



ACT Government Gazette

Gazetted Notices for the week beginning 28 September 2017

VACANCIES

ACT Audit Office

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

Performance Audits

Audit Manager

Audit Band 2 - Audit Manager \$103,575 - \$111,677, Canberra (PN: 42801)

Gazetted: 04 October 2017

Closing Date: 18 October 2017

Details: The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory. To achieve this the Audit Office undertakes a range of activities, which includes conducting performance audits and financial statement audits and considering public interest disclosures received under the *Public Interest Disclosure Act 2012*. The Audit Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. The Audit Office is seeking an Audit Manager with the highest levels of personal integrity and excellent analytical, research, investigatory, communication and interpersonal skills. Join our team today for a rewarding career.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. All applicants must be fluent in English. As the position is a Designated Security Assessed Position (DSAP)/Position of Trust (PoTs), the successful candidate will need to have a Baseline security clearance and therefore undergo a security clearance process, managed by the Australian Government Security Vetting Agency. If a security clearance is not able to be secured employment will be terminated. Further information may be obtained from the contact officer.

Contact Officer: Hayley Tonkin (02) 6205 1097 hayley.tonkin@act.gov.au

Calvary Health Care ACT (Public)

Woman and Infants

Obstetrics and Gynaecology

Staff Specialist

Staff Specialist Band 1 - Staff Specialist Band 5 \$164,470 - \$202,960, Canberra (PN: CAL_Staffs)

Gazetted: 28 September 2017

Closing Date: 13 October 2017

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

Reference Number: 15819

Contact Officer: Gaylene Findlay (02) 6264 7129 gaylene.findlay@calvary-act.com.au

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

Medical

Emergency Department

Registrar

Registrar 1 - Senior Registrar \$98,704 - \$138,667, Canberra (PN: CAL_ED)

Gazetted: 03 October 2017

Closing Date: 11 October 2017

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

Reference Number: 15910

Contact Officer: Dr John Gardiner or Dr Rajan Raghupati john.gardiner@calvary-act.com.au,

rajan.raghupati@calvary-act.com.au

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

People and Organisational Development

Learning and Development

Learning and Development Consultant

Administrative Services Officer 6.5 \$91,356, Canberra (PN: CAL_LDC)

Gazetted: 03 October 2017

Closing Date: 8 October 2017

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

Reference Number: 15919

Contact Officer: Kylee Gardiner (02) 6264 7262 kylee.gardiner@calvary-act.com.au

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

Maternity

Birth Suite

Registered Midwife Level 2

Registered Nurse Level 2 Year 1 \$88,249, Canberra (PN: CAL_RM)

Gazetted: 03 October 2017

Closing Date: 20 October 2017

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

Reference Number: 15870

Contact Officer: Michelle Thinius (02) 6201 6921 Michelle.Thinius@calvary-act.com.au

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

Chief Minister, Treasury and Economic Development

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

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

Procurement, Property and Venues

Venues Canberra

National Arboretum Canberra

Events Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 18557)

Gazetted: 29 September 2017

Closing Date: 13 October 2017

Details: The National Arboretum Canberra is looking for a motivated and skilled Events Officer to coordinate all event based activities held at the National Arboretum Canberra; liaise with onsite contractors to approve venue hire and function bookings; liaise with event managers and relevant stakeholders; prepare event proposals, briefing materials, risk assessments and production schedules with approved budgets; and organise the logistics supply and delivery of events including the production of material such as signage and promotional material. The Events officer is a critical member of the Visitor Services and Business Development team at the Arboretum.

