



ACT Government Gazette

Gazetted Notices for the week beginning 08 September 2016

VACANCIES

Calvary Health Care ACT (Public)

Ward/Clinical Office Support

Ward Clerk

Administrative Services Officer Level 2 Year 1 \$51,436, Canberra (PN:TBA)

Gazetted: 01 September 2016

Closing Date: 12 September 2016

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvary.mercury.com.au>.

Reference Number: 13579

Contact Officer: Alana Knox (02) 62647100 alana.knox@calvary-act.com.au

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

Nursing

ICU

Registered Nurse

Registered Nurse Level 2 Year 1 \$85,659, Canberra (PN: TBA)

Gazetted: 01 September 2016

Closing Date: 6 September 2016

Reference Number: 13396

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvary.mercury.com.au>

Contact Officer: Narelle Comer (02) 6201 6099 narelle.comer@calvary-act.com.au

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

Nursing

ICU

Registered Nurse

Registered Nurse Level 1 Year 7 \$79,262, Canberra (PN:TBA)

Gazetted: 01 September 2016

Closing Date: 6 September 2016

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvary.mercury.com.au>.

Reference Number: 13384

Contact Officer: Narelle Comer (02) 6201 6099 narelle.comer@calvary-act.com.au

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

Canberra Institute of Technology

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

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

People and Organisational Development

People Development

Evolving Teacher - Project Lead Developer

Teacher Level 2 \$97,559, Canberra (PN: 37584)

Gazetted: 07 September 2016

Closing Date: 14 September 2016

Details: CIT is seeking an individual to contribute to the achievement of departmental/divisional goals and have a lead role in meeting the goals of the Evolving Teacher Project. Take a lead role in the design and development of a new approach to teacher development at CIT and develop resources to support the new approach. CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. A Teacher Level 2 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or its successor). Industry Experience In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Relevant higher level qualifications in Education. Qualifications in Management or Project Management is desirable.

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

Contact Officer: Nicole Stenlake (02) 6207 3133 nicole.stenlake@cit.edu.au

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

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

Treasury

Infrastructure Finance and Advisory Division

Director, Infrastructure Policy and Analysis

Executive Level 1.3 \$224,134 - \$233,847 depending on current superannuation arrangements, Canberra (PN: E744)

Gazetted: 01 September 2016

Closing Date: 15 September 2016

Details: The Chief Minister, Treasury and Economic Development Directorate is seeking experienced applicants for the role of Director, Infrastructure Policy and Analysis.

The Director, Infrastructure Policy and Analysis will be responsible for providing expert advice on commercial and financial aspects of major infrastructure projects and unsolicited proposals in the Territory, with a focus on Public Private Partnerships.

Applicants should have extensive experience in the procurement of PPPs and a strong understanding of project finance in the context of PPP projects and transactions. A commitment to public service integrity and people management is also essential, including executive level communication skills.

For further information regarding this opportunity and how to apply please contact Matthew Smee on (02) 6229 1522 or mathew.smee@hudson.com.

Remuneration: The position attracts a remuneration package ranging from \$224,134 - \$233,847, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$176,592.

Contract: The successful applicant will be engaged under a performance based temporary contract for up to five years. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Matthew Smee (02) 6229 1522 matthew.smee@hudson.com

Workplace Safety and Industrial Relations

Workplace Injury Performance

Principal Advisor (Claim Liability)

Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 37457)

Gazetted: 02 September 2016

Closing Date: 16 September 2016

Details: The Workplace Safety and Industrial Relations division is seeking a candidate with significant and recent experience in workers' compensation and injury management to join the team as the Principal Advisor (Claim Liability). This role will act as the central point of contact between the ACT Government and Comcare for claims involving liability disputes or related legal involvement. The successful applicant will work collaboratively with managers and HR practitioners across the ACT Public Service in supporting, mentoring and coaching staff to advance their understanding of the technical and legal processes affecting claims. Experience in reviewing workers' compensation claims and providing advice on their effective management is essential.

Eligibility/Other requirements: Whilst not mandatory, the following knowledge/experience/qualifications would be highly regarded: Significant and recent experience in workers' compensation, injury management, claims or liability management for a large employer, insurer or regulator. Tertiary qualifications and/or equivalent relevant experience in Allied Health, Occupational Rehabilitation or Law.

Contact Officer: Kate O'Sullivan (02) 6207 8794 kate.o'sullivan@act.gov.au

**Land Development and Corporate
Strategy and Program Design
Senior Policy Officer**

Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 37534)

Gazetted: 05 September 2016

Closing Date: 19 September 2016

Details: The position of Senior Policy Officer, Strategic and Program Design is part of a small team that will provide policy development and advice in relation to reforming the current strata titling processes. This will involve a large amount of consultation with internal and external stakeholders. The successful applicant will have strong communication and liaison skills, with a proven ability to deliver quality products within set timeframes. This is a great opportunity for a motivated officer with good policy development skills to make a significant contribution to economic development initiatives.

Eligibility/Other Requirements: Qualifications in Public Policy, Law or similar would be advantageous. Relevant experience in the operation of the Legislative Assembly would also be desirable.

Note: This is a temporary position available until September 2017. Selection may be based on application and referee reports only.

Contact Officer: Brett Monger (02) 6207 7470 brett.monger@act.gov.au

Office of the Head of Service

Executive Assistant to the Head of Service

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 36704)

Gazetted: 02 September 2016

Closing Date: 14 September 2016

Details: The Office of the Head of Service is seeking a highly motivated and reliable individual to fill an important position within their small team as the Executive Assistant to the Head of Service and Director-General, Chief Minister, Treasury and Economic Development (CMTED). The successful applicant will work closely with the ACTPS Executive and the Head of Service's Executive Officer to provide strategic support to the Head of Service including high level coordination, workflow and output management, liaison and written communication. Emphasis will be placed on a proven ability to foster the smooth running of a high pressure, busy environment under limited direction. Duties include, but are not limited to the provision of executive support to the Director-General through telephone and executive diary management, arranging of travel, undertaking research and liaison on behalf of the Director-General and registration, tracking and management of all incoming and outgoing Director-General correspondence and briefs.

Eligibility/Other Requirements: The successful candidate may be required to obtain a relevant security clearance.

Contact Officer: Jacqui Bear (02) 6205 0465 jacqui.bear@act.gov.au

Shared Services

Business Services

Strategic Finance

Senior Financial Accountant

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 32369, several)

Gazetted: 06 September 2016

Closing Date: 13 September 2016

Details: The Shared Services, Strategic Finance, Reporting and Budgeting team is seeking expressions of interest for the Senior Financial Accountant positions. The position provides strategic financial management, advice and support to the business units of Shared Services and the Directorate. The Senior Financial Accountant is responsible for financial management reporting requirements, the preparation of Shared Services budget and various financial reconciliations and analyses. The position is also responsible for providing leadership, building team effectiveness, and improving financial processes.

Eligibility/Other Requirements: Relevant tertiary qualifications in Accounting, Commerce, Finance or a related field is required as well as ASCPA or ICA membership, or progression towards these qualifications is required.

Note: This is a temporary position available for a period of six months with the possibility of extension and/or permanency from this process.

Contact Officer: Florence Young (02) 6207 6796 florence.young@act.gov.au

Economic Development

ACT Property Group

Business Improvement Officer

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 37565)

Gazetted: 02 September 2016

Closing Date: 16 September 2016

Details: The ACT Property Group is in an exciting time of development and as a result, we are looking for an experienced Officer with business improvement experience to join our motivated team. As Business Improvement Officer you will operate within limited direction and be responsible for working with all the senior managers in the Business Unit to deliver sustained operational and business process improvements and changes.

