provide effective and efficient administration support to the Taskforce. The position requires a person with high level organisational skills, effective communication and interpersonal skills and the ability to multi-task in an evolving dynamic environment. The Asbestos Response Taskforce promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. We encourage people with a disability, people from an Aboriginal or Torres Strait Islander background, young people and people from culturally diverse backgrounds to apply for this position.

Notes: This is a temporary position available until 30 June 2018 with the possibility of extension. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Candidates must not have any direct conflict of interest relating to loose fill asbestos insulation in ACT homes. Selection may be based on application and referee reports only.

How to Apply: Applicants should provide a written Expression of Interest of no more than two pages, current Curriculum Vitae and contact details for two referees. Applicants should show evidence of their skills and experience with consideration for the Duty Statement and Selection Criteria, however, there is no requirement to address each criterion individually.

Contact Officer: Helen Horsburgh (02) 6207 5470 helen.horsburgh@act.gov.au

Economic and Financial Group

Macroeconomic Branch

Senior Macroeconomic Adviser

Senior Officer Grade B \$113,150 - \$127,379, Canberra (PN: 34503)

Gazetted: 17 March 2016

Closing Date: 31 March 2016

Details: The Macroeconomic Branch of the ACT Treasury is seeking a highly experienced Senior Macroeconomic Adviser. The successful candidate will possess tertiary qualifications in economics and considerable relevant experience in economic policy making as well as management positions. Strong interpersonal skills, a collegiate and team focussed approach along with demonstrated career outcomes are also required. Prior experience in Commonwealth/State Treasuries, central bank, or major financial institution highly regarded. Duties will include: Economic forecasting (including construction and analysis of econometric models); revenue forecasting (including scenario analysis of alternate policy positions); long term economic and fiscal modelling; analysis and interpretation of macroeconomic statistics; the preparation of written and oral briefings on complex economic policy issues; staff coaching and mentoring; and other duties as directed.

Eligibility/Other Requirements: Qualifications in Economics from a globally recognised University. A minimum of 15 years experience in economic and/or revenue forecasting as well as analysis of macroeconomic data is essential. Exceptional written and oral communication skills.

Contact Officer: Andrew Beaumont (02) 6205 9121 andrew.beaumont@act.gov.au

Access Canberra

Customer Coordination

Applications and Approvals

Business Development Manager

Senior Officer Grade B \$113,150 - \$127,379 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 13557)

Gazetted: 17 March 2016

Closing Date: 24 March 2016

Details: The Business Development Manager is responsible for developing, negotiating and coordinating implementation of new, changing or ceasing customer services delivered on behalf of business units in ACT Government. They proactively help shape the direction of customer services and delivery reforms. This role is a mix of strategic and operational focus, with an emphasis on being able to interpret agencies' customer service needs into one or more concepts or required outcomes and translate them into tangible and sustainable operations across multiple channels, often under tight timeframes and with competing projects, priorities and stakeholder needs. They also represent the needs of operational teams with stakeholders. This position does involve direct supervision of personnel.

Eligibility/Other Requirements: Position may be filled based on application and referee reports only.

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

Contact Officer: Linda Southwell (02) 6205 0060 linda.southwell@act.gov.au

Community Services

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

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

Disability ACT

Child Development Service

Physiotherapist

Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade) | From 1 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 36151, several)

Gazetted: 21 March 2016

Closing Date: 28 March 2016

Details: The Child Development Service focuses on identifying developmental delays for children 0-6 years; children 7-8 years with complex needs who have not had a previous diagnosis and autism assessment to age 12 years. The Physiotherapists in these positions will provide clinical services within a community based, multidisciplinary team within the Child Development Service. The successful staff member will provide assessments or screen children to identify those at risk of developmental delay, support their movement through the service system; provide advice and expertise in clinical decision making to plan service delivery, interventions and policy development. Health Professionals at this level are expected to exercise independent professional judgement required in solving problems and managing cases where principles, procedures, techniques and methods require expansion, adaptation or modification. Work at this level may include professional supervision of Health Professional Level 1 and 2 staff, allied health assistants and undergraduates. Professionals at this level may also be required to coach/direct Health Professional Level 1 and Health Professional Level 2 staff and or allied health assistants with respect to the professional work performed by the organisational unit.

Eligibility/Other Requirements: Tertiary qualification in Physiotherapy is essential; at least three years recent practice experience working with children and their carers; current registration with the Australian Health Practitioner Regulation Agency (AHPRA) is essential, and have a current driver's licence.

Contact Officer: Melinda Connor (02) 6205 1277 melinda.connor@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

Operations

Commercial Program Manager

Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 3560)

Gazetted: 21 March 2016

Closing Date: 28 March 2016

The Commercial Program Manager must have the ability to cultivate and close sales opportunities. Managing and developing a close knit team while working within the Canberra Theatre Centre management team. An extensive knowledge of and network within the national and international performing arts industry and theatre protocols is essential. This is a highly specialised position involving a love and passion for attending the performing arts and an ability to do so out of hours while network building.

Eligibility/Other Requirements: Appropriate/relevant tertiary qualification in performing arts management or similar discipline is desirable.

Note: Two year temporary contract with the possibility of ongoing employment. Selection may be based on applications and referees reports only. Applicants must provide a written statement addressing the selection criteria.

Contact Officer: Bruce Carmichael (02) 6243 5705 bruce.carmichael@act.gov.au

Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email CFC.HR@act.gov.au

Canberra Theatre Centre

Marketing

Assistant Marketing Manager, Digital

Administrative Services Officer Class 4 \$63,744-\$69,022, Canberra (PN: 3502)

Gazetted: 21 March 2016

Closing Date: 4 April 2016

Details: Here's your opportunity to combine your love of live entertainment with all things digital. In this super-fast paced role, you will be responsible for our website management and digital screens. In addition, you will be

responsible for the development, execution and tracking of direct e-marketing campaigns. You will play an integral part in the team and support the development of creative membership acquisition and retention strategies to drive fan engagement, develop brand awareness, generate inbound traffic and cultivate ticket sales. You'll know the ins and outs of Google Analytics, SEO, SEM and have a keen interest in innovative web-based marketing tools. To be the successful applicant, you will possess the following: An excellent understanding and passion for live entertainment marketing. Tertiary education with a Marketing, Business degree or relative experience. Experience in Digital Marketing; oStrong command and literacy of SEO, SEM, Google Analytics and reporting practices. Excellent verbal and written communication skills with an ability to foster strong relationships with internal and external stakeholders. Ability to communicate, negotiate and develop relationships with a broad range of people, both internal and external to the organisation, in a professional and ethical manner. Good presentation and organisation skills; Literacy in Photoshop, MS Office and WordPress. Ability to cope with high pressure situations and competing deadlines; Understands group dynamics and behaviour; self-reliant and self-motivated. Ability to work effectively as a team player as well as independently.