Eligibility/Other Requirements: The applicant must be available to work after-hours and on weekends when required. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Scott Saddler (02) 6205 5082 scott.saddler@act.gov.au

**Access Canberra, Projects Governance and Support
Projects and ICT**

Records

Project Lead

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 39310)

Gazetted: 28 September 2017

Closing Date: 12 October 2017

Details: Access Canberra is working to set a new benchmark for service delivery in the ACT and is changing the way we do business, for the better! To support this objective the foundations of Access Canberra's records management will need to be both robust and flexible to meet the needs of the organisation into the future; and we're about to kick off a project that will help get us there. We are looking for a person who wants to "make things better", is interested in leading change and who is not afraid to use technology to make processes easier for our customers and our teams. Access Canberra has adopted activity based working (ABW) and we are looking for a capable project lead who will be comfortable getting out and about, is willing to engage and collaborate with our teams- wherever they are working and has the ability to adapt and respond to opportunities or risks as they arise. If you can tell the difference between objectives and outcomes; can analyse business needs and recommend solutions; understand the importance of clear communication and networking in change management; are proactive, organised and able to manage a scope of works that will assist Access Canberra to become a digital first, paperless workplace; have the skills, determination and passion to take a lead role in a project that will deliver significant benefit to the organisation; and are excited by the opportunity to make things measurably better then this is a great opportunity for you.

Eligibility/Other Requirements: Experience in Projects or Systems Administration or Records Management is highly desirable.

Note: This is a temporary position available for 18 months.

How to apply: Tell us all about yourself and why you would be the perfect candidate for the job by including a statement of no more than two pages addressing the attached selection criteria, a current curriculum vitae and contact details for at least two referees.

Contact Officer: Hollie Hughes (02) 6205 2536 hollie.hughes@act.gov.au

**Access Canberra, Projects Governance and Support
Projects and ICT**

Records

Senior Records Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 39309)

Gazetted: 28 September 2017

Closing Date: 12 October 2017

Details: Access Canberra is working to set a new benchmark for service delivery in the ACT and is changing the way we do business, for the better! To support this objective the foundations of Access Canberra's records management needs to be both robust and flexible if it is to meet the needs of the organisation into the future. With that in mind, we are looking for a person who understands that records management provides the platform on which the successful delivery of all of Access Canberra's functions and responsibilities is built. On a daily basis, our teams rely on records, and the ability to refer to recall and refer to records, to inform decision making and approaches for service delivery. The variety of services and functions provided by our teams is reflected in the various ways in which our teams have administered their records to date and our Senior Records and Systems Officer will need to be able to adapt their communication and approach to support and lead the organisation to improve its records management practices. Access Canberra has adopted activity based working (ABW) and applicants for this position will be comfortable getting out and about and working with our teams, in whichever location they operate, to solve their records management issues. If you are an organised dynamic individual who is able to look beyond the traditional approach to records management to see what might be and help us on our journey to establish a digital first, paperless environment; understand the value excellent customer service, clear communication and networking plays in building goodwill and credibility across stakeholder groups; understand the importance of records management and the benefits that might be obtained from applying a more

contemporary approach; have a keen interest in systems administration and technical support; are interested in managing a small operational team, then this is a great opportunity for you.

Eligibility/Other Requirements: Experience in EDRMS Systems Administration and Records Management is highly desirable.

Note: This is a temporary position available for 18 months.

How to apply: Tell us all about yourself and why you would be the perfect candidate for the job by including a statement of no more than two pages addressing the attached selection criteria, a current curriculum vitae and contact details for at least two referees.

Contact Officer: Hollie Hughes (02) 6205 2536 hollie.hughes@act.gov.au

Access Canberra, Projects Governance and Support

Projects and ICT

Records

Records and Systems Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 04281)

Gazetted: 28 September 2017

Closing Date: 12 October 2017

Details: Access Canberra is working to set a new benchmark for service delivery in the ACT and is changing the way we do business, for the better! To support this objective we're doing some work to ensure the foundations of our records management are robust though flexible enough to meet the needs of the organisation into the future.