Contact Officer: Paul Leyton (02) 6207 5807 paul.leyton@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.

Enterprise Canberra

Skills Canberra

Governance and Strategic Services/System Design and Analysis

Systems Manager

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 33552)

Gazetted: 01 September 2016

Closing Date: 15 September 2016

Details: The System Design and Analysis Team within Skills Canberra is seeking a Systems Manager to manage the ACT Vocational Education and Training Administration Records System (AVETARS). The successful applicant will have high level project management skills, including system design and deployment management in context of a bespoke system. This position also requires a demonstrated understanding of the vocational education and training (VET) sector and its business system needs.

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

Land Development and Corporate

Office of the Coordinator-General for Urban Renewal

Administrative Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 35625)

Gazetted: 06 September 2016

Closing Date: 27 September 2016

Details: The Office of the Coordinator General is looking for a team player to join a diverse and varied working environment. Working across the branch as project manager, secretariat and support roles the individual will need to be flexible, work well across a range of areas and deliver high quality written communication in short time frames. An understanding of ACT Government operations including procurement processes would be an advantage.

Contact Officer: Caitlin Bladin (02) 6205 4393 caitlin.bladin@act.gov.au

Access Canberra

Customer Coordination

CRM and CXP

Customer Service Integration Analyst

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 23990)

Gazetted: 06 September 2016

Closing Date: 20 September 2016

Details: Access Canberra, Customer Coordination are seeking applications from individuals to fill the role of Customer Service Integration Analyst. The Customer Coordination team plans, designs, re-engineers, delivers and coordinates customer services across online, phone, email and face to face channels. Duties include managing self-services including the ACT Government Customer Relationship Management system, ACT Government booking system and multiple websites.

Contact Officer: Vladislav Munteanu (02) 6205 5460 vladislav.munteanu@act.gov.au

Shared Services

Finance and Payroll Services

Tax and Salary Packaging

Salary Packaging

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 07613, several)

Gazetted: 07 September 2016

Closing Date: 14 September 2016

Details: The Salary Packaging Team is looking for highly motivated team members with a customer service focus in a fast paced environment. The successful applicants will be responsible for delivering salary packaging services to ACT Government employees and a demonstrated understanding of the relevant taxation legislation.

Contact Officer: Desley Croker (02) 6205 7634 desley.croker@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.

Land Development Agency

Greenfield

Project Officer

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 36632)

Gazetted: 06 September 2016

Closing Date: 13 September 2016

Details: The Land Development Agency is seeking an enthusiastic and experienced administration officer to support the Greenfield team. Their strengths will include attention to detail, ability to work with staff at various levels and the ability to follow policies and procedures. The role will frequently be required to perform administration tasks such as records management, capturing/monitoring expenditure, providing support for updating databases and administration. Support the Project Manager in all activities and contribute to continuous improvement. Liaise with internal stakeholders to assist in the project implementation whilst ensuring approvals, budget and deadlines are met.

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

Contact Officer: David Thornhill (02) 6207 7037 david.thornhill@act.gov.au

Access Canberra

Construction, Environment and Workplace Protection

Worksafe ACT

Worksafe Support Officer - Asbestos

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 37231)

Gazetted: 01 September 2016

Closing Date: 8 September 2016

Details: The WorkSafe Support Officer provides administrative support to WorkSafe ACT Asbestos team and assists with enquiries regarding WorkSafe ACT, workplace inspections, enforcement and compliance activities in accordance with relevant legislation. The WorkSafe Support Officer also provides advice to WorkSafe ACT clients and stakeholders. Key duties include Providing advice in accordance with relevant legislation: receiving and coordinate responses to incoming enquiries and complaints in accordance with procedures; advising on legislation and technical issues; promoting health and safety awareness and practices within workplaces to minimise work related injuries and illness; and drafting correspondence, reports and other written material relating to work health and safety and workers' compensation issues. Contributing to the day to day operations of WorkSafe ACT: contributing to the direction of WorkSafe ACT and the development of policy, procedures and practices to achieve best practice in work health and safety; entering Incident and Dangerous Occurrence (IDO) report forms onto the correct data bases and dealing with information in the appropriate manner by providing advice or forwarding report to the Inspectorate; answering enquiries regarding workers' compensation, long service leave, manual handling and work health and safety; and contributing to the targets and objectives of the team work plan. Contributing to efficient work practices and sound corporate governance: contributing to WorkSafe ACT operations and attend staff meetings; participating in team planning and training activities; contributing to workplace diversity, participative practices and promote work health and safety principles; and maintaining records in accordance with the *Territory Records Act 2002*. Other duties as directed.

Note: This is a temporary position available for a period of two years with the possibility of extension.

Contact Officer: Matthew Colman (02) 6207 6020 matthew.colman@act.gov.au

Shared Services ICT

Technology Services

Data Centre

ICT Facilities Support Officer

Information Technology Officer Class 1 \$62,720 - \$71,396, Canberra (PN: 14380)

Gazetted: 01 September 2016

Closing Date: 8 September 2016

Details: Shared Services ICT Data Centre is looking for a suitable candidate to assist in the management of ACT Government Data Centres and all associated infrastructure, ensuring the timely response and rectification work of all activities in accordance with projected timeframes.

Contact Officer: Michael Hutterer (02) 6207 6972 michael.hutterer@act.gov.au

Enterprise Canberra

Skills Canberra

Engagement and Client Services

Administration Officer

Administrative Services Officer Class 2 \$51,436 - \$56,796, Canberra (PN: 35685)

Gazetted: 02 September 2016

Closing Date: 12 September 2016

Details: Skills Canberra is seeking an Administration Officer to work in their Engagement Team. The successful applicant will have good oral and written communication skills to support their liaison with internal and external stakeholders. This position will support the administration of vocational education and training (VET) in the ACT including supporting the operations of the Engagement Team. The successful applicant will have the ability to operate data management systems and software including Microsoft Office.

Note: This temporary position is available as soon as possible to 30 June 2017, with the possibility of extension.

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

Enterprise Canberra

Cultural Canberra

National Arboretum Canberra

Horticultural Ranger

General Service Officer Level 5/6 \$50,666 - \$55,760, Canberra (PN: 35587)

Gazetted: 06 September 2016

Closing Date: 21 September 2016

Details: The National Arboretum Canberra is looking for a motivated and skilled officer to work within a small horticultural team to undertake a range of physical tasks associated with the management and development of the Arboretum living collections and landscape consistent with the Master Plan and Business Plan. Enhance the presentation of the National Arboretum and the recreational experience of visitors. Provide a visible presence in the Arboretum and interact with visitors as required to present a professional and welcoming image to the public. Carry out general horticultural and arboricultural maintenance activities and landscape construction duties.

Note: An Order of Merit will be established from this process that may be used to fill positions at level that occur over the next 12 months.

Contact Officer: Scott Saddler (02) 6205 4056 scott.saddler@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

Corporate Services

People Management

Workforce Development

Team Leader, Training Systems

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 07813)

Gazetted: 02 September 2016

Closing Date: 12 September 2016

Details: The Workforce Development team in Community Services Directorate (CSD) currently has a vacancy for a Team Leader responsible for the development and implementation of both workplace learning and e-learning programs for our Directorate. The successful applicant will lead a small team who both developing new training programs and also maintaining the business system that support learning and development in CSD.