Eligibility/Other Requirements: A degree in marketing or related experience.

Note: Three year temporary contract with the possibility of ongoing employment. Applicants must provide a written statement addressing the selection criteria.

Contact Officer: Suzanne Hannema (02) 6243 5706 suzanne.hannema@act.gov.au

Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email CFC.HR@act.gov.au

Canberra Theatre Centre

Operations

Head Mechanist

Level 4 Technician \$60,666, Canberra (PN: K)

Gazetted: 21 March 2016

Closing Date: 18 April 2016

Details: The Canberra Theatre Centre is offering a three year contract with a six month probationary period. Core duties involve the management, supervision and operation of the mechanist department for The Canberra Theatre Centre venues. Experience in the theatre industry is essential, with proven knowledge of fly systems and rigging. Knowledge in risk management, WHS and maintenance of staging equipment.

Eligibility/Other Requirements: Training and experience in producing workplace risk management documents and operational procedures. Trade skills would be well regarded.

Note: Three year contract with the possibility of ongoing employment. Six month probationary period. Applicants must submit a written statement addressing the selection criteria.

Contact Officer: Rohan Cutler (02) 6243 5736 rohancutler@act.gov.au

Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email CFC.HR@act.gov.au

Education

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

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

Organisational Integrity

Information and Knowledge Services

Information and Knowledge Services

ICT Project Officer

Senior Officer Grade C \$96,073 - \$103,416 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 32650)

Gazetted: 23 March 2016

Closing Date: 12 April 2016

Details: The Education and Training Directorate is engaged in an exciting and challenging multi-year upgrade of its IT Portfolio across school and student administration, business intelligence systems and staff support. The person

in this position performs a lead role in analysis, design, specification, testing and change management of business aspects of systems and business ICT change for the Education Directorate ICT portfolio. Ideally you will have experience from a business perspective in substantial IT Projects. You will have demonstrated experience in business analysis skills, in particular in business process modelling, business re-engineering, testing and business change management. You will need to be self-motivated, adaptable and have efficient and effective communication skills. You will have highly developed work management and organisational skills including the ability to effectively manage workloads, work independently and as part of a team, deliver high quality service to internal and external stakeholders and meet workplace objectives within tight timelines.

Eligibility/Other Requirements: Highly Desirable: Experience in providing specialist advice and coordination of business focussed analysis, ICT testing and Quality Assurance activities to support schools in implementing ICT initiatives. Formal project management training (PRINCE2), and/or understanding of the management of ICT related projects from a business perspective.

Note: A merit list will be generated from this recruitment process to fill any positions that become available within the next 12 months. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804
Contact Officer: Ian French (02) 6205 9103 ian.french@act.gov.au

Education Strategy

School Leadership

School Review

Project Officer

Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 34827)

Gazetted: 17 March 2016

Closing Date: 31 March 2016

Details: An opportunity exists in the School Leadership Area of the Education Strategy Division for a highly motivated, dynamic officer with: A sound knowledge and understanding of the operation of Government at local, state and national levels. Effective communication skills demonstrating: high level conceptual, analytical, research and problem solving skills; strong oral communication skills with the ability to liaise effectively with a range of internal and external stakeholders; highly developed written communication skills with an ability to prepare a variety of documents for Senior Executive and other key stakeholders. Demonstrated policy development and project management experience, particularly relating to education, including high level of organisational skills to manage multiple tasks. Demonstrated ability to achieve results and operate in a complex and dynamic environment with minimal supervision, working to tight timeframes, with high workloads. Demonstrated ability to consistently display commitment and leadership in high quality customer service principles, practices and attributes and proven ability in the implementation of Workplace Diversity, Workplace Safety, and Industrial Democracy principles and practices.

Eligibility/Other Requirements: Highly Desirable: Qualifications and experience in school education or a related field.

Notes: This is a temporary position available until 31 July 2016 with the possibility of extension. Applicants may be considered for further vacancies, at level, as they arise over the next 12 months. Successful applicant may be selected from 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 -

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

Contact Officer: Christine Lucas (02) 6205 8260 chirstine.lucas@act.gov.au

Education Strategy

Student Engagement

Social Worker

Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade), Canberra (PN: 14327)

Gazetted: 17 March 2016

Closing Date: 31 March 2016

Details: The Network Student Engagement Teams (NSET) are multi-disciplinary teams who work with schools to deliver quality services to families of young people who are experiencing difficulty connecting to school and engaging with education. Work with a caseload to coordinate family support programs including the provision of casework, intervention and referral services. This role works collaboratively with school counsellors and student welfare teams as well as government and non-government agencies to improve support to students and families. Eligibility/Other Requirements: Minimum requirements: Tertiary qualifications in social work or related discipline. Experience working with families as part of a multi-disciplinary team is highly desirable. A current driver's licence is required.

Notes: This temporary position available until 29 April 2017. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Sara Morgans (02) 6207 9929 sara.morgans@ed.act.edu.au

Education Strategy

Student Engagement

Student Wellbeing

Flexible Learning Options Officer

Administrative Services Officer Class 6 \$76,337 - \$87,366 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 36810)

Gazetted: 18 March 2016

Closing Date: 25 March 2016

Details: An exciting opportunity exists for an Officer to develop and implement flexible learning options for disengaged students, with particular reference to the role Duke of Edinburgh Awards could play in reengaging students.

Note: This is a temporary position available until 29 January 2017 with the possibility of extension. The position is part-time at 7:21 hours one day a week. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Pene Butt (02) 6205 7873 penelope.butt@act.gov.au

Deputy Director-General

Governance and Assurance

Audit and Assurance

Risk Management and Insurance Coordinator

Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 00426)

Gazetted: 17 March 2016

Closing Date: 24 March 2016

Details: Audit and Assurance is seeking a person with a team focus to work in a dynamic section. The section is responsible for internal audit, risk management, fraud/integrity, insurance and security and emergency management. The successful applicant will be required to provide advice and assistance to Directorate staff on risk and insurance matters; assist in the development and delivery of programs to improve risk management, insurance and compliance; Review and update relevant: frameworks, policies, guidelines, templates, reports and websites; Provide support and advice on legislative obligations and regulatory responsibilities; Prepare high quality briefs, letters and reports for senior officials; and liaise and provide assistance to external stakeholders.