With that in mind, the Access Canberra Records Management Team is looking for a person who is not afraid to use technology to make things easier, loves to fix problems before they occur and enjoys the challenge inherent in system based problem solving and the delivery of records management advice and support to Access Canberra Teams. Access Canberra has adopted activity based working (ABW) and applicants for this role will be comfortable getting out and about to get to know the teams we support, wherever they are working. If you understand why customer service is a big part of providing credible and valued support; are an organised and dynamic individual who enjoys working with technology to solve business problems; are interested in systems administration and technical support; are excited by the opportunity to participate in change and help us on our journey to create a digital first, paperless environment; understand the importance of records management but would like to see a more contemporary approach applied, then this is a great opportunity for you.

Eligibility/Other Requirements: Experience in Electronic document and records management system (EDRMS) Systems Administration and Records Management is highly desirable.

How to apply: Applications are to be a statement of no more than two pages addressing the attached selection criteria, a current curriculum vitae and contact details for at least two referees.

Contact Officer: Hollie Hughes (02) 6205 2536 hollie.hughes@act.gov.au

Access Canberra, Projects Governance and Support

Projects and ICT

Records

Project Officer

Administrative Services Officer Class 5 \$74,081 - \$74,081, Canberra (PN: 39311)

Gazetted: 28 September 2017

Closing Date: 12 October 2017

Details: Access Canberra is working to set a new benchmark for service delivery in the ACT and is changing the way we do business, for the better! To support this objective the foundations of our records management will need to be both robust and flexible to meet the needs of the organisation into the future and we're about to kick off a project that will help get us there. To that end we are putting the call out for a Project Officer to join the Records Management Team in Access Canberra. This team is taking up the challenge of a significant scope of works directed towards seeing Access Canberra take those steps necessary to become a digital first and paperless working environment. This is an ideal role for a person who wants to develop their knowledge of project management and is excited by the opportunity to work with a number of Access Canberra's teams, who are responsible for a very diverse range of functions, to improve the way in which they go about their work. Access Canberra has adopted activity based working (ABW) and anyone applying for this role will need to be comfortable getting out and about to meet and collaborate with our teams, wherever they are working. If you: are interested in working as a member of a small project team that will work to achieve significant organisational objectives; are

proactive, organised, dependable and able to adjust the focus of your work to meet shifts in priority; understand how customer service and clear communication from a project team supports change management processes have an appreciation of the importance of records in the context of government but believe traditional records management approaches can be improved; are excited by the opportunity to work with Access Canberra's teams to make things better for our customers, then this is a great opportunity for you.

Eligibility/Other Requirements: Experience in Projects or Systems Administration or Records Management is highly desirable.

Note: This is a temporary position available for 18 months.

How to apply: Tell us all about yourself and why you would be the perfect candidate for the job by including a statement of no more than two pages addressing the attached selection criteria, a current curriculum vitae and contact details for at least two referees.

Contact Officer: Hollie Hughes (02) 6205 2536 hollie.hughes@act.gov.au

Shared Services ICT

Strategic Business

Executive Unit

Executive Assistant

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 24711)

Gazetted: 04 October 2017

Closing Date: 11 October 2017

Details: The Executive Assistant, to the Director of Strategic Business Shared Services Information Communications Technology (ICT) will manage the Directors schedule, the smooth operation of the Strategic Business Branch, and maintain efficient and effective office systems while demonstrating high quality customer service. The position requires the exercise of sound judgement, flexibility, tact and discretion. A commitment to ensuring that the Branch performs to the highest standard is essential. This position reports to both the Director of Strategic Business, and the Executive Officer SSICT.

Eligibility/Other Requirements: Previous experience as an Executive Assistant would be highly regarded.

How to Apply: Applications are sought from potential candidates and should include a response to the selection criteria, a current Curriculum Vitae and contact details of at least two referees.

Contact Officer: Fay Prowse (02) 6207 8107 fay.prowse@act.gov.au

Shared Services

HR Finance and Payroll

Payroll Services

Payroll Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 09344, several)

Gazetted: 04 October 2017

Closing Date: 11 October 2017

Details: Payroll Services is seeking highly motivated payroll officers to contribute to the effectiveness of customer focussed teams responsible for administering payroll services to the ACT Government. The role is responsible for payroll processing, with responsibility for interpretation and application of ACTPS classification based Enterprise Agreements, and associated ACTPS policies. Additionally, you will be required to contribute to a high performing and cohesive team, including ensuring effective team communications in a dynamic and fast paced work environment. The role also requires well developed communication skills to manage complex correspondence and the ability to liaise effectively with stakeholders.