Eligibility/Other Requirements: Experience in, developing e-learning, administering a Learning Management System and leading a team would be an advantage.

Contact Officer: Rick Vivian (02) 6207 6336 rick.vivian@act.gov.au

Corporate Services

People Management

Workforce Development

Training Coordinator

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 37509)

Gazetted: 05 September 2016

Closing Date: 12 September 2016

Details: The Workforce Development team in Community Services Directorate (CSD) currently has a vacancy for a committed learning and development professional. The successful applicant will deliver and coordinate professional development for both CSD staff and our community partners. Applicants with experience in delivering training in areas of mental health awareness, suicide prevention and responding to child abuse and neglect are encouraged to apply.

Note: More than one position may be filled through this recruitment process.
Contact Officer: Julie Whellum (02) 6207 6336 julie.whellum@act.gov.au

Office for Children Youth and Family Support

Child and Youth Protection Services

Operational Support

Operational Support Team Leader

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 10385)

Gazetted: 06 September 2016

Closing Date: 13 September 2016

Details: Child and Youth Protection Services (CYPS) is seeking highly motivated Operational Support Team Leader. The successful applicant will be focussed on supporting CYPS to deliver the best possible life outcomes for children and young people through administrative support across a range of functions. Resilience, Integrity, Flexibility, Teamwork and Relationship Building are key to being successful in this position.

Eligibility/Other Requirements: Proficiency with Microsoft products and database systems. Experience and/or desire to work in a community services environment. A current driver's licence.

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

Contact Officer: Sheree McMillan (02) 6207 4792 sheree.mcmillan@act.gov.au

Corporate Services

People Management

Workforce Development

Training Administrator

Administrative Services Officer Class 2 or Administrative Services Officer Class 3 \$51,436 - \$62,720, Canberra (PN: 11645, several)

Gazetted: 05 September 2016

Closing Date: 12 September 2016

Details: The Workforce Development team in Community Services Directorate currently has two vacancies for part-time administrators. The successful applicants will have excellent customer service skills and will provide operational support to a busy training unit. Responsibilities will include managing the bookings and day to day operations of our training and meeting facility. The successful applicants will be responsible setting up training and meeting rooms and ensuring the facility is presentable at all times. One position will be responsible for managing the centres operation in the mornings and the other position will manage the operations in the afternoon.

Note: These are part-time at 20 hours per week. These positions will be filled either at the Administrative Services Officer Class 2 or Administrative Services Officer Class 3 depending on the skills and experience of the successful applicants.

Contact Officer: Julie Whellum (02) 6207 6336 julie.whellum@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

Marketing

Assistant Marketing Manager/Media Buyer

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 3501)

Gazetted: 01 September 2016

Closing Date: 15 September 2016

Details: Canberra Theatre Centre is seeking an Assistant Marketing Manager with a focus on media buying to join their team. This is a fast-paced role encompasses all aspects of developing and implementing marketing campaigns

for the various productions that present at the theatre. Experience in media buying and marketing live performances is a must. Previous applicants need not reapply.

Eligibility/Other Requirements: Degree or equivalent relevant qualification in marketing is desirable.

Note: Applicants must provide a written statement addressing the selection criteria. This position is a three year temporary contract.

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

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

Office for Schools

Tuggeranong Network

Monash Primary School

Building Service Officer 2

General Service Officer Level 6 \$53,337 - \$55,760, Canberra (PN: 37556)

Gazetted: 06 September 2016

Closing Date: 20 September 2016

Details: Monash Primary School is seeking a highly enthusiastic person with a broad set of skills for the position of Building Services Officer 2. 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: 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. Desirable: An industry recognised trade qualification or equivalent work experience. A current First Aid Certificate.

Note: This position will initially be part-time at 19 hours per week with the possibility of full-time hours. The salary noted above will be paid pro rata. The successful applicant may be selected from written application and referee reports only.

Contact Officer: Brenda Svatos (02) 6205 7555 brenda.svatos@ed.act.edu.au

Environment and Planning

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

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

Environment

ACT Parks and Conservation Service

Biosecurity and Rural Services

Manager – Licensing and Compliance

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 37541)

Gazetted: 06 September 2016

Closing Date: 4 October 2016

Details: The Licensing and Compliance team is a new section being established within the ACT Parks and Conservation Service to assist in the investigation of breaches of relevant legislation. This role involves providing guidance to authorised officers who may identify a breach of legislation and assisting in determining the appropriate course of action to be taken. The team will play a primary role in preparing briefs of evidence for issues referred to the ACT Director of Public Prosecutions, and officers from the team may be required to attend associated court proceedings and give evidence. The team will work to develop the skills of authorised officers to ensure investigations and compliance activities are undertaken in accordance with legislative requirements and demonstrated best practice. It will also implement or, where necessary, establish policies and procedures for the conduct of investigations and enforcement activities. The team also administers fauna and flora licences under the *Nature Conservation Act 2014*, which typically includes licences for: private animal keepers; pet shops and zoos; import and export of native and exotic animals; and scientific and environmental purposes.

Eligibility/Other Requirements: Experience in a regulatory environment is highly desirable, as is previous experience in developing/delivering training programs. A Certificate IV in Government Investigation or equivalent is also highly desirable. Tertiary or vocational qualifications and/or experience in environmental management, natural resource management or environmental law are desirable. A driver's licence is required.

Note: Selection may be based on written applications and referee reports only. Please include the contact details for two referees as a part of your application.

Contact Officer: Stephen Hughes 0418 481 649 stephen.hughes@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 Operational Support

Information Services

Information Manager

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 19514)

Gazetted: 07 September 2016

Closing Date: 21 September 2016

Details: The Finance and Operational Support Division is seeking applications from suitably experienced persons to perform the role of Information Manager. The Information Manager is responsible for the functions of the Information Services section. Information Services manages and oversees the Directorate's official records; manages and oversees public access requests made to the Directorate; coordinates the preparation, lodgement and distribution of the Directorate's Annual Report; and undertakes and coordinates special projects.

Eligibility/Other Requirements: Formal qualifications in the area of Recordkeeping and/or previous experience and knowledge of record keeping systems used within Environment and Planning Directorate would be an advantage.

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

Contact Officer: Elizabeth Jolley (02) 6205 8791 elizabeth.jolley@act.gov.au

Environment

ACT Parks and Conservation Service

National Parks and Catchments

Regional Operations Coordinator

Technical Officer Level 4 \$77,482 - \$88,676, Canberra (PN: 37540)

Gazetted: 02 September 2016

Closing Date: 16 September 2016

Details: The ACT Parks and Conservation Service is responsible for the planning and management of parks and reserves across the conservation estate, it protects, conserves and promotes the natural resources of the ACT. The Park Service is seeking applications for a highly motivated self-driven professional officer to fill the role of Regional Operations Coordinator. This position will be based at Namadgi National Park Visitor Information Centre. The successful candidate will be responsible for designing and delivering an integrated operational planning and reporting framework across the Region. This operational framework will provide visibility on the implementation of the Region's legislative and management objectives. This outcome focused role will have an appreciation for the

complexities of delivering operational work programs, the relationship strategic plans play in guiding the development of such works and the accountability required for a clear line of sight between strategic plans and on ground program delivery. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Be physically able and willing to undertake incident management duties, including participation in fire standby, fire suppression and fire training. Diploma or higher qualifications in natural resource management or equivalent is highly desirable.

Note: This is a temporary position available for a period of three years, with the possibility of extension.

Applications should include a statement of claims addressing the Selection Criteria along with an updated resume and contact details for two referees.

