



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 25 February 2016**

## VACANCIES

### Calvary Health Care ACT (Public)

#### **Senior Human Resources Manager**

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

Gazetted: 29 February 2016

Closing Date: 4 March 2016

Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html> Contact Officer: Adele Chadwick (02) 6264 7239 [adele.chadwick@calvary-act.com.au](mailto:adele.chadwick@calvary-act.com.au)

#### **Organisational Development Manager**

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

Gazetted: 29 February 2016

Closing Date: 4 March 2016

Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html> Contact Officer: Adele Chadwick (02) 6264 7239 [adele.chadwick@calvary-act.com.au](mailto:adele.chadwick@calvary-act.com.au)

#### **Human Resources Manager**

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

Gazetted: 29 February 2016

Closing Date: 4 March 2016

Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html> Contact Officer: Adele Chadwick (02) 6264 7239 [adele.chadwick@calvary-act.com.au](mailto:adele.chadwick@calvary-act.com.au)

#### **Human Resources Advisor**

**Administrative Services Officer Level 5 \$70,844-\$74,989, Canberra (PN: TBA)**

Gazetted: 29 February 2016

Closing Date: 4 March 2016

Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html> Contact Officer: Adele Chadwick (02) 6264 7239 [adele.chadwick@calvary-act.com.au](mailto:adele.chadwick@calvary-act.com.au)

#### **Training Officer Corporate**

**Administrative Services Officer Level 6 \$76,337 - \$87,366, Canberra (PN: TBA)**

Gazetted: 29 February 2016

Closing Date: 4 March 2016

Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html> Contact Officer: Adele Chadwick (02) 6264 7239 [adele.chadwick@calvary-act.com.au](mailto:adele.chadwick@calvary-act.com.au)

#### **Allied Health Assistant**

**Allied Health Assistant 2.1 \$47,854, Canberra (PN: Various)**

Gazetted: 02 March 2016

Closing Date: 10 March 2016

Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <https://calvary.mercury.com.au/>  
Contact Officer: Michael Malcomess (02) 6201-6087 [michael.malcomess@calvary-act.com.au](mailto:michael.malcomess@calvary-act.com.au)

### Canberra Institute of Technology

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

**CIT Health, Community and Science**

**CIT Health, Community and Science Management**

**Administrative Officer**

**Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 35733)**

Gazetted: 29 February 2016

Closing Date: 7 March 2016

Details: Applications are sought for an administrative position in CIT Health, Community and Science. This position will provide a high level of support to college directors in relation to the College for Health, Community and Science across business, procedures, guidelines, commercial aspects, skilled capital and procurement activities including preparing reports, correspondence, agendas and minutes, human resource documents and liaise with media and marketing for College events. A high level of competence working with IT systems including Banner, eLearn and CRM is highly desirable. The successful applicant must be able to prepare complex information for the College for Health, Community and Science management team including the College Director and liaise with internal senior executive and other College Directors, external stakeholders including the public sector to acquire information within short timeframes. The successful applicant will assist the College Director to comply with Corporate Services, Shared Services, ASQA and AQTF guidelines, requirements and timelines. 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: Desirable: Experience in the tertiary education VET sector and industry experience in health and community services delivery. Experience working in competitive and commercial Vocational Education and Training environments.

Note: This is a temporary position available for a period of 12 months with the possibility of extension. Temporary employment offered as a result of this advertisement may lead to permanent appointment under the Public Sector Management Standards Section 53A - Appointment after Temporary Engagement - Canberra Institute of Technology – non-teaching offices.

Contact Officer: Richard Burgess (02) 6207 3879 [richard.burgess@cit.edu.au](mailto:richard.burgess@cit.edu.au)

**CIT Corporate Services**

**CIT Corporate Services Management**

**Project Manager, Multi-Function Devices (MFD's)**

**Senior Officer Grade B \$113,150 - \$127,379, Canberra (PN: 12165)**

Gazetted: 25 February 2016

Closing Date: 4 March 2016

Details: Lead a new whole of government project to examine and implement a new model for the delivery of printing services through Multi-Function Devices. This project is part of the Smarter, Modern, Strategic (SMS) Procurement Reform Program which is delivering better approaches to procurement of goods and services and provides savings to government. 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.

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

Contact Officer: Shane Kay (02) 6207 3114 [shane.kay2@cit.edu.au](mailto:shane.kay2@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](mailto:jobs@act.gov.au)**

## **Policy and Cabinet**

### **Territory Records Office**

#### **Digital Records Project Manager**

##### **Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 34257)**

Gazetted: 01 March 2016

Closing Date: 8 March 2016

Details: The Territory Records Office is seeking a strategic thinker and practical information professional who can identify the disparate recordkeeping needs of government agencies and marry them with a whole of government digital records approach. The Digital Records Project Manager will be required to work closely with the ACT Government's Records Services unit to identify the optimal configuration of records systems that meets business needs across the ACT Public Service and to translate this into standard implementation models and advice. The Digital Records Project Manager will also work closely with the Director of Territory Records and ACTPS stakeholder agencies, including senior managers, to develop and gain agreement to whole of government management and governance arrangements for digital records systems. This includes arrangements for license management, database administration, change control, metadata management, thesaurus management, and supporting records services such as quality control and training.

Note: This is a temporary position available ASAP until 25 October 2016. Responses to each selection criterion should be no more than 200 words.

Contact Officer: Danielle Wickman (02) 6207 0194 dani.wickman@act.gov.au

## **Arts, Business, Events, Sport and Tourism**

### **Territory Venues**

#### **Exhibition Park in Canberra**

##### **Senior Manager – Business Development**

##### **Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 32415)**

Gazetted: 01 March 2016

Closing Date: 15 March 2016

Details: Territory Venues is responsible for the hosting of events at the Territory's major venues, being Exhibition Park in Canberra, GIO Stadium, Manuka Oval and Stromlo Forest Park; and the management and operation of these venues. We are seeking a dynamic, commercially-minded person to lead our Business Development team across all Territory Venues. Reporting directly to the General Manager of Territory Venues, the Senior Manager, Business Development is responsible for the generation of new business and increased revenue at Exhibition Park in Canberra; marketing, including social media and promotion of all Territory Venues.

Eligibility/Other Requirements: Over three year's sales experience. Duties may include after hours and weekend work.

Contact Officer: Liz Clarke (02) 6207 2294 liz.clarke@act.gov.au

## **Shared Services**

### **Partnership Services Group**

#### **Business Application Management**

##### **Oracle Technical Developer**

##### **Senior Information Technology Officer Grade C \$96,073 - \$103,416, Canberra (PN: 05455)**

Gazetted: 02 March 2016

Closing Date: 17 March 2016

Details: In support of the Oracle Technical Leader, the successful applicant will be required to provide high level technical support for the embedded Shared Services ICT team in support of the Institutes authoritative Student Information Management System (Banner).

Eligibility/Other Requirements: Highly Desirable: Relevant degree, diploma or certificate from a recognised tertiary institution and/or relevant vocational or industry certification. Experience in ORACLE 11g and later, in a Linux environment. Experience using ORACLE Web forms and reports. Desirable: Ability to participate in on-call and/or after hours work. Experience as a DBA in a production environment.

Contact Officer: Bruce Abdilla (02) 6207 6851 bruce.abdilla@cit.edu.au

## **Land Development Agency**

**Office of the Deputy Director-General  
Executive Assistant**

**Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 33237)**

Gazetted: 26 February 2016

Closing Date: 11 March 2016

Details: The Land Development Agency (LDA) is seeking expressions of interest from an experienced Executive Assistant to join the Office of the Deputy Director-General. The position requires demonstrated experience in a similar role in the public sector supporting a senior executive, together with excellent communication (both written and verbal) and Microsoft Office skills; attention to detail; and a "can do" attitude. Previous experience in TRIM (records management system) would be desirable.

Eligibility/Other Requirements: Must have advanced Microsoft Outlook and Microsoft Office skills.