Eligibility/Other Requirements: 21 experience is desirable.

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

Selection may be based on application and referee reports only.

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability against the selection criteria and should include at least two referees and a current curriculum vitae.

Contact Officer: Julie Vickery (02) 6205 1471 julie.vickery@act.gov.au

Access Canberra

Licensing and Registrations

Licensing Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 19649, several)

Gazetted: 29 September 2017

Closing Date: 13 October 2017

Details: Have you ever thought about what it would be like to work in an activity based work environment? Have you heard about how Access Canberra is making things easier for business and community and thought that sounded like something you wanted to be a part of? Well, think no more. Access Canberra has some exciting opportunities to be part of the teams that work closely with members of our community and the ACT's vibrant business and community sectors. The Licensing and Registration Division is looking for energetic, results-driven people to undertake licensing and registration functions. You will have excellent communication skills, the ability to make decisions based on relevant policies and legislation, a high work ethic and ability to be flexible and responsive to clients needs. If this sounds like you then we would love to hear about why you would be the best person for the job.

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

How to apply: Simply provide a written response to the selection criteria (no more than three pages), a copy of your CV and two written referee reports. Be sure to show your personality in your application.

Contact Officer: Ben Green (02) 6207 7387 or 0402 612 399 ben.green@act.gov.au

Enterprise Canberra

Innovate Canberra

Study Canberra

Student Ambassador

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: C09836, several)

Gazetted: 04 October 2017

Closing Date: 12 October 2017

Details: Study Canberra is looking to engage a number of current ACT students from tertiary institutions and secondary schools to undertake the exciting role of 'Student Ambassador' for 2018. As a Student Ambassador you will promote Canberra as a great place to study and live by sharing your own experiences with prospective students at various events, including Tertiary Open Day, student welcome events, Orientation Week and exhibitions. Study Canberra is looking for students who are passionate about Canberra, excellent communicators, well presented, social media savvy and exhibit strong customer service skills. Recruitment for the Student Ambassador Program is competitive and there are limited number of positions available. Students will be recruited from a variety of backgrounds and student experiences, representing the diverse range of academic disciplines taught by institutions in Canberra. The ACTPS is committed to building a culturally diverse workforce and an inclusive workplace. One of the Student Ambassador Positions is identified for an Aboriginal and/or Torres Strait Islander and/or person with disability.

Eligibility/Other Requirements: Current and former Study Canberra Student Ambassadors are ineligible to apply.

Applicants must be:

Over 18 years of age;

Enrolled at an ACT school or institution for the duration of 2017; and

Enrolled at an ACT school or institution undertaking either an ACT Senior Secondary Certificate; an advanced diploma; undergraduate (Bachelor) degree; or a Graduate (Grad Dip / Masters/ MPhil/ PhD) program for the entire 2018 academic year.

Desirable Criteria

Grade Point Average (GPA) of 5 (or equivalent) across all courses completed in 2017;

Experience in cross cultural communication and/or communication with people from diverse backgrounds; and Public speaking, social media and second language skills will be highly regarded.

Note: These casual positions are available for a 12 month period commencing 28 January 2018. This role will require occasional work outside of regular hours including evenings and weekends.

General enquiries can be directed to Justin Keevers by email justin.keevers@act.gov.au (email monitored between 9:00am and 5:00pm weekdays) or by phoning 0438 055 787.

Applications which do not address the selection criteria will not be considered.