Contact Officer: Brett McNamara (02) 6207 2904 brett.mcnamara@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.

Strategic Planning

Executive

Executive Assistant to Executive Director, Strategic Planning

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 25333)

Gazetted: 06 September 2016

Closing Date: 20 September 2016

Details: The Environment and Planning Directorate is seeking a highly motivated Executive Assistant to support the Executive Director and the work of the Strategic Planning division. The position will provide high level administrative support to the Executive Director and division, coordinate and monitor work flow to ensure that deadlines are met and matters are attended to in a timely manner, liaise effectively with key internal and external stakeholders and contribute to division administration.

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

Contact Officer: Tony Carmichael (02) 6207 7226 tony.carmichael@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

Women, Youth and Children

Obstetrics and Gynaecology

Temporary Specialist - Obstetrics & Gynecology

Staff Specialist Band 1-5 \$159,644 - \$197,006 (PN: 27511)

Gazette: 8 September 2016

Closing: 15 September 2016

Overview of the work area and position: A temporary staff specialist position is available for 3 years. These opportunities suit highly skilled clinicians with extensive experience in the practice of evidence based Obstetrics and Gynaecology. The successful candidates will provide leadership, and work as a team member while demonstrating a commitment to teaching medical students, residents, registrars as well as nursing/midwifery and allied health professionals. Demonstrated commitment to all aspects of clinical governance, demonstrated high level communication and interpersonal skills and demonstrated experience conducting and leading research and audit in relevant areas of practice are essential criteria. The Specialist will be required to manage inpatients referred to the Obstetrics and Gynaecology service at the new Centenary Hospital for Women and Children, participate on the on-call Obstetrics and Gynaecology roster, conduct outpatient antenatal clinics and contribute to the teaching program of ANU Medical School. The Department of Obstetrics and Gynaecology at Canberra Hospital provides tertiary level obstetrics and gynaecological services to the ACT and surrounding regions.

Canberra Hospital has more than 3,500 births per year and is a level 6 referral centre for high risk pregnancies for the region. It is the only tertiary care peri natal unit between Sydney and Melbourne and has a busy Fetal Medicine Unit. The department is accredited by RANZCOG for subspecialty training in Maternal Fetal Medicine. Canberra Hospital's Centre for Newborn Care has over 650 admissions per year. The Department provides gynaecological services to the same region with support for gynaecological oncology from Royal Women's Hospital Randwick.

The department has a well supported RANZCOG training programme including those rotated to other metropolitan and rural rotations. There is an active junior doctor programme which is producing quality trainees interested in continuing in Obstetrics and Gynaecology. Involvement in departmental teaching and research is encouraged and supported. There is a strong commitment to quality and audit. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$159,644 - \$197,006 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$261,392 - \$318,194. Eligibility/Other Requirements: o Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). o Be registered or eligible for registration for Fellowship of the Royal Australian & New Zealand College of Obstetricians and Gynaecologists (RANZCOG) or an equivalent higher specialist qualification. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. o Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes. Please contact the Occupational Medicine Unit (OMU) on OMUACTHealth@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 2, 6 Bowes Street PHILLIP ACT 2605 Contact Officer: Assoc Prof Boon Lim, Clinical Director Obstetrics & Gynaecology (02) 6174 7591 boon.lim@act.gov.au

Executive Director of Medical Services

Medical Appointments and Training Units

Senior Manager Medical Roster Team

Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 25339)

Gazetted: 08 September 2016

Closing Date: 15 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: We are looking for a motivated person to provide leadership and direction to the Medical Rostering Team, to ensure efficient, reliable and high quality rostering, administrative and support services to the Junior Medical workforce of Canberra Hospital and Health Services (CHHS). Provide financial accountability and FTE governance over the JMO cohort of CHHS.

Contact Officer: Janelle Corey (02) 6244 2507 Janelle.Corey@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

ACT Wide Mental Health Services

Registered Nurse - Older Persons Mental Health

Registered Nurse Level 3.1 \$98,207 - \$102,249, Canberra (PN: 14005)

Gazetted: 08 September 2016

Closing Date: 15 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health, 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: Older Persons Mental Health Community Team provides specialist mental health assessment and treatment for people over the age of 65 in the ACT. The person in this position will work within the Assertive Outreach Service, working closely with medical, allied health and other nurses to provide in home care to people during an acute episode of mental illness.

Eligibility/Other Requirements: Tertiary qualification or equivalent in Nursing with current ACT registration where applicable, and/or eligibility for membership of the appropriate professional organisation. Current passenger vehicles driver's licence.

Contact Officer: Kylie Henson (02) 6205 1957 kylie.henson@act.gov.au

Director General Reports

Financial Management

Financial Operations Support

Finance Manager

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 01876, several)

Gazetted: 08 September 2016

Closing Date: 15 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: An opportunity is available for a suitably qualified Financial Client Manager to join the Financial Operations Support unit at ACT Health. The Unit provides financial support and advice to Executives and Operational Management within the organisation on matters related to budgeting, reporting, complex analyses and financial compliance issues. Given the consultative nature of the role, it is essential that the candidate have a strong focus on customer service and relationship management. We are looking for an energetic team player to join the team. Finance Managers provide a range of services such as budget preparation, reporting, analysis and financial support to Divisions within the Health Directorate. As the primary contact for these Divisions for financial support, the Finance Manager will be flexible in meeting changing priorities and adaptable in working with a variety of different stakeholder groups. Eligibility/Other Requirements: The ideal candidate will be degree qualified (in a related discipline) with experience in Financial/Management Accounting. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available for a period of 12 months with the possibility of extension. Selection may be based on written application and referee reports only. A merit list may be established to fill future vacancies at level, which may occur over the next 12 months.

Contact Officer: Judith Knight (02) 6244 4069 judith.knight@act.gov.au

Canberra Hospital and Health Services

Deputy Director General - Canberra Hospital and Health Services

Hospital Operational Analyst

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 29820, several)

Gazetted: 08 September 2016

Closing Date: 15 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Applications are invited from suitable applicants to join a dynamic hospital clinical analysis and benchmarking team. As a team member you will provide leadership, analysis, and strategic information to senior staff and clinical teams on Canberra Hospital operational activity and benchmarking performance relevant to their area. You will drive liaison with clinical operational units, coordinate benchmarking activities and represent Canberra Hospital and Health Services in local and national forums as required.

Eligibility/Other Requirements: Highly Desirable: Qualifications in a health related area with higher knowledge, acquired either through formal studies or work experience, of performance analysis, communication and project management methodologies, practices, tools and techniques as applied to the acute health setting. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

Contact Officer: Lesley Dickens (02) 6244 3075

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Registered Nurse - Secure Mental Health Unit (SMHU)

Registered Nurse Level 2 \$85,659 - \$90,789, Canberra (PN: 37504, several)

Gazetted: 08 September 2016

Closing Date: 22 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Secure Mental Health Unit (SMHU) is part of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) which is a contemporary evidence based service, providing high quality mental health care that is guided by principles of Recovery. The Secure Mental Health Unit will provide a safe and structured environment with 24 hour clinical support for people with moderate to severe mental illness who cannot be safely cared for in a less restrictive environment. This will include people who are, or are likely to become, involved with the criminal justice system, and civil consumers of general mental health services. The service aims to provide collaborative care involving the consumer, their carers and other key services. All staff have a responsibility to maintain the safety and security of consumers, staff and visitors within this high security environment. In this position it is expected that you will provide clinical leadership and guidance to the nursing workforce, as well as provide oversight and apply quality improvement processes to the therapy program undertaken within the SMHU. You will provide regular input into, and form an integral part of, the multidisciplinary team of the SMHU. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. 12 months recent nursing experience in a mental health facility, and sound understanding of forensic mental health. Post Graduate Qualification in Mental Health Nursing or working towards such is desirable. Current driver's licence. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Liza Marando (02) 6205 1062 liza.marando@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women's and Children's Health Operational

Genetic Counsellor

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 33279)

Gazetted: 08 September 2016

Closing Date: 15 September 2016

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

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

vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: The ACT Genetics Service is a clinical genetics service provided through ACT Health and based at the Canberra Hospital. A small group of genetic counsellors work in an outreach setting with Clinical Geneticist support from Sydney. We provide genetic counselling to families and individuals with a range of genetic conditions including cancer, paediatric, prenatal, cardiology and neurology. The appointee will be expected to do intakes, case management, and coordination of clinical and diagnostic services for the patient and provide genetic counselling consultations. The successful applicant will have highly developed communication skills and a demonstrated capacity to work independently and within a team.