Note: This is a temporary position available 18 April 2016 for a period of 12 months with the possibility of extension. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Laura Marcantonio (02) 6207 8263 [laura.marcantonio@act.gov.au](mailto:laura.marcantonio@act.gov.au)

**Access Canberra**

**Projects, Governance and Support**

**Strategic ICT - Business Systems and Reform**

**Project Support Officer**

**Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 33547)**

Gazetted: 25 February 2016

Closing Date: 10 March 2016

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

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

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

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

**Shared Services**

**Partnership Services Group**

**Business Applicants Management**

**Shared Systems Administrator**

**Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 14358, several)**

Gazetted: 01 March 2016

Closing Date: 8 March 2016

Details: Shared Services ICT Corporate Applications and Testing are looking for an experienced Electronic Document and Records Management System (EDRMS) Administrator. The successful applicant will be responsible for the support of Shared Applications, such as HP RM8 (TRIM) and IDMS Objective in the production environment. The successful applicant will also provide project support to upgrade projects and provide secretariat support to the Whole of ACT Government HP RM8 (TRIM) and Objective User Forums.

Contact Officer: Marianne Wein (02) 6207 5261 [marianne.wein@act.gov.au](mailto:marianne.wein@act.gov.au)

**Expenditure Review**

**Policy Analyst**

**Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 33098)**

Gazetted: 26 February 2016

Closing Date: 4 March 2016

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) are seeking to fill the position of Policy Analyst within the Expenditure Review Division (ERD). ERD is responsible for expenditure and operational review activities on specific services and functions as determined by the government. It also undertakes broader across-government reviews on discrete areas of activity or spending as requested. The role of the position includes a number of functions, including: Undertaking complex research and analysis and providing accurate, robust advice and options; Identifying service delivery issues in the context of legislative, policy, community and operational drivers; Undertaking significant liaison with staff of CMTEDD, other agencies and consultants supporting the reviews; and preparing reports, meeting papers, submissions, and other documentation as necessary.

Eligibility/Other Requirements: ACT Government work experience and tertiary or post graduate qualifications in Government, Public sector, Business, Law, Economics, Finance, or other relevant fields are highly desirable.

Contact Officer: Stuart Friend (02) 6207 0213 stuart.friend@act.gov.au

**Arts, Business, Events, Sport and Tourism**

**Innovation, Trade and Investment**

**Innovation**

**Project Officer**

**Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 15007)**

Gazetted: 25 February 2016

Closing Date: 10 March 2016

Details: The Innovation section is looking for an experienced Project Officer to assist in the administration of business and industry development programs. The successful candidate will have a sound understanding of grant management practices and principles and demonstrated experience in using Grant Management Systems. The successful candidate will also work in an agile, dynamic environment responding to the changing needs of the Minister for Economic Development. Other duties include: assist in the development of briefings and correspondence, attending stakeholder meetings and events and undertaking other duties and functions where appropriate.

Contact Officer: Brent Chick (02) 6207 7215 brent.chick@act.gov.au

**Land and Corporate**

**ACT Property Group**

**Property Asset Management**

**Project Officer**

**Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 26179)**

Gazetted: 02 March 2016

Closing Date: 9 March 2016

Details: The ART Support Officer is part of a small team within ACT Property Group responsible for providing services to the Asbestos Response Taskforce project of securing, monitoring and maintaining the Mr Fluffy homes purchased by the Territory. We are seeking a person with high-level administrative and organisational skills to support the team. Knowledge of asbestos management of issues would be an advantage.

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

Note: This is a temporary position available until 30 September 2016 with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Mike Brown (02) 6207 6908 mike.brown@act.gov.au

**Land Development and Corporate**

**ACT Property Group**

**Property Projects and Services**

**Procurement and Response Officer**

**Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 11288)**

Gazetted: 26 February 2016

Closing Date: 11 March 2016

Details: ACT Property Group are seeking a Procurement and Contracting Officer to assist the Senior Manager and the Manager in the supervision of the Response Centre and provision of procurement and contracting administrative services to the section.

Eligibility/Other Requirements: Relevant experience or qualifications in Government Procurement, Contract Management or Project Management are desirable.

Notes: This is a temporary position available until 30 June 2016 with the possibility of permanency from this process.

Contact Officer: Andrew De Boni (02) 6213 0700 andrew.deboni@act.gov.au

**Access Canberra**

**Community, Business and Transport Regulation**

**Rental Bonds**

**Client Service Officer**

**Administrative Services Officer Class 3 \$57,417 - \$61,793, Canberra (PN: 16358, several)**

Gazetted: 26 February 2016

Closing Date: 4 March 2016

Details: Under the general direction of the Manager provide high level client service, either at the counter, over the phone, or in writing. Receive and process lodgements relating to the *Residential Tenancies Act 1997*.

Undertake cashier duties in accordance with *Financial Management Act 1996*, including managing cash and daily banking. Carryout general administrative functions such as data entry, scanning, indexing, searching of databases, opening and distribution of mail. Maintain accurate records across a variety of databases and registers in accordance with the *Territory Records Act 2002*. Contribute to workplace diversity and participative work practices, and promote Workplace Health and Safety principles.

Eligibility/Other Requirements: These positions may be required to rotate through other Business Units within Registration and Client Services. Current driver's licence is desirable.

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

Contact Officer: Amanda Anastasi (02) 6207 1180 amanda.anastasi@act.gov.au

**Revenue Management**

**Duties, Grants and Concessions**

**Administrative Services Officer**

**Administrative Services Officer Class 3 \$57,417 - \$61,793, Canberra (PN: 11111, several)**

Gazetted: 01 March 2016

Closing Date: 8 March 2016

Details: Successful candidates for this role will have proven experience providing high level customer service in an outward facing government services environment.

Eligibility/Other Requirements: Proven experience utilising transactional based IT systems and a sound knowledge of Territory-based tax laws (or an ability to acquire such knowledge within a short space of time) would be an advantage.

Note: Candidates must provide a current CV with a supporting statement of no more than two pages addressing each of the selection criteria as set out in the Position Description. Successful candidates may be chosen based on application only. Applicants should be aware that a merit list may be formed through this process to fill positions that become available at level within the next 12 months in line with operational requirements.

Contact Officer: Anna Gaffney (02) 6207 2088 anna.gaffney@act.gov.au

**Chief Minister**

**Access Canberra**

**Customer Coordination**

**Customer Service Officer**

**Administrative Services Officer Class 3 \$57,417 - \$61,793, Canberra (PN: 03492, several)**

Gazetted: 02 March 2016

Closing Date: 9 March 2016

Details: The Customer Service Officer is primarily responsible, under general direction, for providing outstanding customer service in a contact centre environment, giving high priority to customer satisfaction, while supporting efficient and consistent processes and operations, protocols and achieving measured targets. Duties and responsibilities include: Consulting with customers to establish their needs – listening; Providing clear, accurate and relevant information – communication; Receiving public monies and processing online transactions – accuracy and understanding of and adherence to ethics and privacy issues; Seeking support from the Team Leaders and other support mechanisms when required – continuous learning; Complying with procedures, guidelines and policies – understanding government legislation and protocols. Enter or update data to modify existing/new database or customer records. Ensure the provision of high quality customer service by complying with ACT Public Service Customer Service Standards, policies and guidelines. Market and promote existing products and services to customers. Actively participate in maintaining and ensuring a safe and healthy work environment.

Eligibility/Other Requirements: Preferred: - Certificate II or III (Contact Centre) - Minimum of 12 months experience in call or contact centre environment - Good understanding of and ability to use the rego.act system - Well-developed keyboard skills and computer literacy including -Internet access and general knowledge of the MS Office suite of applications. Essential: This position requires that applicants are available to work shifts on a rotating roster to ensure that there is coverage for lines of business over a seven day week and available to assist outside business hours during emergency events.

Contact Officer: Janice Seymour (02) 6205 3900 [janice.seymour@act.gov.au](mailto:janice.seymour@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.