Contact Officer: Justin Keevers 0438 055 787 justin.keevers@act.gov.au

Information and Communication Technology

Shared Services ICT

Business Application Management Branch

Senior ICT Manager, CIT - (Canberra Institute of Technology)

Senior Officer Grade A \$137,415, Canberra (PN: 27630)

Gazetted: 03 October 2017

Closing Date: 17 October 2017

Details: We are seeking a self-driven person with broad technology knowledge and skills - including good knowledge of contemporary technology including cloud, ICT security, and the various "as a service" initiatives streaming through the industry. You need to be able to effectively lead a technologically diverse team, engage broadly across all stakeholders, can think on your feet, and work well under pressure. To succeed, you need to understand how organisations operate, and understand Government process. As a key issues-escalation point, you need to get problems fixed through people who don't report directly to you. You will need to understand program and project management frameworks and enterprise architecture along with ITIL and general ICT Management. More than a broker; we are after a true partner. Somebody who can own problems and solutions, and help organisations grow and adapt to continually changing environments.

How to Apply: If you fit most of what we have said, apply. We are after the story of you in two to three pages – conciseness and good writing is valued in this role. Put your best experiences forward.

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

Contact Officer: Michael McGurgan (02) 6207 6169 michael.mcgurgan@act.gov.au

Shared Services

Shared Services ICT

Business Applications and Management

Technical Development Manager

Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 31032)

Gazetted: 04 October 2017

Closing Date: 11 October 2017

Details: The Technical Development Manager leads development and testing (unit/integration) of contemporary software applications/services using the Microsoft technology stack. Strong knowledge and skills in ASP.NET (MVC), C#, javascript frameworks (Bootstrap, AngularJS), SQL Server and SQL Server Reporting Services is required as well as knowledge and experience in Microsoft Team Foundation Server and Visual Studio is desirable. This role also undertakes Scrum Master functions and works collaboratively with the teams to ensure software development and delivery adhere to standard SDLC and ITIL processes.

Eligibility/Other Requirements: The possession of, or the ability to attain a baseline security clearance is a requirement.

Contact Officer: Dean Conway (02) 6205 2485 dean.conway@act.gov.au

Community Services

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

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

Coordinator General for Family Safety

Safer Families

Policy Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37262)

Gazetted: 04 October 2017

Closing Date: 25 October 2017

Details: The Office of Coordinator General for Family Safety is seeking applications for the position of Policy Officer. The successful candidate, under guidance of the Senior Manager will undertake more complex research

and policy work in relation to family violence issues, process and programs. The successful applicant will also be required to prepare related reports, submissions and correspondence and develop and manage policy and development projects. A large part of this role will require the successful applicant to represent the Office in its dealings with other agencies and stakeholders, undertake consultation within a multi-stakeholder environment and assist with the operations of the Office. They should have integrity, a high level of judgement and discretion and an attention to detail and accuracy in every task. Strong interpersonal skills, resilience, and flexibility are key to the role. The successful applicant will need to maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: An understanding of the nature of family violence is highly desirable.

Contact Officer: Madelon Rosenberg (02) 6205 3310 madelon.rosenberg@act.gov.au

Inclusion and Participation

Community Services Industry Relationship and Reform

Service Funding Support

Senior Contract Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 10685)

Gazetted: 04 October 2017

Closing Date: 18 October 2017

Details: The Inclusion and Participation Division is seeking a highly motivated Senior Contract Officer to join the Service Funding Support unit within the Community Services Industry Relationships and Reform team. The Community Services, Industry Relationships and Reform team is responsible for supporting the Community Services Directorate to advance work on the Community Sector Industry Strategy, policy reforms and building the capacity and capability of community partners. The Senior Contract Officer is responsible for undertaking a range of activities that support the Directorate's contracts and/or community grants schemes including maintaining, analysing and reporting on individual contracts. This position requires a motivated individual that has experience administering contracts, providing procurement advice and an ability to communicate effectively. The successful candidate will report to the Service Funding Support Manager.