Note: This is a temporary position available until 30 September 2016 with the possibility of an extension.

Contact Officer: Megan Young (02) 6205 9102 megan.young@act.gov.au

Office For Schools

Belconnen Network

Belconnen High School

Information Technology Officer

Information Technology Officer Class 1 \$61,793 - \$70,341 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 04374)

Gazetted: 22 March 2016

Closing Date: 5 April 2016

Details: Belconnen High School is seeking a highly experienced officer to fill the permanent position of Information Technology Officer. The successful applicant will possess excellent organisational, communication and customer service skills, and have the ability to work within a busy work environment that has competing priorities. The successful applicant will be required to liaise with the School IT Coordinator in relation to all aspects of the development, implementation and management of PC systems across the school. Duties will include and not limited to; rectifying hardware problems, managing user accounts, maintaining current, accurate and detailed records of IT assets as well as providing technical support and assistance with the school's student reporting process (respecting IT security protocols). The successful applicant will also provide support and assistance for the implementation of the Directorate's BYOD initiative and the GAFE platform.

Eligibility/Other Requirements: Completion, or completion by the end of the year in which applications are invited, of an associate diploma or higher qualification in Computing/Information Science; or significant relevant work experience (generally two or more years). Applicants are strongly encouraged to contact the Principal for further information regarding this position.

Note: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: David McCarthy (02) 6205 6844 david.mccarthy@ed.act.edu.au

Office For Schools

Belconnen Network

Belconnen High School

Classroom Teacher

Classroom Teacher \$59,790 - \$94,517 , Canberra (PN: 05349)

Gazetted: 23 March 2016

Closing Date: 6 April 2016

Details: Belconnen High School is seeking a highly experienced Teacher to fill a new role within the school. The successful applicant will help to design and then implement an intervention program to build literacy and possibly numeracy skills for students. The program will also assist teachers to modify and/or differentiate the learning to meet individual student needs. The successful applicant will be required to be an integral part of the school's Professional Learning Community (PLC) model. Primary and Secondary trained teachers are encouraged to apply.

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). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: This is a temporary position available 24 April 2016 to 26 January 2017 with the possibility of extension. Applicants are strongly encouraged to contact the Principal for further information regarding this position.

Contact Officer: David McCarthy (02) 6205 6844 david.mccarthy@ed.act.edu.au

Office for Schools

Tuggeranong Network

Calwell High School

Science Teacher

Classroom Teacher \$59,790 - \$94,517, Canberra (PN: 06888)

Gazetted: 18 March 2016

Closing Date: 1 April 2016

Details: Applications are invited from suitably qualified teachers of Science who have a background in differentiated learning and formative assessment and interest in science extension programs. Experience teaching in other subject areas would be desirable.

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). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to

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

Contact Officer: Bruce McCourt (02) 6205 6833 bruce.mccourt@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

Belconnen Network

Florey Primary School

Building Service Officer 2

General Service Officer Level 6 \$52,549 - \$54,936 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 35239)

Gazetted: 21 March 2016

Closing Date: 4 April 2016

Details: Florey Primary 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: This position requires a good understanding of computer systems or a willingness to undertake additional training if required. An understanding of the school environments desirable. 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: for example Working at Heights, Sharps. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Notes: This is a temporary position available until 23 December 2016 with the possibility of an extension and or permanency from this process. Selection may be based on application and referee reports only.

Contact Officer: Felicity Bruce (02) 6205 8011 felicity.bruce@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

Dickson College

Deputy Principal

School Leader B \$127,012, Canberra (PN: 04123)

Gazetted: 22 March 2016

Closing Date: 5 April 2016

Details: Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes 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 teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further

information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.
Contact Officer: Craig Edwards (02) 6142 0140 craig.edwards@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**

Planning Delivery

Executive

Executive Assistant

Administrative Services Officer Class 5 \$70,844 - \$74,989 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 35301, expected vacancy)

Gazetted: 22 March 2016

Closing Date: 5 April 2016

Details: An exciting opportunity exists within the Environment and Planning Directorate for an enthusiastic and motivated individual to fill the role of Executive Assistant. This officer will report to the Executive Director for Planning Delivery and will provide support as required to Divisional teams. The successful applicant will have high level oral and written communication skills and high level interpersonal skills, an ability to manage competing priorities and be able to contribute effectively in a multi-disciplinary team environment.

Note: This is a temporary position available for 12 Months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

Contact Officer: Jim Corrigan (02) 6207 3520 jim.corrigan@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

Cancer Ambulatory and Community Health Support

Cancer Nursing

Medical Oncology/Haematology Inpatients

Registered Nurse Level 2 \$84,393 - \$89,447 | From 1 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 25675, several)

Gazetted: 24 March 2016

Closing Date: 31 March 2016

Details: 14B/11C is a 44 bed ward incorporating all patients from diagnosis to end of life care. We have a strong core staff and would like to expand this with committed, compassionate and dedicated staff that can retain their humour and fun side in a very acute setting. The Registered Nurse Level 2 provides a coordinated approach to patient's assessment and planning and delivery of care for complex Oncological/Haematological diagnosis. The Registered Nurse Level 2 will be competent in chemotherapy administration education.

Eligibility/Other Requirements: Mandatory: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: A current Antineoplastic Drug Administration Course (ADAC) certificate is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application.

ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

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

ACT Health is a smoke free environment, across all buildings, grounds and vehicles.

ACT Government employees enjoy excellent employment conditions. More Information is available at:

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

ACT Health also offers attractive salary packaging arrangements. Many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9,095, 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.

Reimbursement of many relocation costs is available if you are successful and move 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 three hours away by road. For more information on our great city and your future, visit:

<http://www.canberrayourfuture.com.au/>

Contact Officer: Susan Langdon (02) 6244 2233

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Registered Nurse

Registered Nurse Level 2 \$84,393 - \$89,447 | From 1 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 29219)

Gazetted: 24 March 2016

Closing Date: 7 April 2016

Details: Applications are invited from enthusiastic Registered Nurses who wish to work with the Crisis Assessment and Treatment Team (CATT). CATT provides 24 hour mental health care for the whole of the ACT. CATT is a multidisciplinary team staffed by nursing, allied health and medical professionals. The applicant will possess clinical skills in the assessment and management of individuals with mental disorders and in acute distress.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. A current driver's licence. Post Graduate qualification in Mental Health Nursing is not essential but desired.

Notes: To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application.

ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

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

ACT Health is a smoke free environment, across all buildings, grounds and vehicles.

ACT Government employees enjoy excellent employment conditions. More Information is available at:

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

ACT Health also offers attractive salary packaging arrangements. Many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9,095, 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.

Reimbursement of many relocation costs is available if you are successful and move 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 three hours away by road. For more information on our great city and your future, visit:

<http://www.canberrayourfuture.com.au/>

Contact Officer: Emily Beltrami (02) 6205 8559 emily.beltrami@act.gov.au

Population Health

Health Protection Service

ACT Government Analytical Unit

Forensic Chemist

Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade) | From 1 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 26222, several)

Gazetted: 24 March 2016

Closing Date: 31 March 2016

Details: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Population Health Division (PHD) has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and nation policy, program delivery and protocols on population health issues. The PHD is headed by the Chief Health Officer (CHO) and Deputy Director-General and both report to the Director-General of ACT Health. The Division is comprised of two branches and two offices - the Health Protection Service (HPS), Health Improvement Branch, Office of the Chief Health Officer and Executive Support Office. The HPS is headed by an Executive Director reporting to the CHO with responsibilities ranging from tobacco policy, environmental health issues, communicable disease control and analytical testing capacity through the ACT Government Analytical Laboratory (ACTGAL). Overview of the work area and position: ACTGAL, a section within the HPS provides high level scientific analysis capability for the ACT Government. Fields of analysis include Microbiological Testing, Environmental Chemistry Testing and Forensic and Toxicological Testing. This position principally involves analytical investigations of biological and physical forensic and non-forensic samples relating to drugs, poisons or other substances. The officer will work closely with law enforcement agencies and attend court to give evidence.

Eligibility/Other Requirements: Bachelor degree in Science is mandatory (a major in Chemistry is highly desirable). Please note prior to commencement successful candidates will be required to undergo a pre-employment police check.

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

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

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

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

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

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

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

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: Daniel Andres (02) 6205 8733 daniel.andres@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health

CAMHS North Mental Health Clinician

Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade) | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 21868)

Gazetted: 24 March 2016

Closing Date: 7 April 2016

Details: The Division of Mental Health, Justice Health, Alcohol and Drug Services provide contemporary evidence based mental health services guided by the principles of recovery. Mental Health Services collaborates with consumers, works respectfully with their carers and with the government sector, primary providers and community agencies to promote recovery. Mental Health Services provide services congruent with national and territory plans and policies. The Child and Adolescent Mental Health Service (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health problems. The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment, treatment and clinical management within a recovery focused framework. This position is located within the Northside team, based in Belconnen and will perform clinical management, therapeutic intervention, assessment, intake and triage duties. Applications are sort from allied health professionals who have a minimum 12 months paid work experience (post qualification) in providing therapeutic interventions for children, young people and their families. As this is a senior role, experience in mental health, assessment, case management and inter-agency liaison is highly desirable.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Occupational Therapy, Psychology or Social Work with current unconditional Australian Health Practitioner Regulation Agency registration where applicable and/or eligibility for membership of the appropriate professional organisation. Applicants must have a minimum of 12 months paid work experience, post qualification in a related/relevant organisation/service. Current driver's licence.

Notes: This is a permanent, part-time position 22:03 hours per week - 3 days per week. An Order of Merit may be used to fill future identical part-time permanent vacancies in either the North or South Community Teams within a 12 month period.

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 three hours away by road.

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

Contact Officer: Elloise Barry (02) 6205 1050 elloise.j.barry@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

ACT Wide Mental Health Services

Health Professional

Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade) | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 22804)

Gazetted: 24 March 2016

Closing Date: 7 April 2016

Details: Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. 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. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include:

ACT Wide Mental Health Services

Adult Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services
Justice Health Services

The Neuropsychology unit is a specialised service that provides comprehensive neuropsychology assessments and consultation to consumers currently registered with MHJHADS. The successful applicant will require a demonstrated ability to perform novel, complex or critical professional work under professional supervision, or normal professional work as a sole practitioner under general professional guidance. More specifically they will be required to:

Provide neuropsychology assessment and intervention for people across various mental health settings including child and adolescent, adult, forensic and other specialty services.

Promote positive client outcomes through the provision of high quality clinical services and liaise with different service areas or units as part of a multidisciplinary team.

Provide individual service delivery.

Apply knowledge, skills, and professional judgement in the delivery of Neuropsychological services.

Eligibility/Other Requirements: Mandatory: General Psychology registration with AHPRA. At least 12 months experience working in Neuropsychology and/or Mental Health Services. Desirable: PsyBA approved supervisor status of postgraduate students preferable. Area of Practice Endorsement in Clinical Neuropsychology or Clinical Psychology (or eligibility for Registrar program in Clinical Neuropsychology) preferable. Post-graduate qualification in Clinical Neuropsychology preferable. Current driver's licence.

Notes: This is a temporary part-time position at 18:22 hours a week for 12 months. To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application.

ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

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

ACT Health is a smoke free environment, across all buildings, grounds and vehicles.

ACT Government employees enjoy excellent employment conditions. More Information is available at:

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

ACT Health also offers attractive salary packaging arrangements. Many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9,095, 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.

Reimbursement of many relocation costs is available if you are successful and move 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 three hours away by road. For more information on our great city and your future, visit:

<http://www.canberrayourfuture.com.au/>

Contact Officer: David Jackson-Hope (02) 6207 8331

Population Health

Health Improvement

Health Promotions and Grants

Project Officer

Administrative Services Officer Class 6 \$76,337 - \$87,366 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 24174)

Gazetted: 24 March 2016

Closing Date: 7 April 2016

Details: The Health Improvement Branch, Health Promotion Section, initiates and manages programs and initiatives that aim to improve the health of the ACT population. These initiatives are delivered in partnership with other agencies and include activities that influence the social and environmental conditions that impact on population and individual health. Initiatives target both the whole ACT population and specific population groups. Health Promotion is looking for a motivated and enthusiastic individual to help deliver on our health promotion priorities. This position will work across the Healthy Children's Initiative; however suitable applicants will be expected to be able to work across any area of the Health Promotion Section as required. As this position will primarily be responsible for contributing to the delivery of programs in children's settings, applicants with

excellent skills in developing and managing partnerships with diverse stakeholders and experience of working across children's settings (e.g. schools) will be viewed favourably.

Eligibility/Other Requirements: Relevant tertiary qualification and demonstrable experience working as a project officer is highly desirable.