**Access Canberra**

**Customer Coordination**

**Shopfront Services**

**Customer Service Officer**

**Administrative Services Officer Class 3 \$57,417 - \$61,793, Canberra (PN: 12247, several)**

Gazetted: 25 February 2016

Closing Date: 3 March 2016

Details: Applicants are sought from suitably experienced and motivated individuals for the role of Customer Service Officer within Access Canberra Service Centres. This position is responsible for delivering superior customer service on behalf of Access Canberra.

Eligibility/Other Requirements: Suitable candidates need to possess a background in Access Canberra Shopfront Services with a strong working knowledge of CashLink, Rego.act and Smartrac.

Note: Access Canberra operates between 8am and 6pm. All candidates will be required to work across these hours. Applications are sought from potential candidates and should address the selection criteria in the relevant areas and supply a current curriculum vitae. An order of merit may be created to fill future vacancies.

Contact Officer: Jennie Gannon (02) 6207 5137 [jennie.gannon@act.gov.au](mailto:jennie.gannon@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.

**Shared Services**

**Partnership Services Group**

**Business application Management**

**Oracle Technical Leader**

**Senior Information Technology Officer Grade B \$113,150 - \$127,379, Canberra (PN: 05450)**

Gazetted: 02 March 2016

Closing Date: 17 March 2016

Details: The successful applicant will be required to provide leadership, strategic advice and high level technical support for the embedded Shared Services ICT team in support of the Institutes authoritative Student Information Management System (Banner). The role requires in-depth analysis and fault finding as well as provision of technical support, planning, architectural reviews and oversight of the development, implementation and on-going support to Shared Services ICT staff and customers relating to CIT's Student Information Management Systems.



Contact Officer: Bruce Abdilla (02) 6207 6851 [bruce.abdilla@cit.edu.au](mailto:bruce.abdilla@cit.edu.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](mailto:jobs@act.gov.au)**

#### **Housing and Community Services**

##### **Housing ACT**

##### **Tenancy Operations**

##### **Regional Manager**

##### **Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 30728)**

Gazetted: 26 February 2016

Closing Date: 11 March 2016

Details: The Regional Manager is responsible for providing leadership and direction to staff, clients and stakeholders on a diverse and often complex range of issues. The duties of this position include managing the day to day operations of a busy operational area, preparing reports and statistical analysis, responding to ministerial correspondence and developing and maintaining networks and collaborative working relationships with community service organisations. The successful applicant will need to demonstrate that they have strong management and leadership capability, the ability to think strategically in a busy operational environment and possess excellent interpersonal, organisational and communication skills.

Eligibility/Other Requirements: Current driver's licence is required. Experience in using a range of IT business and office applications. Relevant tertiary qualifications in Social Work, Community Development or a related field are desirable but not essential.

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

Contact Officer: Alexandra Groves (02) 6207 0900 [alexandra.groves@act.gov.au](mailto:alexandra.groves@act.gov.au)

#### **Office of the Director-General**

##### **Executive Office**

##### **Executive Office**

##### **Business Manager/Executive Assistant to the Director-General/Deputy Director-General**

##### **Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 19415)**

Gazetted: 25 February 2016

Closing Date: 3 March 2016

Details: The Business Manager/Executive Assistant, along with the Director-General's Executive Officer and other members of the Executive team, manages the smooth operation of the Executive Unit including the Director-General and Deputy Director-General's schedule, maintaining efficient and effective office systems and demonstrating high quality customer service. The position requires the exercise of sound judgement, flexibility, tact and discretion. A commitment to ensuring that the Executive Unit performs to the highest standard is essential. This position reports to both the Director-General and the Deputy Director-General.

Contact Officer: Jodie Robinson (02) 6207 6516 [jodie.robinson@act.gov.au](mailto:jodie.robinson@act.gov.au)

#### **Strategic Service and Community Building**

##### **Office for Aboriginal and Torres Strait Islander Affairs**

##### **Stakeholder Management Team**

##### **Project Officer**

##### **Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 07816)**

Gazetted: 01 March 2016

Closing Date: 15 March 2016

Details: The Office of Aboriginal and Torres Strait Islander Affairs will provide an enhanced coordination point for the ACT Government, and ensure that all business units within Government continue to work towards creating

better outcomes for Aboriginal and Torres Strait Islanders. The Office provides strategic advice to the Minister for Aboriginal and Torres Strait Islander Affairs on issues affecting Aboriginal and Torres Strait Islander people living in the ACT. The Office coordinates a whole-of-government approach to issues affecting Aboriginal and Torres Strait Islander residents and provides secretariat and administrative support to the Aboriginal and Torres Strait Islander Elected Body and the ACT Public Service Strategic Board Subcommittee on Aboriginal and Torres Strait Islander Affairs. The Project Officer supports the Stakeholder Management Team to plan, direct and co-ordinate the overall functions of the team and the Office for Aboriginal and Torres Strait Islander Affairs. The Project Officer undertakes tasks of a specialist/specific nature in supporting the development of capability and cultural competence across Community Services Directorate, whole of government, providers and in the community. The position reports to the Assistant Manager; Stakeholder Management Team.

Eligibility/Other Requirements: The successful applicant will need to demonstrate an understanding of contemporary issues affecting Aboriginal and Torres Strait Islander people as well as an ability to communicate effectively with Aboriginal and Torres Strait Islander people. Aboriginal and Torres Strait Islander people encouraged to apply.

Contact Officer: Joanne Lesiputty (02) 6205 5635 joanne.lesiputty@act.gov.au

### **Cultural Facilities Corporation**

#### **Canberra Theatre Centre**

#### **Marketing**

#### **Assistant Marketing Manager/Publicist**

#### **Administrative Services Officer Class 4/5 \$63,744 - \$74,989, Canberra (PN: 3503)**

Gazetted: 29 February 2016

Closing Date: 14 March 2016

If you live in Canberra, then you know why it was voted 'Most Liveable City' and you'd be familiar with the range of the top entertainment presented at Canberra Theatre Centre. If you don't, here's your opportunity to experience this great city while doing one of the most exciting roles in Canberra's live entertainment industry. An opportunity has arisen for a Publicist/Marketer to join us. This exciting and busy role will see you responsible for the exploitation of the wide range of artists who perform at The Canberra Theatre Centre (CTC) across the Canberra, NSW Regional and Community media. The successful candidate will require strong writing and interpersonal skills. As well as PR, you'll also be responsible for all promotions and get the opportunity to spearhead selected Marketing Campaigns.

Eligibility/Other Requirements: Degree in Marketing, Media, Communications or Journalism is essential.

Note: Applicants must provide a written statement addressing the selection criteria. Salary offered will be dependent on level of experience. This position is a three year temporary contract.

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

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

### **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](mailto:jobs@act.gov.au)**

#### **Office for Schools**

#### **Tuggeranong Network**

#### **Namadgi School**

#### **Facilities Manager**

#### **General Service Officer Level 10 \$76,337 - \$87,366, Canberra (PN: 35399)**

Gazetted: 29 February 2016

Closing Date: 14 March 2016

Details: Namadgi School is seeking a highly motivated, self managing individual for the position of Facilities Manager. The successful candidate is expected to be proactive, exercise judgement and initiative and work with limited supervision. The successful applicant will be required to plan, initiate and coordinate multiple school

projects, determining priorities, supervise and monitor contractors; develop, coordinate and implement annual building and grounds maintenance programs. Coordinate and support the school's sustainability initiatives as required. Possess skills and experience to undertake emergency and other repairs to a trade/industry standard or ensure standard is met when organising and overseeing repairs.

Eligibility/Other Requirements: Desirable: This position requires a good understanding of computer systems or a willingness to undertake additional training if required. An understanding of the school environment. 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](http://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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: The successful applicant may be selected from application and referee reports only.