Eligibility/Other Requirements: *Mandatory:* A degree or diploma of a Tertiary institution relevant to the duties specified. Completion of Part 1 of HGSA (Genetic Counselling) and working towards Part 2 and/or Part 2 Certification. Prior to commencement successful candidates will be required to: undergo a pre-employment Australian Federal Police check, hold a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination, and will require registration under the *Working with Vulnerable People (Background Checking) Act 2011*. Current driver's licence and ability to travel outside ACT.

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

Contact Officer: Linda Warwick (02) 6174 7630 linda.warwick@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Administration

Booking Clerk - Surgical Bookings

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 28536)

Gazetted: 08 September 2016

Closing Date: 15 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Ophthalmology, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. The Surgical Bookings Department maintains the Elective Surgery Waiting List (ESWL) for the Canberra Hospital and co-ordinates theatre bookings and associated equipment requirements for individual surgical specialties. Overview of the work area and position: Under direction of the Assistant Director of Nursing – Surgical Booking, the Booking Clerk will provide administrative support for the Surgical Bookings Unit by undertaking the duties listed in the duty statement.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to: undergo a pre-employment Police check.

Contact Officer: Shannon Dougan (02) 6244 4175 shannon.dougan@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Registered Nurse - Secure Mental Health Unit (SMHU)

Registered Nurse Level 1 \$61,683 - \$82,398, Canberra (PN: 37303)

Gazetted: 08 September 2016

Closing Date: 22 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Secure Mental Health Unit (SMHU) is part of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) which is a contemporary evidence based service, providing high quality mental health care that is guided by principles of Recovery. The Secure Mental Health Unit will provide a safe and structured environment with 24 hour clinical support for people with moderate to severe mental illness who cannot be safely cared for in a less restrictive environment. This will include people who are, or are likely to become, involved with the criminal justice system, and civil consumers of general mental health services. The service aims to provide collaborative care involving the consumer, their carers and other key services. All staff have a responsibility to maintain the safety and security of consumers, staff and visitors within this high security environment. In this position it is expected that you will provide clinical leadership and guidance to the nursing workforce, as well as provide oversight and apply quality improvement processes to the therapy program undertaken within the SMHU. You will provide regular input into, and form an integral part of, the multidisciplinary team of the SMHU. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Nursing experience within a mental health service, alcohol and drug service. Understanding of forensic mental health is desirable: Current driver's licence. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Liza Marando (02) 6205 1062 liza.marando@act.gov.au

Canberra Hospital and Health Services

Women Youth and Children

Department of Neonatology

Skilled Neonatal Intensive Care Trained Nurses

Registered Nurse Level 1 \$61,683 - \$82,398, Canberra (PN: 26630, several)

Gazette: 08 September 2016

Closing Date: 22 September 2016

Weeks to Close: 2

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Women, Youth and Children Division deliver a wide range of neonatal, obstetric and paediatric health services through the Centenary Hospital for Women and Children (CHWC) and community. We are looking for experienced and skilled Neonatal Intensive Care Unit (NICU) trained Registered Nurses to work within the Department of Neonatology. The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service and NICU Growth and Development Clinic. NICU and SCN have 27 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) is mandatory. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: These are temporary positions available for a period of 12 months.

Contact Officer: Chanel Connor (02) 6174 7578 chanel.l.connor@act.gov.au

Population Health

Health Protection Service

HPI Program Safety

Health Protection Service Unit

Administrative Services Officer Class 3 \$58,278 - \$62,720, Canberra (PN: 32088)

Gazetted: 08 September 2016

Closing Date: 15 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. Overview of the work area and position: Applications are sought for an officer at the ASO3 level to work within the Administration Unit of the Health Protection Service (HPS). This position provides administrative support and customer service including the processing of applications of licences and registrations, management of the front counter and main phone line into the office and records management. Applicants should have excellent communication and organisational skills, together with the ability to prioritise workloads to meet competing demands both individually and as part of a team.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary part-time position at 18 hours per week, available for a period of six months with the possibility of extension. The salary noted above will be paid pro rata. There may also be another opportunity for a temporary full-time position available for six months with the possibility of extension. Applicants should indicate preference of full-time, part-time or both.

Contact Officer: Kim Warren (02) 6205 1700 kim.warren@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Forensic Mental Health Services

Administrative Services Officer Class 3 \$58,278 - \$62,720, Canberra (PN: 26029)

Gazetted: 08 September 2016

Closing Date: 15 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Forensic Mental Health Services is a contemporary evidence based service providing high quality mental health care to people involved or at-risk of being involved with the criminal justice system that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. It is expected this position will provide administrative support to the clinical staff of all teams in the Program with a focus on providing quality customer service to mental health consumers.

Eligibility/Other Requirements: An understanding of recovery principles and an ability to work with persons impacted by mental illness using these principles is desirable. Medical Terminology would be an advantage. A current driver's licence is required. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Jaime Bingham (02) 6205 1551 jaimе.bingham@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Enrolled Nurse - Secure Mental Health Unit (SMHU)

Enrolled Nurse Level 1 \$55,944 - \$59,772, Canberra (PN: 37310, several)

Gazetted: 08 September 2016

Closing Date: 22 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Secure Mental Health Unit (SMHU) is part of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) which is a contemporary evidence based service, providing high quality mental health care that is guided by principles of Recovery and person Centred Care. The Secure Mental Health Unit will provide a safe and structured environment with 24 hour clinical support for people with moderate to severe mental illness who cannot be safely cared for in a less restrictive environment. This will include people who are, or are likely to become, involved with the criminal justice system, and civil consumers of general mental health services. The service aims to provide collaborative care involving the consumer, their carers and other key services. All staff have a responsibility to maintain the safety and security of consumers, staff and visitors within this therapeutic high security environment. In this position it is expected that you will provide direct nursing care as well as provide participation in quality improvement processes within the SMHU. You will provide regular input into, and form an integral part of, the multidisciplinary team. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Nursing experience within a mental health service, alcohol and drug service is desirable. Current driver's licence. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Liza Marando (02) 6205 1062 liza.marando@act.gov.au

Justice and Community Safety

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

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

ACT Government Solicitor

Principal Solicitor

Government Solicitor 3 \$135,070 - \$152,798, Canberra (PN: 18266, several)

Gazetted: 02 September 2016

Closing Date: 16 September 2016

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders.