Note: This is an expected vacancy for three months. Full-time is preferred but not essential. Suitable applicants may be placed on a merit list for future temporary and/or permanent positions at level in the Health Promotion section. Selection may be based on written application and referee reports alone.

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: Cal Chikwendu (02) 6205 3627 cal.chikwendu@act.gov.au

Health Planning and Infrastructure

Finance, Assurance and Reporting

Finance Officer

Administrative Services Officer Class 6 \$76,337 - \$87,366 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 29001)

Gazetted: 24 March 2016

Closing Date: 31 March 2016

Details: The Health Planning and Infrastructure (HP and I) program, Strategic Operations – Finance team focus on financial reconciliation, reporting, compliance and support for the ACT Health and dedicated officers and officers from Procurement and Capital Works and the Financial Management Unit working the HP and I project. This position is to assist in the provision of a range of support services, such as project reconciliations, reporting analysis, end of month processing, process improvement and asset management. This role will work closely with the Finance Manager to support the branch and its clients. To be successful in this role you will have a high level of attention to detail, including proficient spreadsheet and analysis skills, sound communication skills, including the ability to resolve problems by enlisting resources, policies and technical finance advice and the ability to manage deadlines and coordinate a variety of tasks.

Eligibility/Other Requirements: Desirable: Previous experience in ACT Government Finance with a focus on capital funding highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available from June 2016 until December 2016, with the possibility of extension. Successful applicants may be found suitable on the basis of written applications and referee reports only.

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

ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

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

ACT Health is a smoke free environment, across all buildings, grounds and vehicles.

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

ACT Health also offers attractive salary packaging arrangements. Many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9,095, 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.

Reimbursement of many relocation costs is available if you are successful and move 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 three hours away by road. For more information on our great city and your future, visit:

<http://www.canberrayourfuture.com.au/>

Contact Officer: Karen Stanford-Smith (02) 6174 5581

Health Infrastructure and Planning

Health Infrastructure Planning Executive Office

Personal Assistant

Administrative Services Officer Class 5 \$70,844 - \$74,989 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 18567)

Gazetted: 24 March 2016

Closing Date: 31 March 2016

Details: Health Planning and Infrastructure Group has corporate responsibility for leading and facilitating the development of whole-of-government plans (as they relate to ACT Health and health services), the ACT Health Corporate plan, territory-wide strategic plans and clinical service plans that have a territory-wide impact. The Group also directs and manages ACT Health's, Health Infrastructure Program, which includes health planning, coordination, management and implementation. It is also responsible for strategic accommodation, the Capital Upgrades Program and the Arts in Health Program. The Personal Assistant is responsible for providing administrative support to the Deputy Director-General, Health Infrastructure and Planning. The position reports to the Deputy Director-General, but as part of the broader Executive Office team, on day-to-day matters will gain support from and be supervised by the Executive Officer, Health Infrastructure and Planning.

Eligibility/Other Requirements: Desirable: Experience working in an extremely busy office environment is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available from April 2016 until November 2016. Successful applicants may be found suitable on the basis of written applications and referee reports only.

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

ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

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

ACT Health is a smoke free environment, across all buildings, grounds and vehicles.

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

ACT Health also offers attractive salary packaging arrangements. Many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9,095, 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.

Reimbursement of many relocation costs is available if you are successful and move 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 three hours away by road. For more information on our great city and your future, visit

<http://www.canberrayourfuture.com.au/>

Contact Officer: Geraldine Grayland (02) 6205 1123

Director General Reports

Financial Management

Revenue and Financial Support

Debt Recovery Officer

Administrative Services Officer Class 4 \$63,744 - \$69,022 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 02950, several)

Gazetted: 24 March 2016

Closing Date: 31 March 2016

Details: The Patients Accounts Office provides financial and administrative support including processing accounts receivable, resultant follow-up and liaison and debt recovery for both inpatients and outpatients of the Canberra Hospital. The Debt Recovery Officer is responsible for the follow-up of outstanding accounts, including liaison with appropriate third parties and interaction with patients, as required.

Notes: Prior to commencement successful candidates will be required to: undergo a pre-employment Police check. To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application.

ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

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

ACT Health is a smoke free environment, across all buildings, grounds and vehicles.

ACT Government employees enjoy excellent employment conditions. More Information is available at:

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

ACT Health also offers attractive salary packaging arrangements. Many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9,095, 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.

Reimbursement of many relocation costs is available if you are successful and move 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 three hours away by road. For more information on our great city and your future, visit:

<http://www.canberrayourfuture.com.au/>

Contact Officer: Shannon Reeves (02) 6205 1497 shannon.reeves@act.gov.au

Canberra Hospital and Health Services

Surgery, Oral Health and Medical Imaging

Operating Room

Registered

Registered Nurse Level 1 \$60,772 - \$81,180 | From 1 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 21834, several)

Gazetted: 24 March 2016

Closing Date: 31 March 2016

Details: Expressions of Interest (EOI's) are invited for a number of available positions for Registered Nurses interested in full-time or part-time temporary positions in the Post Anaesthetic Care Unit at The Canberra Hospital.

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

Note: These are temporary positions available for a period of three to 12 months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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

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

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

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

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: Alex Miller (02) 6204 3201 alex.miller@act.gov.au

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Support

Cancer Nursing

Oncology Outpatients

Registered Nurse Level 1 \$60,772 - \$81,180 | From 1 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 26755, several)

Gazetted: 24 March 2016

Closing Date: 31 March 2016

Details: An opportunity exists for a suitably experienced Registered Nurse Level 1 to assist in supporting high quality patient outcomes in the Oncology Day Therapy Unit (DTU). The DTU is a busy unit providing oncology and immunology ambulatory care services. The nursing staff provide quality patient care and will be trained in safe administration of chemotherapy and associated therapies. Several positions are available.

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

Notes: These are temporary position available for six months.

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

ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

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

ACT Health is a smoke free environment, across all buildings, grounds and vehicles.

ACT Government employees enjoy excellent employment conditions. More Information is available at:

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

ACT Health also offers attractive salary packaging arrangements. Many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9,095, 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.