Contact Officer: Annette Lazarus (02) 6142 0900 [annette.lazarus@ed.act.edu.au](mailto:annette.lazarus@ed.act.edu.au)

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

#### **Office for Schools**

##### **South Weston Network**

##### **Telopea Park School**

##### **Facilities Manager**

##### **General Service Officer Level 10 \$76,337 - \$87,366, Canberra (PN: 36487)**

Gazetted: 01 March 2016

Closing Date: 15 March 2016

Details: Telopea Park School is seeking a highly motivated, self managing individual for the position of Facilities Manager. The successful candidate is expected to be proactive, exercise judgement and initiative and work with limited supervision. The successful applicant will be required to plan, initiate and coordinate multiple school projects, determining priorities, supervise and monitor contractors, develop, coordinate and implement annual building and grounds maintenance programs. Coordinate and support the school's sustainability initiatives as required. Possess skills and experience to undertake emergency and other repairs to a trade/industry standard or ensure standard is met when organising and overseeing repairs.

Eligibility/Other Requirements: Desirable: This position requires a good understanding of computer systems or a willingness to undertake additional training if required. An understanding of the school environment. 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](http://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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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

Contact Officer: Mary Ryan (02) 6142 3388 [mary.ryan@ed.act.edu.au](mailto:mary.ryan@ed.act.edu.au)

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

#### **Office for Schools**

##### **Belconnen Network**

##### **Kingsford Smith School**

##### **Facilities Manager**

##### **General Service Officer Level 10 \$76,337 - \$87,366, Canberra (PN: 36518)**

Gazetted: 29 February 2016

Closing Date: 14 March 2016

Details: Kingsford Smith School is seeking a highly motivated, self managing individual for the position of Facilities Manager. The successful candidate is expected to be proactive, exercise judgement and initiative and work with

limited supervision. The successful applicant will be required to plan, initiate and coordinate multiple school projects, determining priorities, supervise and monitor contractors; develop, coordinate and implement annual building and grounds maintenance programs. Coordinate and support the school's sustainability initiatives as required. Possess skills and experience to undertake emergency and other repairs to a trade/industry standard or ensure standard is met when organising and overseeing repairs.

Eligibility/Other Requirements: Desirable: This position requires a good understanding of computer systems or a willingness to undertake additional training if required. An understanding of the school environment. 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](http://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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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

Contact Officer: Lyndsee Mahl (02) 6142 3403 [lyndsee.mahl@ed.act.edu.au](mailto:lyndsee.mahl@ed.act.edu.au)

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

#### **Office for School**

##### **Tuggeranong Network**

##### **Lake Tuggeranong College**

##### **Workplace and Community Service Coordinator**

##### **Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 16995)**

Gazetted: 25 February 2016

Closing Date: 3 March 2016

Details: Lake Tuggeranong College has a temporary vacancy for a highly motivated person to work as Workplace and Community Service Coordinator. The successful applicant will be required to work collaboratively as part of the Careers team to manage/maintain vocational placements and associated databases, as well as provide careers advice to students in relation to pathways to University/CIT/work options and give course recommendations to achieve outcomes. The successful applicant must have good communications skills and the ability to liaise with all stakeholders.

Eligibility/Other Requirements: Desirable: Certificate VI in Career Development or equivalent. The successful applicant may be selected from application and referee reports only. Mandatory: 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Notes: This is a temporary position available until 31 December 2016 with the possibility of an extension.

Contact Officer: Margaret Price (02) 6142 3665 [margaret.price@ed.act.edu.au](mailto:margaret.price@ed.act.edu.au)

#### **Education Strategy**

##### **Student Engagement**

##### **International Education Unit**

##### **Project Officer**

##### **Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 31717)**

Gazetted: 01 March 2016

Closing Date: 8 March 2016

Details: The International Education Unit is seeking a highly motivated Project Officer. The successful applicant will be responsible for the Directorate's Temporary Resident Fee Exemption Program. As a member of a small team, the successful applicant will also be required to perform the following duties: Provide support to schools as required. Assisting the Manager and Assistant Manager as required. Communicate with students, temporary residents, schools and government agencies. Data entry and assistance with compliance reporting. The position requires liaison with international and Australian Government bodies, both on and offshore. High level communication with a commitment to client service is critical to this position. Due to the potentially sensitive nature of applications, empathy and compassion are essential.

Eligibility/Other Requirements: 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). Note: This is a part-time temporary position at 16 hours per week available from 1 July 2016 for 12 months with the possibility of extension and/or permanency. The successful applicant may be selected from application and referee report only.

Contact Officer: Carolyn Lovgren (02) 6205 5293 carolyn.lovgren@act.gov.au

**Office for Schools**

**Tuggeranong Network**

**Charles Conder Primary School**

**Classroom Teacher Preschool**

**Classroom Teacher \$59,790 - \$94,517, Canberra (PN: 08934)**

Gazetted: 26 February 2016

Closing Date: 11 March 2016

Details: Charles Conder Primary School based in the South of Canberra is a P-6 School with 350 enrolments. We are looking for a Classroom Preschool Teacher for a Preschool class with Early Childhood qualifications. This Teacher will need demonstrated ability to work collaboratively and build relationships with all students, parents and staff. We have a focus on using evidence based practices and Quality Teaching to inform the teaching and learning cycle, requiring regular reflection on teaching practice. The preschool utilise the Early Years Framework and the National Quality Framework to inform practice and experience with these is essential.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised early childhood school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is a temporary position available 9 May 2016 until 26 January 2017.

Contact Officer: Jason Walmsley (02) 6142 0177 jason.walmsley@ed.act.edu.au

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

**Office for Schools**

**South/Weston Network**

**Lyons Early Childhood School**

**Early Childhood Teacher**

**Classroom Teacher \$59,790 - \$94,517, Canberra (PN: 19972)**

Gazetted: 26 February 2016

Closing Date: 11 March 2016

Details: Lyons Early Childhood School supports learning in the first years of school. We are seeking a highly motivated and dynamic Classroom Teacher, committed to team teaching across preschool to year two. Early Childhood training and experience is preferable.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised early childhood school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is a temporary position available 16 May 2016 until 12 May 2017.

Contact Officer: Mary Hutchinson (02) 6142 0044 mary.hutchinson@ed.act.edu.au

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

**Office for Schools**

### **Tuggeranong Network**

#### **Richardson Primary School**

#### **Deputy Principal**

#### **School Leader B \$127,012, Canberra (PN: 04016)**

Gazetted: 29 February 2016

Closing Date: 14 March 2016

Details: Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Contact Officer: Jason Borton (02) 6142 3630 [jason.borton@ed.act.edu.au](mailto:jason.borton@ed.act.edu.au)

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

### **Environment and Planning**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

#### **Environment**

#### **Nature Conservation Policy**

#### **Natural Environment**

#### **Policy Officer**

#### **Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 13981)**

Gazetted: 25 February 2016

Closing Date: 10 March 2016

Details: The Natural Environment Section is seeking a dynamic, flexible and energetic Policy Officer to contribute to a diverse policy agenda. The Natural Environment Section undertakes a range of policy tasks including review and development of legislation and subsidiary instruments and is responsible for development, review, evaluation and reporting on a range of policies, strategies and plans relating to biodiversity conservation, natural resource management and primary industries. The Section has some project management responsibilities. The Section provides Secretariat Services to a range of Committees and Ministerial Councils.

Note: This is a temporary position available 20 May 2016 until 26 January 2017 with the possibility of extension.

Contact Officer: Kathryn Tracy (02) 6207 5717 [kathryn.tracy@act.gov.au](mailto:kathryn.tracy@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**

#### **Rehabilitation, Aged and Community Care**

#### **Community Care Program**

#### **Registered Nurse**

#### **Registered Nurse Level 2 \$84,393 - \$89,447, Canberra (PN: 22723, several)**

Gazetted: 03 March 2016

Closing Date: 17 March 2016

Details: An exciting opportunity exists for dynamic, motivated Registered Nurses to work in the progressive and rewarding Community Care Program providing clinical nursing care to the residents of Canberra, in their homes and in Health Centre Clinics.