ACTGS provides exciting opportunities to work on a range of complex and interesting projects of significance to the Territory. As the ACT Government's largest employer of lawyers, the ACTGS range of practice areas provide exciting career opportunities and potential for advancement. Together with the Office of the Solicitor-General, ACTGS operates as a legal practice through the operational sections of Property and Commercial, Government Law and Litigation and Dispute Resolution. The ACTGS is seeking to recruit permanent and/or temporary lawyers at the Government Solicitor 3 level with excellent technical, communication and client relationship skills and the ability to work as part of our team. Applicants will demonstrate experience in providing legal services in one or more of the following practice areas: claims including: personal injury, property damage, medical negligence, public liability and insurance law; coronial inquests and inquiries; dispute resolution, focusing on commercial litigation and including: contractual disputes, arbitrations, mediations, land disputes, debt recovery and insolvency; public and constitutional law; citizens' rights including: human rights, discrimination, corrections and sentencing, and police powers; welfare and protection, social housing and residential tenancies, child protection, protection orders and mental health; FOI, privacy and public interest disclosures; employment and industrial relations; regulatory, revenue and licensing functions of government; town planning, heritage and environment; commercial including:

finance arrangements, government business enterprise activities, inter-governmental agreements and competition law; procurement, probity and contracting; information technology and intellectual property; infrastructure and construction; property practice including: commercial property leasing, joint ventures, greenfields and other major land development; and utilities and renewable energy. Applicants must address the relevant selection criteria and include areas of practice expertise on the form provided. Applicants interested in a joining the ACTGS are encouraged to contact the contact officer for further information.

Eligibility/Other Requirements: Applicants must be admitted (or eligible for admission) as an Australian legal practitioner. Five+ years post admission experience as a Solicitor in relevant legal work preferred.

Note: There are permanent and temporary positions available. An order of merit may be established for the purposes of recruiting similar positions at level in the future.

Salary is dependent on relevant qualification, experience and demonstrated ability against the selection criteria at the Government Solicitor level applied for. Employment conditions are detailed in the ACT Public Sector Legal Professionals Enterprise Agreement 2013-2017. <http://www.jobs.act.gov.au/about-the-actps/agreements>

Further information about the ACTGS can be found on the ACTGS website at www.actgs.act.gov.au or in the Justice and Community Safety Annual Report, Section B, Section B Organisation Overview and Performance, Output 1.2 – Legal Services to Government. <http://cdn.justice.act.gov.au/resources/uploads/JACS/annual-report-2014-2015/annual%20report%202014%202015.pdf>

Contact Officer: Maria Batzogiannis (02) 6205 3734 maria.batzogiannis@act.gov.au

ACT Government Solicitor

Senior Solicitor

Government Solicitor 2 \$107,621 - \$129,136, Canberra (PN: 31524, several)

Gazetted: 02 September 2016

Closing Date: 16 September 2016

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders. ACTGS provides exciting opportunities to work on a range of complex and interesting projects of significance to the Territory. As the ACT Government's largest employer of lawyers, the ACTGS range of practice areas provide exciting career opportunities and potential for advancement. Together with the Office of the Solicitor-General, ACTGS operates as a legal practice through the operational sections of Property and Commercial, Government Law and Litigation and Dispute Resolution. The ACTGS is seeking to recruit permanent and/or temporary lawyers at the Government Solicitor 2 level with excellent technical, communication and client relationship skills and the ability to work as part of our team.

Applicants will demonstrate experience in providing legal services in one or more of the following practice areas: claims including: personal injury, property damage, medical negligence, public liability and insurance law; coronial inquests and inquiries; dispute resolution, focusing on commercial litigation and including: contractual disputes, arbitrations, mediations, land disputes, debt recovery and insolvency; public and constitutional law; citizens' rights including: human rights, discrimination, corrections and sentencing, and police powers; welfare and protection, social housing and residential tenancies, child protection, protection orders and mental health; FOI, privacy and public interest disclosures; employment and industrial relations; regulatory, revenue and licensing functions of government; town planning, heritage and environment; commercial including: finance arrangements, government business enterprise activities, inter-governmental agreements and competition law; procurement, probity and contracting; information technology and intellectual property; infrastructure and construction; property practice including: commercial property leasing, joint ventures, greenfields and other major land development; and utilities and renewable energy. Applicants must address the relevant selection criteria and include areas of practice expertise on the form provided. Applicants interested in a joining the ACTGS are encouraged to contact the Contact Officer for further information.

Eligibility/Other Requirements: Applicants must be admitted (or eligible for admission) as an Australian legal practitioner. A minimum of two years experience in a related area of law is desirable.

Note: There are permanent and temporary positions available. An order of merit may be established for the purposes of recruiting similar positions at level in the future. Salary is dependent on relevant qualification, experience and demonstrated ability against the selection criteria at the Government Solicitor level applied for.

Employment conditions are detailed in the ACT Public Sector Legal Professionals Enterprise Agreement 2013-2017. <http://www.jobs.act.gov.au/about-the-actps/agreements>

Further information about the ACTGS can be found on the ACTGS website at www.actgs.act.gov.au or in the Justice and Community Safety Annual Report, Section B Organisation Overview and Performance, Output 1.2 – Legal Services to Government.

<http://cdn.justice.act.gov.au/resources/uploads/JACS/annual-report-2014-2015/annual%20report%202014%202015.pdf>

Contact Officer: Maria Batzogiannis (02) 62053734 maria.batzogiannis@act.gov.au

Human Rights Commission

Public Advocate and Children and Young People Commissioner

Senior Advocate, Mental Health/Forensic

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 01727)

Gazetted: 02 September 2016

Closing Date: 16 September 2016

Details: The Public Advocate and Children and Young People Commissioner is seeking written applications of no more than five pages addressing the selection criteria for the position of Senior Advocate, Mental Health/Forensic. Duties and responsibilities of the Senior Advocate (Mental Health/Forensic) include advocating for the rights of children, young people and adults at both individual and systemic levels; identifying and investigating policy issues affecting clients of mental health and forensic services; fostering and promoting the provision of services by government and non-government agencies; and providing oversight in respect of the systems that support clients. Please see role description for a full list of duties and responsibilities, and the selection criteria for the position. Contact details of two referees and a current curriculum vitae must accompany the application.

Eligibility/Other Requirements: Tertiary qualifications and extensive experience in Social Work, Psychology, Psychiatric Nursing and/or Law, in combination with other relevant qualifications and/or experience.

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

Contact Officer: Jodie Griffiths-Cook (02) 6205 2222 jodie.griffiths-cook@act.gov.au

Corporate

Capital Works and Infrastructure

Infrastructure

Agency Security / Operations Officer

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 17381)

Gazetted: 01 September 2016

Closing Date: 15 September 2016

Details: Capital Works and Infrastructure (CWI) is seeking a highly motivated, well organised person who possesses good communication skills to provide high level customer services across the Justice and Community Safety Directorate. The successful applicant will assist the Agency Security Adviser in the development, implementation and monitoring of strategic policy and operational procedures in relation the Directorate's Protective Security and Emergency Management Frameworks. The successful applicant will also provide support in the delivery of repairs and maintenance and accommodation services on behalf of the Directorate's diverse customer and property base. The Directorate's property base includes both operational facilities and commercial office accommodation. Eligibility/Other Requirements: Experience in the delivery of security, facilities management, property and accommodation services, including the development and implementation of policies and/or guidance materials/procedure is essential. Certificate IV or Diploma in Project Management is desirable. Driver's licence essential. This position is identified as a position of trust and the successful applicant must be able to obtain and maintain the required an ACT Government Baseline Security Clearance. If a security clearance is not able to be obtained, employment will be terminated.