Reimbursement of many relocation costs is available if you are successful and move 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 three hours away by road. For more information on our great city and your future, visit:

<http://www.canberrayourfuture.com.au/>

Contact Officer: Wendy Spencer 0431 887 346 wendy.spencer@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

ACT Wide Mental Health Services

Health Professional

Health Professional Level 2 \$59,085 - \$81,111 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 22447)

Gazetted: 24 March 2016

Closing Date: 7 April 2016

Details: Applications are invited from enthusiastic Psychologists, Social Workers or Occupational Therapists who wish to work with the Crisis Assessment and Treatment Team (CATT). CATT provides 24 hour mental health care for residents of the ACT. CATT is a multidisciplinary team staffed by nursing, allied health and medical professionals. The applicant will possess high-level clinical skills in the assessment and management of individuals with mental disorders and in acute distress.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy with current unconditional ACT registration where applicable and/or eligibility for membership of the appropriate professional organisation. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence.

Notes: This is a permanent full-time position.

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

ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

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

ACT Health is a smoke free environment, across all buildings, grounds and vehicles.

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

ACT Health also offers attractive salary packaging arrangements. Many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9,095, 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.

Reimbursement of many relocation costs is available if you are successful and move 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 three hours away by road. For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Emily Beltrami (02) 6205 8559 emily.beltrami@act.gov.au

Director General Reports

Financial Management

Revenue and Financial Support

Billing Officer

Administrative Services Officer Class 3 \$57,417 - \$61,793 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 33342, several)

Gazetted: 24 March 2016

Closing Date: 31 March 2016

Details: The Patients Accounts Office provides financial and administrative support including processing accounts receivable, resultant follow-up and liaison and debt recovery for both inpatients and outpatients of the Canberra Hospital. The Billing Officer is responsible under general direction for the raising of invoices within the billing system, using appropriate documentation and procedures, other admin tasks and responding to telephone enquiries.

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

Notes: To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application.

ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

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

ACT Health is a smoke free environment, across all buildings, grounds and vehicles.

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

ACT Health also offers attractive salary packaging arrangements. Many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9,095, 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.

Reimbursement of many relocation costs is available if you are successful and move 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 three hours away by road. For more information on our great city and your future, visit:

<http://www.canberrayourfuture.com.au/>

Contact Officer: Shannon Reeves (02) 6205 1497 shannon.reeves@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Technical Officer

Technical Officer Level 2 \$56,643 - \$64,862 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 23015)

Gazetted: 24 March 2016

Closing Date: 31 March 2016

Details: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. The core values of Care, Excellence, Collaboration and Integrity were developed by us, for us and are unique to our work.

Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include:

- ACT Wide Mental Health Services
- Adult Acute Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services (CAMHS), and
- Justice Health Services

Overview of the work area and position:

The Recovery Support officer position is based in the Gungahlin Mental Health Team, a multidisciplinary team that is part of Adult Community Mental Health Services. Recovery Support officers working within MHJHADS are required to, under direction of the relevant members of the clinical team, support people to achieve their personal recovery goals as identified in their Recovery Plan. Adult Community Mental Health Services provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT, with a strong focus on the provision of timely and effective mental health interventions.

Eligibility/Other Requirements: Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check. Mandatory Qualifications: Relevant Certificate IV level qualifications or equivalent. Current ACT driver's licence.

Notes: This is a temporary position available for a period of 12 months. To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application.

ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

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: Zoe Pope 0466 518 813 zoe.pope@act.gov.au

Justice and Community Safety

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

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

Emergency Services Agency

Rural Fire Service

Manager Membership

Senior Officer Grade C \$96,073 - \$103,416 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 07995)

Gazetted: 22 March 2016

Closing Date: 5 April 2016

Details: The ACT Rural Fire Service (ACTRFS) is seeking applications for the position of Manager Membership commencing 18 April 2016. Key responsibilities are to manage all aspects of the membership arrangements within the Rural Fire Service including Volunteer Workforce planning, liaison with Emergency Services Agency (ESA) Training Section, development of volunteer competitions, providing secretariat support to the Award and Training Committees, management of membership registration and training records, development of the ACTRFS Cadets/Juniors program and coordinate member recruitment. Coordination of Workers Compensation, Welfare and Critical Incident Stress Management. The Manager Membership will also be required to Monitor and report to the ACTRFS Chief Officer, Bushfire Council and ESA Commissioner on Learning and Development targets, manage information systems that relate to ACTRFS Learning and Development, identify, analyse and manage individual learning and development needs for the ACTRFS staff and volunteers. Source curriculum, learning and assessment resources, processes and procedures to ensure training and development needs are addressed through professional development programs. Facilitation of collection and analysis of feedback on the effectiveness of learning and assessment activities and systems. Provide reports and make recommendations to meet member and stakeholder concerns and to continuously improve ACTRFS Learning and Development. Encourage and assist in the development of volunteer-based fire safety activities. Participate in the validation, accreditation and quality control audits.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable, along with a sound knowledge and demonstrated ability to identify training needs and to develop appropriate training programs associated with a large volunteer fire-fighting workforce. Driver's licence is essential. The occupant will be required to undertake significant parts of the duties outside normal business hours and on weekends; and applicants are required to describe their attributes that enable successful volunteer management.

Note: This is a temporary position available until 31 March 2017 with the possibility of extension.

Contact Officer: Richard Woods (02) 6205 4281 richard.woods@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

Parks and Territory Services

Executive

Strategic Planning and Development

Strategic Planning Project Officer

Senior Officer Grade C \$96,073 - \$103,416 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 36780, several)

Gazetted: 18 March 2016

Closing Date: 1 April 2016

Details: Territory and Municipal Services is seeking a Strategic Planning Project Officer, with specific responsibility for developing programs relating to asset management, capital works bids and providing strategic management advice to the Directorate's Executive. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Relevant tertiary qualifications and experience in the use of ESRI Geographic Information Systems, Oracle, and FME as well as a current driver's licence.

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

Contact Officer: Owen Earl (02) 6207 7434 owen.earl@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

Parks and Conservation Service

Parks and Conservation Field Officers

General Service Officer Level 5/6 \$49,918 - \$54,936 (plus rostered overtime and weekend penalties where applicable) | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 40967, several)

Gazetted: 22 March 2016

Closing Date: 5 April 2016

Details: The Territory and Municipal Services Directorate (TAMS) plans, develops and ensures delivery of a range of government services and commercial enterprises for the people of the ACT. The ACT Parks and Conservation Service (PCS) is a Branch within the Parks and Territory Services Division (PATS) that is responsible for the sustainable management of our national parks, nature reserves, commercial softwood forests and rural lands, including management of Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Googong Foreshores, water catchment areas and commercial pine plantations. The Parks and Conservation Service implements a broad range of natural and cultural resource management programs both on and off reserve that support sustainable environmental conservation land management and heritage outcomes. The management of bushfires is a core function of the Parks and Conservation Service across the land that it is responsible for. TAMS invites applications from suitably skilled and motivated people interested in careers as Field Officers or specialist Fire Crew with the ACT Parks and Conservation Service. Vacancies exist at various worksites across the ACT. Late applications will not be considered.