Nurses interested in working in community nursing should have a wide range of recent clinical experience and be committed to high quality customer service with a multidisciplinary focus. The role requires an ability to work autonomously with a high level of problem solving ability. Interested nurses are encouraged to speak with the contact officer to discuss these positions.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Tertiary or postgraduate qualifications and recent experience in a wide range of clinical hospital and/or community health settings is highly desirable.

Note: The Community Care Program is seeking applications from Registered Nurses for permanent full-time Registered Nurse Level 2 positions. This recruitment process may be used to fill any future vacancies across the community nursing service within the next 12 months. Applicants should apply online to the ACT Health website. Please provide a statement addressing the selection criteria, your Curriculum Vitae and two referee contacts (including one from a current supervisor).

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

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

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

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

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

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

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

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

Contact Officer: Judith Perry (02) 6205 1498 [judith.perry@act.gov.au](mailto:judith.perry@act.gov.au)

### **Canberra Hospital and Health Services**

#### **Executive Director of Medical Services**

##### **Administrative Officer**

##### **Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 35890)**

Gazetted: 03 March 2016

Closing Date: 10 March 2016

Details: ACT Health Library and Multimedia Services are seeking an energetic person to perform account keeping and multimedia production. The primary duties include processing invoices for payment, reconciliation of credit card statements and petty cash, preparing month end reports, and maintaining the invoicing system using Oracle. Other major duties include comprehensive knowledge and experience using the Adobe Creative Suite to produce quality graphic design and other multimedia. Teamwork, excellent customer service and communication skills are required to facilitate projects from concept to delivery.

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

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

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

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

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

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



ACT Health also offers attractive salary packaging arrangements. Many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9,095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the Contact Officer to confirm the position's eligibility for these benefits.

Reimbursement of many relocation costs is available if you are successful and move to Canberra.

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Contact Officer: Allison M (02) 6244 3806 sandie.johnston@act.gov.au

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Registered Nurse**

#### **Registered Nurse Level 1 \$60,772 - \$81,180, Canberra (PN: 19395)**

Gazetted: 03 March 2016

Closing Date: 10 March 2016

Details: The ACT Health Diabetes Service is offering an exciting training opportunity for a skilled and motivated Registered Nurse to fill a temporary 12 month full-time position. This training position will rotate across areas of our service and is designed to provide the Nurse with an excellent foundation in diabetes education. The position will compliment nurses undertaking post graduate qualifications in Diabetes Education through an ADEA recognised tertiary course. Our service, provided by a multidisciplinary team of medical, nursing and allied health staff, is both community and hospital based.

Eligibility/Other requirements: Registered with Australian Health Practitioner Regulation Agency (APHRA) as a Registered Nurse. Must hold and maintain a current driver's licence. Holds or is working towards a tertiary or post graduate qualification in diabetes education.

Note: The position is a 12 month ongoing temporary position. This position will require rotation between multiple sites operated by ACT Health. To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application.

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

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

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

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

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

ACT Health also offers attractive salary packaging arrangements. Many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9,095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the Contact Officer to confirm the position's eligibility for these benefits.

Reimbursement of many relocation costs is available if you are successful and move to Canberra.

About 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.

The ACT Health Diabetes Service provides acute and ambulatory outpatient services to consumers of the ACT and surrounding NSW region. The ACT Health Diabetes Service is a multidisciplinary team comprising medical, nursing and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community based locations within the ACT. The service provides diabetes care and treatment across the continuum for pre-diabetes, children, adolescents and adults, women during pregnancy, Type 1 and Type 2 diabetes.

Overview of the work area and position:

The ACT Health Diabetes Service team are responsible for providing education and management of people at risk of and who have diabetes within acute and community health care settings.



Under the direction of senior diabetes nurse educators, you will rotate across areas within the service. This position will provide an excellent foundation in diabetes education and will compliment nurses undertaking post graduate qualifications in diabetes education through an ADEA recognised tertiary course. The Registered Nurse Level 1 will be responsible professionally to the Level 2 Diabetes Educator in their area of work.

Contact Officer: Vicki Mahood (02) 6174 7929 or Professor Christopher Nolan (02) 6174 5311  
kate.willard@act.gov.au

**Canberra Hospital and Health Services  
Rehabilitation, Aged and Community Care  
Speech Pathologist**

**Health Professional Level 2 \$59,085 - \$81,111, Canberra (PN: 30399)**

Gazetted: 03 March 2016

Closing Date: 10 March 2016

Details: The Transitional Therapy and Care Program (TTCP) is a short term, therapy based program for older people post discharge from hospital. The service is provided either in a 15 bed low level care facility or in the client's home. We are looking for an enthusiastic and suitably qualified speech pathologist to join the dynamic and supportive TTCP team. You will be expected to provide a quality, patient centred service in collaboration with the interdisciplinary team and external service providers. Speech pathologists with a minimum of one year of clinical experience in community or hospital setting with adult experience are encouraged to apply. Opportunities exist to gain experience across a range of clinical caseloads and to contribute to an active teaching and quality improvement program with strong professional support.

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

Note: This is a part-time position at 27.93 hours per week. This position may be required to participate in overtime, on call, and/or rotation roster. The duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position. Other permanent and temporary positions may be filled from this recruitment process. On applying, please provide a CV, response to selection criteria and two written referee reports, selection may be based on written application.

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

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

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

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

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

ACT Health also offers attractive salary packaging arrangements. Many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9,095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the Contact Officer to confirm the position's eligibility for these benefits.

Reimbursement of many relocation costs is available if you are successful and move to Canberra.

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Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only three hours away by road. For more information on our great city and your future, visit:

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

Contact Officer: Jane Lawrence (02) 6207 0658 or Rachel Heatley (02) 6244 3644

**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](mailto:jobs@act.gov.au)**

**Public Advocate**

**Guardian**

**Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 27453)**

Gazetted: 25 February 2016

Closing Date: 3 March 2016

Details: The Public Advocate is seeking applications from suitably qualified and experienced applicants for the position of Guardian. The Guardianship Unit undertakes a statutory guardianship role, including representing the interests of people with impaired decision-making capacity where the Public Advocate is appointed as Guardian.

Eligibility/Other Requirements: Relevant tertiary qualifications and experience in a relevant area are desirable.

Note: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). Selection may be based on applications and referee reports only.

Contact Officer: Pam Jenkins (02) 6207 0707 [pam.jenkins@act.gov.au](mailto:pam.jenkins@act.gov.au)

**ACT Law Courts and Tribunal Administration**

**Corporate and Strategic Services**

**Corporate Information and Systems**

**Training and Senior Support Officer**

**Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 35352)**

Gazetted: 25 February 2016

Closing Date: 10 March 2016

Details: The ACT Law Courts and Tribunal is seeking a Training and Senior Support Officer on a permanent basis. As the training officer you will be responsible for the designing, developing and facilitating training in the use of Information, Communications and Technology (ICT) business systems, including the implementation of the new Integrated Court Management System (ICMS), to the Law Courts and Tribunal (LCT) Administration and key stakeholders. You will be required to identify training needs through a skills assessment and training needs analysis of LCT users. Develop training and support programs to ensure LCT users are provided with appropriate skills and training required for their respective roles. Design training modules and support materials such as handouts, manuals and exercises for induction, operational and project situations that incorporate both business process and system interactions. Plan, prioritise, coordinate, communicate and manage the delivery of all training sessions; evaluate the effectiveness of training programs and learning outcomes and identify risks and issues; and develop and foster effective working relationships with external agencies and key stakeholders. You will also be required to provide support to all LCT administration; in consultation with business areas, design, develop and implement efficient business processes to improve LCT operations through the effective use of information and technology; assist with the efficient operation of the ICMS service desk – provide advice, guidance and support to LCT users on the operation of the ICMS; assist with the testing and implementation of ICMS and future software upgrades; assist with maintaining and updating the Law Courts and Tribunal intranet, including content and usability reviews; assist with a range of complementary projects that support the improvement of LCT operations and implementation of efficient work practices.