Note: An order of merit will be established from this recruitment process and this may be used to permanently or temporarily fill other like position/s at level that may become available within CWI over the next 12 months.

Contact Officer: Luigina Corich (02) 6205 0284 luigina.corich@act.gov.au

ACT Government Solicitor

Solicitor

Government Solicitor 1 \$68,578 - \$102,689, Canberra (PN: 35097, several)

Gazetted: 02 September 2016

Closing Date: 16 September 2016

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders. ACTGS provides exciting opportunities to work on a range of complex and interesting projects of significance to the Territory. As the ACT Government's largest employer of lawyers, the ACTGS range of practice areas provide exciting career opportunities and potential for advancement. Together with the Office of the Solicitor-General, ACTGS operates as a legal practice through the operational sections of Property and Commercial, Government Law and Litigation and Dispute Resolution. The ACTGS is seeking to recruit permanent and/or temporary lawyers at the Government Solicitor 1 level with excellent technical, communication and client relationship skills and the ability to work as part of our team. Applicants will demonstrate experience in providing legal services in one or more of the following practice areas: claims including: personal injury, property damage, medical negligence, public liability and insurance law; coronial inquests and inquiries; dispute resolution, focusing on commercial litigation and including: contractual disputes, arbitrations, mediations, land disputes, debt recovery and insolvency; public and constitutional law; citizens' rights including: human rights, discrimination, corrections and sentencing, and police powers; welfare and protection, social housing and residential tenancies, child protection, protection orders and mental health; FOI, privacy and public interest disclosures; employment and industrial relations; regulatory, revenue and licensing functions of government; town planning, heritage and environment; commercial including: finance arrangements, government business enterprise activities, inter-governmental agreements and competition law; procurement, probity and contracting; information technology and intellectual property; infrastructure and construction; property practice including: commercial property leasing, joint ventures, greenfields and other major land development; and utilities and renewable energy. Please ensure you address the relevant selection criteria and include your areas of practice expertise on the form provided. Applicants interested in a joining the ACTGS are encouraged to contact the Contact Officer for further information.

Eligibility/Other Requirements: Applicants must be admitted (or eligible for admission) as an Australian legal practitioner. Experience in a related area of law is desirable, but not mandatory.

Note: There are permanent and temporary positions available. An order of merit may be established for the purposes of recruiting similar positions at level in the future. Salary is dependent on relevant qualification, experience and demonstrated ability against the selection criteria at the Government Solicitor level applied for. Employment conditions are detailed in the ACT Public Sector Legal Professionals Enterprise Agreement 2013-2017.

<http://www.jobs.act.gov.au/about-the-actps/agreements>. Further information about the ACTGS can be found on the ACTGS website at www.actgs.act.gov.au or in the Justice and Community Safety Annual Report, Section B Organisation Overview and Performance, Output 1.2 – Legal Services to Government.

<http://cdn.justice.act.gov.au/resources/uploads/JACS/annual-report-2014-2015/annual%20report%202014%202015.pdf>.

Contact Officer: Maria Batzogiannis (02) 62053734 maria.batzogiannis@act.gov.au

Transport Canberra and City Services

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

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

Transport Canberra

Public Transport Operations

ACTION

Senior Manager Fleet Services

Senior Officer Grade A \$133,383, Canberra (PN: 35977)

Gazetted: 07 September 2016

Closing Date: 21 September 2016

Details: ACTION is seeking an experienced Senior Manager who preferably has experience in fleet management or logistics for the role of Senior Manager Fleet Services. The position is responsible for the strategic leadership and management of the ACTION workshops, cleaner/fuellers, inventory, major unit overhaul and technical teams who

are responsible for ensuring the readiness, maintenance, reliability, appearance and safety of ACTION's bus fleet. The successful applicant will have high level leadership, communication and negotiation skills and will be able to work effectively in a multi disciplinary team environment in an industrial setting. 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: Qualifications in Automotive Mechanical Technology or diesel motor mechanics is highly desirable. A current motor vehicle driver's licence is mandatory.

Contact Officer: Michael Lawrence (02) 6207 8628 michael.lawrence@act.gov.au

**Chief Operating Officer Group
Governance and Business Solutions
Assurance and Risk**

Senior Manager, Audit Programs

Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 33961)

Gazetted: 06 September 2016

Closing Date: 13 September 2016

Details: The successful applicant should have proven experience in Audit Management, be outcomes driven with an eye for detail.

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

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

Roads and Infrastructure

Roads ACT

Road Maintenance

Streetlight Electrician

Infrastructure Officer 2 \$77,574 - \$89,249, Canberra (PN: 37499)

Gazetted: 01 September 2016

Closing Date: 8 September 2016

Details: Roads ACT is seeking a suitable candidate who, under general direction from the Streetlight Coordinator, will manage various projects and consultancies for the maintenance and upgrade of the streetlight network. Duties include undertaking inspections of the streetlight network and its compliance to AS3000, developing and implementing the integrated asset management system and other relevant systems, preparing briefs, technical specifications and technical advice relating to the streetlight inspection program and streetlight maintenance. 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: Electrical Contracting license, current drivers licence, HR or MR Construction Induction (White card) and Asbestos Awareness.

Note: This is a temporary position available for a period of 12 months with the possibility of permanency. The position may be filled on application and referee reports only.

Contact Officer: Chris Deschamps 0466 327 638 chris.deschamps@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.

Roads and Infrastructure

Roads ACT

Road Maintenance

Work Coordinator

General Service Officer Level 8 \$62,304 - \$65,835, Canberra (PN: 03137)

Gazetted: 02 September 2016

Closing Date: 16 September 2016

Details: Road Maintenance is seeking a suitable candidate who, under limited direction, will coordinate the planning and delivery of a range of road maintenance services, with accountability for administration, productivity and efficiency, quality standards and OHS and environmental requirements. 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: A current driver's licence, Asbestos Awareness, Construction Induction are mandatory requirements. Apply Traffic Control plans and Select and Modify plans are desirable.

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

Contact Officer: Tim Norton (02) 6207 8814 timothy.norton@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.

City Services

Birrigai Outdoor School

Birrigai Customer Services Officer

Administrative Services Officer Class 3 \$58,278 - \$62,720, Canberra (PN: 00917)

Gazetted: 06 September 2016

Closing Date: 20 September 2016

Details: A vacancy exists for a highly motivated Customer Services Officer at Birrigai Outdoor School. Birrigai is a Government owned and operated education and outdoor adventure facility. The position includes providing administrative support to the Birrigai Site Manager and Principal, managing all site bookings and enquiries and ensuring the smooth operation of the central office. The successful applicant will have experience in the delivery of high quality customer service, knowledge of ACT Government finance policy and procedures, be highly organised and possess excellent interpersonal skills.

Eligibility/Other Requirements: A current recognised First Aid Certificate is highly regarded. 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

Notes: This temporary position is available as soon as possible to 30 June 2017, with the possibility of permanency from this process. Selection may be based on applications and referee reports only.

Contact Officer: Martin Hine (02) 6205 2005 martin.hine@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.

Transport Canberra

Public Transport

Flexible Transport

Special Needs Driver

General Service Officer Level 5 \$50,666 - \$53,337 pro rata for part-time, Canberra (PN: SNDP02, several)

Gazetted: 06 September 2016

Closing Date: 20 September 2016

Details: The Flexible Transport Office operates Special Needs Transport Services, the Flexible Bus Service for the elderly and the disabled and the Aboriginal and Torres Strait Islander Community Bus. The position requires the driver to safely operate a wheelchair accessible mini bus transporting children with disabilities to and from school on school days and to transport the elderly at other times. 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 and Torres Strait Islander background, and/or People with Disability to apply.