Eligibility/Other Requirements: Applicants must:

Be able and prepared to undertake rostered fire duty and participate in bushfire suppression, prescribed burning activities and training activities as required.

Be able to meet the appropriate fire fighting fitness standards to at least the moderate level of the national fire fighting task based assessment (assessed annually). Applicants for fire management positions are required to successfully complete the arduous level of the national fire fighting task based assessment on an annual basis.

Be prepared to wear a uniform and to work a shift roster, weekends, public holidays or evening shifts at any PCS worksite on an "as needs" basis.

Possess a manual drivers' licence.

Possess a current Advanced First Aid Certificate or capacity to obtain one.

Note: This recruitment process will also be used to create a temporary employment register for short and long term temporary vacancies that may occur. These positions are Designated Fire Positions and all shortlisted applicants must successfully complete a pre-interview Fire Fitness Assessment and a pre-employment medical. Contact Officer: Scott Farquhar (02) 6207 2194 scott.farquhar@act.gov.au

APPOINTMENTS

ACT Audit Office

Audit Band 1 \$49,326 - \$93,883 | From 7 April 2016 the salary for this vacancy will increase by 1.5%
Xiaoping Zhu 846-84170, Section 68(1), 21 March 2016

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 5 \$70,844 - \$74,989 | From 7 April 2016 the salary for this vacancy will increase by 1.5%
Samantha Augeard 848-65641, Section 68(1), 11 April 2016

Senior Officer Grade C \$96,073 - \$103,416 | From 7 April 2016 the salary for this vacancy will increase by 1.5%
Maxwell Ronald Mercer 844-75782, Section 68(1), 22 March 2016

Administrative Services Officer Class 3 \$57,417 - \$61,793 | From 7 April 2016 the salary for this vacancy will increase by 1.5%
Cassandra Phillips 846-88577, Section 68(1), 18 March 2016

Administrative Services Officer Class 3 \$57,417 - \$61,793 | From 7 April 2016 the salary for this vacancy will increase by 1.5%
Bojan Sekara 846-88462, Section 68(1), 18 March 2016

Information Technology Officer Class 2 \$76,337 - \$87,366 | From 7 April 2016 the salary for this vacancy will increase by 1.5%
Ellen Somerville 834-25943, Section 68(1), 11 April 2016

Senior Officer Grade A \$131,412 | From 7 April 2016 the salary for this vacancy will increase by 1.5%
Philip Wales 848-65684, Section 68(1), 21 March 2016

Community Services

Administrative Services Officer Class 4 \$63,744 - \$69,022 | From 7 April 2016 the salary for this vacancy will increase by 1.5%
Jared Dorrington 844-81058, Section 68(1), 18 March 2016

Environment and Planning

Administrative Services Officer Class 6 \$76,337 - \$87,366 | From 7 April 2016 the salary for this vacancy will increase by 1.5%
Jason Forest 846-93392, Section 68(1), 22 March 2016

Health

Health Professional Level 2 \$59,085 - \$81,111 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Saba Al Saify 843-90826, Section 68(1), 31 March 2016

Registered Nurse Level 1 \$60,772 - \$81,180 | From 1 April 2016 the salary for this vacancy will increase by 1.5%

Christy Baby 834-45215, Section 68(1), 17 March 2016

Health Professional Level 2 \$59,085 - \$81,111 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Roseanna Bink 847-26174, Section 68(1), 29 April 2016

Health Professional Level 2 \$59,085 - \$81,111 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Michelle Champagne 845-22227, Section 68(1), 26 March 2016

Registered Nurse Level 1 \$60,772 - \$81,180 | From 1 April 2016 the salary for this vacancy will increase by 1.5%

Mary Doncillo 844-35289, Section 68(1), 24 March 2016

Registered Nurse Level 1 \$60,772 - \$81,180 | From 1 April 2016 the salary for this vacancy will increase by 1.5%

Samara Duffey 844-34649, Section 68(1), 21 April 2016

Allied Health Assistant 2 \$47,854 - \$54,863 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Samantha Follett 848-65350, Section 68(1), 21 March 2016

Registered Nurse Level 1 \$60,772 - \$81,180 | From 1 April 2016 the salary for this vacancy will increase by 1.5%

Shan Gao 848-19928, Section 68(1), 17 March 2016

Registered Nurse Level 1 \$60,772 - \$81,180 | From 1 April 2016 the salary for this vacancy will increase by 1.5%

Katherine Gorell 844-34366, Section 68(1), 24 March 2016

Registered Nurse Level 1 \$60,772 - \$81,180 | From 1 April 2016 the salary for this vacancy will increase by 1.5%

Seena John 834-46023, Section 68(1), 24 March 2016

Registered Nurse Level 1 \$60,772 - \$81,180 | From 1 April 2016 the salary for this vacancy will increase by 1.5%

Mini Kallarackal 834-45856, Section 68(1), 17 March 2016

Registered Nurse Level 1 \$60,772 - \$81,180 | From 1 April 2016 the salary for this vacancy will increase by 1.5%

Emily Little 848-19901, Section 68(1), 28 March 2016

Health Professional Level 2 \$59,085 - \$81,111 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Amanda Morrison 847-05541, Section 68(1), 23 March 2016

Registered Nurse Level 1 \$60,772 - \$81,180 | From 1 April 2016 the salary for this vacancy will increase by 1.5%

Lucy Palmer 844-34585, Section 68(1), 24 March 2016

Registered Nurse Level 1 \$60,772 - \$81,180 | From 1 April 2016 the salary for this vacancy will increase by 1.5%

Jyothis Puthiyaparambil James 834-45282, Section 68(1), 17 March 2016

Health Professional Level 2 \$59,085 - \$81,111 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Dunja Radosavljevic 848-20443, Section 68(1), 18 March 2016

Registered Nurse Level 1 \$60,772 - \$81,180 | From 1 April 2016 the salary for this vacancy will increase by 1.5%

Joanna Spratt 843-91212, Section 68(1), 22 March 2016

Health Professional Level 2 \$59,085 - \$81,111 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Matthew Summers 848-64614, Section 68(1), 31 March 2016

Registered Nurse Level 1 \$60,772 - \$81,180 | From 1 April 2016 the salary for this vacancy will increase by 1.5%