Eligibility/Other Requirements: Relevant qualifications and experience in areas applicable to the position would be highly desirable. Certificate IV in Training and Assessment, equivalent qualifications or willingness to obtain such qualifications is highly desirable.

Contact Officer: Gina Forner (02) 6207 3981 [gina.forner@act.gov.au](mailto:gina.forner@act.gov.au)

**ACT Law Courts and Tribunal Administration**

**Corporate and Strategic Services**

**Corporate Information and Systems**

**Senior Support Officer**

**Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 32096)**

Gazetted: 25 February 2016

Closing Date: 10 March 2016

Details: This position is currently operating as a Project Officer for the MAX Replacement Project. As the project is progressively moving into an Operational phase, the ACT Law Courts and Tribunal are now seeking a permanent Senior Support Officer. Under the direction of the ICT Operations Manager, the successful officer will be required to examine user needs in relation to system operations and work with program developers to integrate these needs into Court and Tribunal business systems; develop documentation including Business Requirements documents, concept papers and design specifications; test case preparation for key system integration points, performance testing, security testing and UAT coordination/planning. Assist with effective help desk operations for users of Court and Tribunal technological and business systems; help with the preparation of internal and external statistical requirements; liaise with a range of internal and external stakeholders to deliver projects; undertake other duties as required; and maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Courts and Tribunal business knowledge is essential. Knowledge of the Courts and Tribunal Case Management System would be highly desirable.

Contact Officer: Gina Forner (02) 6207 3981 gina.forner@act.gov.au

### **ACT Emergency Services Agency**

#### **ACT Rural Fire Service**

#### **Operations**

#### **Senior Operations Officer**

#### **Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 04599)**

Gazetted: 01 March 2016

Closing Date: 15 March 2016

Details: The ACT Rural Fire Service (ACTRFS) is seeking applications from motivated people for the position of Senior Operations Officer. Key responsibilities are to assist in the management and coordinating a range of activities associated with the operational requirements of the ACTRFS. The successful applicant is required to coordinate and administer the provision of operations services to ACTRFS members in conjunction with key stakeholders. Manage the performance of human, financial and physical resources for the Remote Area Fire Teams (RAFT), Fire Observation Tower Operations and Air Operations of the ACTRFS. Oversee the management of the ACTRFS communications (Radios, Mobile Data Terminals, Pagers, etc) and reporting (ICON, Australian Incident Reporting System, etc) capabilities. Assist in developing and maintaining professional working partnerships and relationships with all stakeholders, clients and RFS members (both Volunteers and Territory and Municipal Services Directorate employees).

Eligibility/Other Requirements: Demonstrated decision making under the pressure of emergency conditions, with sound knowledge and experience of fire behaviour, fire incident management/control, fire prevention and mitigation strategies, Incident Control Systems and the co-ordination of support to and from other agencies; Current manual driver's licence and preparedness to wear a uniform is essential; Drive 4WD (off road) operational vehicles and travel in light and rotary operational winged aircraft if required. Take part in duty and close call rosters as required. The occupant will be required to undertake the ACTRFS Fitness Assessment and pass at the appropriate level. The occupant of this position will be required to undertake significant parts of the duties outside normal business hours and on weekends; and a high degree of experience and relevant qualifications in the management of aviation resources for fire management and control operations is highly desirable.

Notes: This position is a temporary vacancy available until the end of August 2016 with the possibility of extension.

### **Emergency Services Agency**

#### **ICT Projects**

#### **Project Support Officer**

#### **Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 12161)**

Gazetted: 01 March 2016

Closing Date: 15 March 2016

Details: ICT Projects within the Emergency Services Agency is looking for an enthusiastic, motivated and conscientious person to fill the position of Project Support Officer. The Project Support Officer will be responsible for the providing administrative assistance and support in the delivery of key projects such as the Computer Aided Dispatch System (000) and the Territory Radio Network. The successful applicant must have a demonstrated ability to work within a dynamic team and build strong relationships with key stakeholders. Duties: Under the general direction of the Project Owner: Provide administrative assistance and support to project managers and subject matter experts in the delivery of key projects for the Emergency Services Agency Support various procurement

activities which includes: taking notes/minutes in evaluation and negotiation meetings; coordinate information distribution and demonstrate compliance to the probity guidelines; lodge key documentation to SharePoint; assist in production, updates, and distribution of project documentation and contributes to project issues resolution and escalation; carry out other administrative functions as required and maintain professional and courteous relationship with all the Emergency Services Agency staff/stakeholders; and maintain records in accordance with the *Territory Records Act 2002*.

Note: This is a temporary position commencing ASAP until 28 February 2017.

How to Apply: Candidates should include a supporting statement of no more than two pages outlining experience and/or ability against the above duties. Contact details of at least two referees and a current curriculum vitae (no more than two pages) should also be provided.

Contact Officer: Mark Austin (02) 6205 5292 mark.austin@act.gov.au

### **ACT Emergency Services Agency**

#### **ACT Ambulance Service**

##### **Enter Section**

##### **Chief Officer, ACT Ambulance Service**

**Executive Level 1.3 \$218,514 - \$228,851 depending on current superannuation arrangements, Canberra (PN: E349)**

Gazetted: 26 February 2016

Closing Date: 4 March 2016

Details: The ACT Ambulance Service (ACTAS) is one of Emergency Services Agency's (ESA) four operational services and is responsible for providing emergency and non-emergency ambulance services to the ACT community. ACTAS, in partnership with the Ambulance Service of NSW, also provides aero-medical rescue and retrieval services to the ACT and south eastern New South Wales. The role is responsible for strategically leading ACTAS to deliver responsive, contemporary and efficient services.

The position reports directly to the Commissioner of the ACT Emergency Services Agency and contributes as part of a unified executive team that supports collaborative management and cohesive operations across four operational services. Politically astute, you enjoy creating positive environments that encourage dedication to delivering high standards of service and new ways of thinking. It will play to your strengths in communication, resilience, diplomacy and change management and will provide you with the forum to contribute to the organisation's next level of success.

For further information and to apply visit current opportunities at [www.rosemaryhardham.com.au](http://www.rosemaryhardham.com.au) or contact Rosemary Hardham on (03) 8648 6552.

Remuneration: The position attracts a remuneration package ranging from \$218,514 to \$228,851, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$172,285.

Contract: The successful applicant will be engaged under a performance based contract for up to five years.

Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Rosemary Hardham (02) 8648 6552

### **ACT Emergency Services Agency**

#### **ACT Rural Fire Service**

##### **Enter Section**

##### **Chief Officer, ACT Rural Fire Service**

**Executive Level 1.1 \$186,178 - \$194,751 depending on current superannuation arrangements, Canberra (PN: E575)**

Gazetted: 26 February 2016

Closing Date: 4 March 2016

Details: The ACT Rural Fire Service (ACTRFS) manages rural fires in the ACT and works closely with the community and the ACT Government to deliver a range of initiatives aimed at better preparing the community and local agencies for various emergency events.

The role is responsible for leading a large volunteer workforce, managing bushfire operations and implementing the Strategic Bushfire Management Plan.

The position reports directly to the Commissioner of the ACT Emergency Services Agency and contribute as part of a unified executive team that supports collaborative management and cohesive operations across four operational services. Politically astute, you enjoy creating positive environments that encourage dedication to delivering high

standards of service and new ways of thinking. It will play to your strengths in communication, resilience, diplomacy and change management and will provide you with the forum to contribute to the organisation's next level of success.

For further information and to apply visit current opportunities at [www.rosemaryhardham.com.au](http://www.rosemaryhardham.com.au) or contact Rosemary Hardham on (03) 8648 6552.

Remuneration: The position attracts a remuneration package ranging from \$186,178 to \$194,751, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$142,889.

Contract: The successful applicant will be engaged under a performance based contract for up to five years.

Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Rosemary Hardham (02) 8648 6552

## **Corporate**

### **ICT Programs and Project Delivery**

#### **ICT Portfolio Manager**

##### **Senior Officer Grade B \$113,150 - \$127,379, Canberra (PN: 36100, several)**

Gazetted: 01 March 2016

Closing Date: 14 March 2016

Details: A great opportunity exists for motivated and experienced IT professionals. The successful applicant will plan, direct and coordinate the activities required to manage and implement ICT programs and projects within the Justice and Community Safety Directorate (JACSD) in support of business sponsors. Some of these key initiatives are outlined in the 2014/15 and 2015/16 budget papers. JACSD has a large number of government and business critical systems. The larger areas within the JACSD portfolio with significant ICT footprint include: ACT Law Courts and Tribunals, Emergency Services Agency and ACT Corrective Services. There are also a range of systems to which support provision of legal services, policy development and legislation drafting and publishing and statutory agencies' client case management.

Eligibility/Other Requirements: Relevant Tertiary/Educational Qualifications are highly desirable. In addition to Project/Program Management, some experience in Enterprise Architecture and/or Application Portfolio Management would be of benefit. Educational and professional qualifications checks may be undertaken prior to employment. The possession of, or the ability to attain, a Baseline security clearance is a requirement.

Note: Business and technical referees will be requested. There are two temporary positions one is available until 30 June 2017 and the other is available until 1 August 2016 both with a possibility of extension. Applicants should submit a two page expression of interest.

Applications should be sent directly to the contact officer.

Contact Officer: Melissa Tierney (02) 6205 3196 [melissa.tierney@act.gov.au](mailto:melissa.tierney@act.gov.au)

## **Territory and Municipal Services**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

### **Infrastructure, Roads and Public Transport**

#### **Roads ACT**

##### **Strategic Planning and Development**

##### **Senior Strategic Asset Management Engineer**

##### **Infrastructure Officer 3 \$96,296 - \$105,707, Canberra (PN: 27715)**

Gazetted: 01 March 2016

Closing Date: 15 March 2016

Details: Roads ACT is seeking a motivated, suitably experienced Road Engineer to join the Strategic Planning and Development team. The team is responsible for asset management of roads and associated infrastructure. Preparation of asset management plans, service level and design standards, contract management and assistance in capital works development.

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: Tertiary qualifications as a Civil Engineer with experience in the roads industry. Australian Class C driver's licence is essential.

Note: Selection may be made on application and referee support only.

Contact Officer: Karl Cloos (02) 6207 6871 karl.cloos@act.gov.au

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

## **Parks and Territory Services**

### **Parks and Conservation Service**

#### **Urban Reserves**

#### **Environmental Offsets Implementation Coordinator**

#### **Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 35861)**

Gazetted: 25 February 2016

Closing Date: 15 March 2016

Details: The Parks and Conservation Service (PCS) is a Branch within the Parks and City Services Division and is responsible for the planning and management of parks and reserves and the public domain. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and maintains the look of the city and its environments. As a Environmental Offsets Implementation Coordinator, we are seeking a highly motivated self-driven senior professional officer to provide direction and coordination in implementing a range of natural and cultural resource management programs associated with the delivery of environmental offsets.

Eligibility/Other Requirements: This position is classified as a Designated Fire Position under the TAMS Collective Agreement. Applicants must be willing and physically capable to undertake incident management duties, including participation in fire standby, fire suppression and fire training, work at any location throughout the reserve estate, wear a uniform and hold Manual driver's licence is essential. Relevant Tertiary qualifications in Natural and Cultural Resource Management/Park Management; or proven and extensive land management experience.

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

Contact Officer: Stuart Jeffress (02) 6205 2881 stuart.jeffress@act.gov.au

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

## **Parks and Territory Services**

### **Parks and Conservation Service**

#### **National Parks and Catchments**

#### **Area Manager - Tidbinbilla Nature Reserve**

#### **Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 14956)**

Gazetted: 02 March 2016

Closing Date: 16 March 2016

Details: The 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. Tidbinbilla Nature Reserve is an iconic nature based destination offering opportunities to inspire, connect and encounter nature. An exciting opportunity is available to shape and mould the future direction of our visitor experiences portfolio. As Area Manager we are seeking a highly motivated self-driven Senior Officer to provide strategic coordination in implementing a range of natural and cultural resource management programs. As an effective leader with advanced interpersonal skills, you will enjoy the outcome based nature of this pivotal role. Your skills and experiences gained from operating in a nature based tourism environment will compliment the vision and future direction of Tidbinbilla.

Eligibility/Other Requirements: Relevant Tertiary qualifications in Natural and Cultural Resource Management or proven land management experience coupled with the delivery of high quality visitor experiences in a nature based environment is desirable. 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.

Contact Officer: Brett McNamara (02) 6207 2904 [brett.mcnamara@act.gov.au](mailto: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.

## **Parks and Territory Services**

### **ACT Parks and Conservation Service**

#### **Various Locations**

#### **Parks and Conservation Field Officers**

#### **General Service Officer Level 5/6 \$49,918 - \$54,936, Canberra (PN: 40967, several)**

Gazetted: 25 February 2016

Closing Date: 20 March 2016

Details: ACT Parks and Conservation Service is responsible for planning and conservation management of national parks and nature reserves. We protect and conserve the natural resources of the ACT and promote the appropriate recreational uses of our conservation estate. As a highly motivated Field Officer (GSO 5/6) you will assist in the conservation of the natural and cultural values across the Park Service, you will provide a role in fire management, along with the implementation of vertebrate pest and weed control programs. You will also assist with visitor facilities maintenance and undertake general repairs and maintenance.

Eligibility/Other Requirements: All applicants are required to address the Selection Criteria as well as provide an updated curriculum vitae. All applicants must submit two written referee reports. Applicants must be willing and physically capable to undertake incident management duties, including participation in fire standby, fire suppression and fire training. A Joint Selection Committee established in accordance with the certified agreement will assess all applications. All applicants are required to hold a current driver's licence. Applicants would be expected to communicate effectively with park visitors and wear a uniform and undergo regular structured training. Note that these positions are Designated Fire Positions and all shortlisted applicants must successfully complete pre-employment medical and physical tests including the National Fire Fitness Assessment.

Note: Vacancies exist at various worksites across the ACT. This recruitment process will also be used to create an Order of Merit which will be used to fill permanent, fixed term (between one and five years duration) and temporary (up to 12 months) employment in like positions. 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.

Contact Officer: Brett McNamara (02) 6207 2904 [brett.mcnamara@act.gov.au](mailto:brett.mcnamara@act.gov.au)

## **APPOINTMENTS**

### **Chief Minister, Treasury and Economic Development**

#### **Administrative Services Officer Class 5 \$70,844 - \$74,989**

Georgia Junakovic 835-68493, Section 68(1), 29 February 2016

#### **Administrative Services Officer Class 5 \$70,844 - \$74,989**

Maddison Jane Loft 848-64227, Section 68(1), 7 March 2016

#### **Senior Officer Grade C \$96,073 - \$103,416**

Alan Maskell 848-63814, Section 68(1), 7 March 2016

### **Community Services**

#### **Professional Officer Class 2 \$76,337 - \$87,366**

Suzanne Hides 848-64366, Section 68(1), 29 February 2016

### **Education**

#### **Classroom Teacher \$59,790.00 - \$94,517.00**

Williams Noel Sheppard, 843-39924 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Emma Kate Bebendorf 835-28598 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Lauren Patricia Rourke 843-42816 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Catherine Leigh Manners 843-37881 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Jamie-Lee Wendy Burgess 843-50306 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Sarah Louise Keegan 843-46235 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Zachary James Todd 843-52272 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Veronica Lydia Wootten 843-38083 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Stephen Geoffrey Ford 818-01685 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Tracy Hennessey 835-45451 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Emma Sophia Sutherland 835-45478 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Daniel Chidubem Ikekwere 835-45654 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Erin Grace Clarke 843-28432 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Emma-Kate Michelle Potter 843-34701 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Benjamin Samuel Crossman 843-50330 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Katelyn Coral Lindsay 843-54665 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Annette Jane Schubert 835-32984 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Mostyn Neil Gale 843-26728 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Elinor Louise Archer 843-41442 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**