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

Note: A permanent part-time at 25 hours per week driver and a full-time driver positions are available.

Contact Officer: Ian Corey (02) 6205 0676 ian.corey@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.

Roads and Infrastructure

Roads ACT

Road Maintenance

Road Worker

General Service Officer Level 5/6 \$50,666 - \$55,760, Canberra (PN: 01855, several)

Gazetted: 05 September 2016

Closing Date: 12 September 2016

Details: Road Maintenance is seeking suitable candidates who, under general direction from the Works Supervisor, will carry out general road maintenance duties within a road maintenance crew. Duties include asphalt operations, pavement marking, sign maintenance, pothole repair, traffic control, street sweeping and operation of a range of road maintenance plant and equipment. These positions will include a compulsory component of shift work on average two weeks a month. 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: Construction Induction (White card). Asbestos Awareness training. Current driver's licence. A Traffic Control Certificate is desirable.

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

Contact Officer: Peter Thompson (02) 6207 6829 peter.thompson@act.gov.au

APPOINTMENTS

Environment and Planning

General Service Officer Level 5/6 \$50,666 - \$55,760

Kyle James Crowe 844-80258, Section 68(1), 22 September 2016

General Service Officer Level 5/6 \$50,666 - \$55,760

Bethany Dunne 844-75272, Section 68(1), 22 September 2016

General Service Officer Level 5/6 \$50,666 - \$55,760

Christopher Hollett 846-92795, Section 68(1), 22 September 2016

General Service Officer Level 5/6 \$50,666 - \$55,760

Amelia Keyworth 844-75280, Section 68(1), 22 September 2016

General Service Officer Level 5/6 \$50,666 - \$55,760

Ashley Meadows 844-80266, Section 68(1), 22 September 2016

General Service Officer Level 5/6 \$50,666 - \$55,760

Deklyn Townsend 846-97238, Section 68(1), 22 September 2016

Health

Health Professional Level 2 \$59,971 - \$82,328

Justin Farrugia 847-02703, Section 68(1), 30 August 2016

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade)

Nancy Jacobs 840-49409, Section 68(1), 5 September 2016

Registered Nurse Level 2 \$85,659 - \$90,789

Felicity O'Neill 735-34433, Section 68(1), 6 October 2016

Administrative Services Officer Class 3 \$58,278 - \$62,720

Judy Sinclair 848-80091, Section 68(1), 24 August 2016

Enrolled Nurse Level 1 \$55,944 - \$59,772

Rowena White 848-80964, Section 68(1), 8 September 2016

Justice and Community Safety

Administrative Services Officer Class 5 \$71,907 - \$76,114

Jocaine Gegg 848-80817, Section 68(1), 10 October 2016

TRANSFERS

Chief Minister, Treasury and Economic Development

Kylie Young: 789-4686

From: Administrative Services Officer Class 4 \$64,700 - \$70,057

Health

To: Administrative Services Officer Class 4 \$64,700 - \$70,057

Chief Minister, Treasury and Economic Development, Canberra (PN. 24719) (Gazetted 10 August 2016)

Health

Belinda Connors: 735-30336

From: Registered Nurse Level 2 \$85,659 - \$90,789

Health

To: Registered Nurse Level 2 \$85,659 - \$90,789

Health, Canberra (PN. 24040) (Gazetted 4 August 2016)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Shared Service ICT

Technology Services

Applications Service Delivery

Ryan Mark Chalker: 820-70925

From: Information Technology Officer Class 1 \$62,720 - \$71,396

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$77,482 - \$88,676

Chief Minister, Treasury and Economic Development, Canberra (PN. 14280) (Gazetted 22 July 2016)

Enterprise Canberra

Innovate Canberra

Skills Canberra/Engagement and Client Services

Skye Turner: 848-81043

From: Administrative Services Officer Class 6 \$77,482 - \$88,676
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade C \$97,514 - \$104,967
Chief Minister, Treasury and Economic Development, Canberra (PN. 34459) (Gazetted 19 July 2016)

Education

Office for Schools
South Weston Network
Mawson Primary School
Peter Griffin: 787-50362

From: Building Service Officer \$42,211 - \$46,293
Education

To: †General Service Officer Level 6 \$53,337 - \$55,760
Education, Canberra (PN. 35865) (Gazetted 18 July 2016)

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

Organisational Integrity
Planning and Performance
Planning and Reporting
Craig Jones: 824-50602

From: Senior Officer Grade C \$97,514 - \$104,967
Education

To: †Senior Officer Grade B \$114,847 - \$129,290
Education, Canberra (PN. 35389) (Gazetted 6 June 2016)

Environment and Planning

Strategic Planning
Transport
Goce Karanfilovski: 844-82616

From: Administrative Services Officer Class 5 \$71,907 - \$76,114
Environment and Planning

To: Administrative Services Officer Class 6 \$77,482 - \$88,676
Environment and Planning, Canberra (PN. 15298) (Gazetted 14 June 2016)

Health

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Adult Community Mental Health Services
Zoe Pope: 778-37976

From: Health Professional Level 4 \$97,514 - \$104,967
Health

To: †Health Professional Level 5 \$114,847 - \$129,290
Health, Canberra (PN. 32085) (Gazetted 11 August 2016)

Canberra Hospital and Health Services
Executive Director of Medical Services
Medical Appointment and Training Unit

Elizabeth Walker: 755-61849

From: Administrative Services Officer Class 6 \$77,482 - \$88,676

Health

To: †Senior Officer Grade C \$97,514 - \$104,967

Health, Canberra (PN. 11951) (Gazetted 10 March 2016)

Justice and Community Safety

Capital Works and Infrastructure/ACT Law Courts and Tribunal

Corporate and Strategic Services

Property and Security

Sean Patrick Egan: 738-47659

From: Senior Officer Grade C \$97,514 - \$104,967

Justice and Community Safety

To: †Senior Officer Grade B \$114,847 - \$129,290

Justice and Community Safety, Canberra (PN. 33824) (Gazetted 6 July 2016)

Corporate

People and Workplace Strategy

Strategic Human Resources

Justine Lowder: 816-78728

From: Administrative Services Officer Class 6 \$77,482 - \$88,676

Justice and Community Safety

To: †Senior Officer Grade C \$97,514 - \$104,967

Justice and Community Safety, Canberra (PN. 42712) (Gazetted 7 July 2016)

Retirements and Dismissals

Chief Minister, Treasury and Economic Development

Section 123 of the Public Sector Management Act 1994, Philip Ronald Gartner, AGS: 773-03528 (Date of Effect 27 September 2016)

Community Services

Section 143 of the *Public Sector Management Act 1994*, Stacey Megan Wrench, AGS: 827-21513 (Date of Effect 26 August 2016)

Section 143 of the *Public Sector Management Act 1994*, Ashleigh Michelle Latimore, AGS: 787-41597 (Date of Effect 25 August 2016)

Section 143 of the *Public Sector Management Act 1994*, Joanne Lesiputty, AGS: 766-14754 (Date of Effect 31 August 2016)

CORRIGENDA

Chief Minister, Treasury and Economic Development

**Administrative Service Officer 4
Vanessa Maree Wilson 848-80956**

Appointment date incorrectly notified in the Gazette of 1 September 2016. Appointment date is 21 September 2016.