Abigail Thurling 825-50048, Section 68(1), 17 March 2016

Registered Nurse Level 1 \$60,772 - \$81,180 | From 1 April 2016 the salary for this vacancy will increase by 1.5%

Song-E Worrell 845-20045, Section 68(1), 28 March 2016

Administrative Services Officer Class 2/3 \$50,676 - \$61,793 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Morgan Zidar 843-90666, Section 68(1), 21 March 2016

Staff Specialist 1-5 \$157,285 - \$212,498

Phillip Choi, 829-57438, Section 68(1), 14 March 2016

Staff Specialist 1-5 \$157,285 - \$212,498

Michael Chapman, 847-11052, Section 68(1), 15 March 2016

Staff Specialist 1-5 \$157,285 - \$212,498

Kashif Kalam, 84711060, Section 68(1), 16 March 2016

Territory and Municipal Services

Bus Operator - Training \$63,319 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Sarbjeeet Dhillon 848-64470, Section 68(1), 18 March 2016

Bus Operator - Training \$63,319 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Elvis Juric 848-64497, Section 68(1), 18 March 2016

TRANSFERS

Education

Anne Leonard: 261-02291

From: Administrative Services Officer Class 4 \$63,744 - \$69,022 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Health

To: Administrative Services Officer Class 4 \$63,744 - \$69,022 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Education, Canberra (PN. 36703) (Gazetted 17 February 2016)

David John Pitt: 786-79893

From: Senior Officer Grade C \$96,073 - \$103,416 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Chief Ministers Treasury and Economic Development Directorate

To: Senior Officer Grade C \$96,073 - \$103,416 | From 7 April 2016 the salary for this vacancy will increase by 1.5%
Education and Training, Canberra (PN. 16695) (Gazetted 27 January 2016)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Access Canberra

Construction, Environment and Workplace Protection

Megan Corrigan: 793-37975

From: Administrative Services Officer Class 6 \$76,337 - \$87,366 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$96,073 - \$103,416 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Chief Minister, Treasury and Economic Development, Canberra (PN. 15372) (Gazetted 10 December 2015)

Access Canberra

Construction, Environment and Workplace Protection

Matthew Peter Garrett Craig-Barry: 844-00692

From: ORS Inspector 6 \$76,337 - \$87,366 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$113,150 - \$127,379 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Chief Minister, Treasury and Economic Development, Canberra (PN. 05752) (Gazetted 14 December 2015)

Access Canberra

Governance and Support

Business and Development

Kayla Rummukainen: 836-00828

From: Administrative Services Officer Class 4 \$63,744 - \$69,022 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$70,844 - \$74,989 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Chief Minister, Treasury and Economic Development, Canberra (PN. 05514) (Gazetted 29 January 2016)

Education

Governance and Assurance

Media and Communications

Gareth Williams: 799-96719

From: Administrative Services Officer Class 6 \$76,337 - \$87,366 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$96,073 - \$103,416 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Education, Canberra (PN. 27289) (Gazetted 15 March 2016)

Office for Schools

Tuggeranong Network

Wanniassa School – Junior Campus

Jodi de Ligt: 779-24332

From: Classroom Teacher \$59,790 - \$94,517

Education

To: School Leader C \$109,084

Education, Canberra (PN. 02241) (Gazetted 8 February 2016)

Health

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Mental Health Services

Rahman Ali: 824-31815

From: Enrolled Nurse Level 1 \$55,118 - \$58,888 | From 1 April 2016 the salary for this vacancy will increase by 1.5%

Health

To: Registered Nurse Level 1 \$60,772 - \$81,180 | From 1 April 2016 the salary for this vacancy will increase by 1.5%
Health, Canberra (PN. 32787) (Gazetted 1 January 2001)

This promotion to non advertised position has been made under Section I, Clause 72.1 of the ACT Public Service Nursing and Midwifery Enterprise Agreement 2013-2017

Canberra Hospital and Health Services

Critical Care

Critical Care Administration

April Bartholomew: 840-49572

From: Administrative Services Officer Class 2 \$50,676 - \$55,957 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Health

To: Administrative Services Officer Class 4 \$63,744 - \$69,022 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Health, Canberra (PN. 20095) (Gazetted 5 November 2015)

Canberra Hospital and Health Services

Deputy Director General Canberra Hospital and Health Services

Lina Ostyn: 836-08504

From: Graduate Administrative Assistant \$63,744 - \$65,699

Health

To: Administrative Services Officer Class 5 \$70,844 - \$74,989 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Health, Canberra (PN. 13502) (Gazetted 1 January 2000)

This promotion to a non-advertised vacancy has been made under Clause C6.3 Subclause (e) of the Administrative and Related Classifications Enterprise Agreement 2013-2017

Population Health

Health Protection Service

Environmental Health

Keith Rogers: 827-48126

From: Health Professional Level 2 \$59,085 - \$81,111 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Health

To: Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade)

Health, Canberra (PN. 29636) (Gazetted 28 January 2016)

Canberra Hospital and Health Services

Women, Youth and Children

Women's and Babies

Kay Thomas: 740-96383

From: Registered Nurse Level 3.2 \$109,381 | From 1 April 2016 the salary for this vacancy will increase by 1.5%
Health

To: †Registered Nurse Level 4.3 \$124,882 | From 1 April 2016 the salary for this vacancy will increase by 1.5%
Health, Canberra (PN. 26098) (Gazetted 28 January 2016)

Justice and Community Safety

ACT Corrective Services

Custodial Operations

Alexander Maconochie Centre

Jenny West: 771-12027

From: Correctional Officer Class 3 \$83,229 - \$88,717 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Justice and Community Safety

To: †Senior Officer Grade B \$113,150 - \$127,379 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Justice and Community Safety, Canberra (PN. 36319) (Gazetted 7 January 2016)

Territory and Municipal Services

Parks and Territory Services

Parks and Conservation Service

Parks, Reserves and Rural Lands

Christopher James Lambert: 827-29419

From: General Service Officer Level 5/6 \$49,918 - \$54,936 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Territory and Municipal Services

To: †General Service Officer Level 7 \$56,643 - \$59,817 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Territory and Municipal Services, Canberra (PN. 36847) (Gazetted 4 September 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.

Infrastructure Roads and Public Transport

ACTION

Fleet

James Stuart: 141-051

From: General Service Officer Level 4 \$47,251 - \$49,173 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Territory and Municipal Services

To: †TGS05/TGS06/TGS07 Workshop Staff \$68,929 - \$77,665 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Territory and Municipal Services, Canberra (PN. SWM013) (Gazetted 18 November 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.