Lillian Sarah Green 843-41506 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Jacinta Heather 843-40845 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Tammi Joy Beardmore 835-42250 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Samuel Francis Bird 843-26138 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Megan Elizabeth Ryan 843-53494 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Nadia Suzanne McCallum 843-55174 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Mandy Caroline Nye 835-25960 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Joanne Lesley Kirchner 843-41776 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Eric Thomas Woodward 835-45566 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Sanjeshni Sangreeta Singh 798-39991 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Natalia Elisabeth Pelle 843-53523 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Katy Margaret Ryan 843-40618 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Nicola Louise Newton 835-27552 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Cheryl Lee Walker 843-43229 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Katherine Louise Kanowski 835-28184 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Caroline Cooper 835-33848 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Yara Jerious 843-33602 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Lauren Joy Kirkland 843-38040 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

David Russell McGibbon 843-40802 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Donna Maree Briggs 843-43309 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Jamie-Lee Wendy Burgess, 843-50306 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Kathryn Jeannine Shaw 843-44758 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Luke Ashley Ryan 843-53515 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Emily Charlotte Fisher 843-37240 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Holly-Maree Ann Trindall 835-27990 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Benjamin Cook 843-45953 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Rebecca Elizabeth Baxter 843-46550 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Alannah Rei Castledine 843-31113 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Rachel Louise Dunlop 843-57727(68)1, 3 February 2016

**Senior School Psychologist \$118,049**

Beth Rosina Matters 843-54331 (68)1, 27 January 2016

**School Psychologist \$72,100 - \$103,481**

Stephanie Hawke 843-45603 (68)1, 27 January 2016

**School Psychologist \$72,107 - \$103,481**

Shu Shuean Carina Li 843-54999 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Catherine Elizabeth Duke 824-59041 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Farleigh Eldene Jay-Daniel 824-59244 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Andrea Kemp 835-24933 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Rebecca Ann Lee 835-44635 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Kylie Ann Watson 835-44926 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Reece Jarad Cheater 843-40925 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Rebecca Jane Tedeschi 843-40765 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Anna Marice Porter 843-32861 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Stephney Ann Tyler 843-36731 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Elise Michelle Meredith 843-41717 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Erin Louise Salleo 843-49655 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Emily Rowan Meagher 843-54964 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Kimberley Suzanne Steele 843-36782 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Alison Handley 843-39940 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Georgette Marie Green 843-49161 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Gina Margaret Harrop 817-96273 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Cathryn Elizabeth Matto 835-26381 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Dorothy Spence Peisley 843-33039 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Emily Kate Gregory 843-53013 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Emily Frances Ransom 843-52141 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Jessica Marian Dixon 843-37857 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Rowena Clare Van Ballegooyen 835-37267 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Amy Louise Diggelmann 835-44387 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Catherine Ann Piper 835-39326 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Lauren Honorah Griep 843-52846 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Hannah Louise Palise 824-53264 (68)1, 27 January 2016

**Classroom Teacher \$59,790 - \$94,517**

Elissa Kate Sharpe 843-35202 (68)1, 27 January 2016

**Health**

**Health Professional Level 2 \$59,085 - \$81,111**

Sonia Bishop 847-27206, Section 68(1), 25 February 2016

**Health Professional Level 2 \$59,085 - \$81,111**

Julie Estacio 844-33013, Section 68(1), 24 February 2016

**Administrative Services Officer Class 3 \$57,417 - \$61,793**

Hayley Foscarini 843-89577, Section 68(1), 24 February 2016

**Senior Officer Grade B \$113,150 - \$127,379**

Christine Jeffrey 836-05311, Section 68(1), 14 March 2016

**Justice and Community Safety**

**Health Professional Level 2 \$59,085 - \$81,111**

Samantha Goldrick 845-20950, Section 68(1), 3 March 2016

**Health Professional Level 2 \$59,085 - \$81,111**

Jennifer Stein 846-85544, Section 68(1), 1 March 2016

**Territory and Municipal Services**

**Administrative Services Officer Class 3 \$57,417 - \$61,793**

Ambareen Alam 836-06920, Section 68(1), 29 February 2016

**Bus Operator - Training \$63,319**

Jason Cannon 848-63830, Section 68(1), 26 February 2016

**Bus Operator - Training \$63,319**

Robert Cockburn 848-63822, Section 68(1), 26 February 2016

**Bus Operator - Training \$63,319**

Edwin Dwyer 848-63742, Section 68(1), 26 February 2016

**Bus Operator - Training \$63,319**

Anthony Pringle 847-05525, Section 68(1), 26 February 2016

**Bus Operator - Training \$63,319**

Phillip Schmedding 847-05568, Section 68(1), 26 February 2016

**Bus Operator - Training \$63,319**

Sandeep Sharma 848-63777, Section 68(1), 26 February 2016

**Professional Officer Class 1 \$53,897 - \$74,731**

Megan Taylor 847-05023, Section 68(1), 24 February 2016

## TRANSFERS

### Chief Minister, Treasury and Economic Development

**Justine Spina: 740-96818**

From: Senior Officer Grade A \$131,412

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade A \$131,412

Chief Minister, Treasury and Economic Development, Canberra (PN. 00783) (Gazetted 16 December 2015)

### Health

**Rachael McMahon: 780-55175**

From: Health Professional Level 4 \$96,073 - \$103,416

Health

To: Health Professional Level 4 \$96,073 - \$103,416

Health, Canberra (PN. 27001) (Gazetted 3 December 2015)

## PROMOTIONS

### Chief Minister, Treasury and Economic Development

**Access Canberra**

**Customer Coordination**

**Applications and Approvals**

**Sophie Anne Bell: 836-11367**

From: Administrative Services Officer Class 2 \$50,676 - \$55,957

Access Canberra

To: †Administrative Services Officer Class 3 \$57,417 - \$61,793

Chief Minister, Treasury and Economic Development, Canberra (PN. 18441) (Gazetted 21 December 2015)

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

**Economic Development**

**ACT Property Group**

**Business Support**

**Elizabeth Kooymans: 835-67394**

From: Administrative Services Officer Class 4 \$63,744 - \$69,022

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$70,844 - \$74,989

Chief Minister, Treasury and Economic Development, Canberra (PN. 24432) (Gazetted 6 January 2016)

**Revenue Management**

**Compliance, Investigations and Awareness**

**Emily Modesti: 846-90802**

From: Administrative Services Officer Class 3 \$57,417 - \$61,793

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$63,744 - \$69,022

Chief Minister, Treasury and Economic Development, Canberra (PN. 05767) (Gazetted 21 January 2016)

### Education

**Education Strategy**

**Student Engagement**

**Disability Education**

**James Malone: 835-24132**

From: School Leader C \$109,084  
Education

To: School Leader B \$127,012  
Education, Canberra (PN. 09542) (Gazetted 4 December 2015)

**Education Strategy**

**Student Engagement**

**Disability Education**

**Melinda Howard: 744-98972**

From: School Leader C \$109,084  
Education

To: School Leader B \$127,012  
Education, Canberra (PN. 04093) (Gazetted 4 December 2015)

**Health**

**Canberra Hospital and Health Services**

**Deputy Director General - Canberra Hospital and Health Services**

**Sarah Vest: 820-96543**

From: Administrative Services Officer Class 5 \$70,844 - \$74,989  
Health

To: Administrative Services Officer Class 6 \$76,337 - \$87,366  
Health, Canberra (PN. 30827) (Gazetted 14 January 2016)

**Justice and Community Safety**

**ACT Government Solicitor**

**Executive**

**Eleanor Hense: 844-75539**

From: Administrative Services Officer Class 2 \$50,676 - \$55,957  
Justice and Community Safety

To: Administrative Services Officer Class 3 \$57,417 - \$61,793  
Justice and Community Safety, Canberra (PN. 18366) (Gazetted 10 February 2015)