Contact Officer: Jancye Winter (02) 6207 0038 jancye.winter@act.gov.au

Office of the Director-General

Quality, Complaints and Regulation

Quality Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 39307, several)

Gazetted: 29 September 2017

Closing Date: 13 October 2017

Details: Quality, Complaints and Regulation (QCR) branch provides quality analysis, internal complaints management, functions of the Office of the Human Services Registrar, Secretariat support for the ACT Children and Young People Death Review Committee and the ACT Child and Youth Protection Quality Assurance and Improvement Committee. QCR is accountable for developing, implementing and reviewing quality and regulatory policy to support the implementation of quality and complaints management and oversight, including regulation; fulfilling operational, policy and strategic roles. This involves: developing policy and processes that effectively underpin registration and ongoing responsive regulation of community service providers without imposing a disproportionate burden on providers; a framework for ongoing oversight, including a complaints investigation system with a reporting system for the Community Services Directorate (CSD) and for providers; and ongoing analysis of information gained from all aspects of the work for lessons to be disseminated to CSD business units and providers. QCR has an advisory role, both internally and externally. Internally, it provides briefings to the Director-General and Executive Directors as well as makes recommendations to ensure that best practice is maintained and oversight findings are used to inform broader policy and strategy within CSD. Externally, it develops and provides written advice and guidance to providers to assist them to understand and comply with regulation. QCR supports Ministers in their roles in the community, Legislative Assembly and Commonwealth/State forums, developing government strategies and actions to protect the interests of stakeholders (clients, government, community, service providers) by implementing regulatory and compliance frameworks to ensure services are well-managed, well-governed and provided in an equitable and transparent way to achieve CSD's strategic directions. The position will contribute to achieving QCR outcomes.

Eligibility/Other Requirements: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804
Note: These are temporary positions available until 30 June 2018 with the possibility of extension.
Contact Officer: Michelle Waterford (02) 6205 9104 michelle.waterford@act.gov.au

Coordinator General for Family Safety

Senior Manager

Senior Officer Grade A \$137,415, Canberra (PN: 38077)

Gazetted: 04 October 2017

Closing Date: 18 October 2017

Details: The Office of Coordinator General for Family Safety is seeking applications for the position of Manager. Under the broad direction of the Coordinator General, manage the workload and staff of the Safer Families team, including the supervision, training and development of staff. Provide high level advice to the Government and the ACT Public Sector on family violence related matters. Develop policy on matters relevant to the work of the Office. Personally handle the more important and more complex aspects of matters arising in the Office. Act as a consultant to staff and give directions and guidance on difficult questions. Prepare high quality reports, submissions, high level briefs, and correspondence on family violence related issues for the Coordinator General, Director-General or the Minister/s. Develop and promote positive relationships with key stakeholders. Undertake consultation in a multi-stakeholder environment. Manage new projects and ongoing initiatives. Develop and achieve program objectives. Represent, at a high level, the Office in its dealings with other agencies. Maintain records in accordance with the *Territory Records Act 2002*.

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

Contact Officer: Jo Wood (02) 6205 1974 jo.wood@act.gov.au

Housing and Community Services

Housing ACT

Tenancy Operations

Program Leader Tenant Relocation

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 37711)

Gazetted: 28 September 2017

Closing Date: 12 October 2017

Details: The Program Leader of Tenant Relocation is responsible for the research and reporting aspects of the Tenant Relocation Strategy and outcomes. The Tenant Relocation Strategy oversees the relocation of over 1200 public housing tenants as part of the Public Housing Renewal Taskforce project. The strategy provides a framework for government, community sector and tenants to co-design their successful relocation and maximise opportunities created by planned social housing redevelopment. The position occupant will be expected to demonstrate strong budgeting, management and leadership capability, the ability to think strategically in a busy operational environment and possess excellent interpersonal, organisational and communication skills.

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

Contact Officer: Kylie-Ann Petroni (02) 6207 6297 kylie-ann.petroni@act.gov.au

Cultural Facilities Corporation

ACT Museums and Galleries

Historic Places

Apprentice Gardener

Apprentice Gardener - 1st, 2nd or 3rd year \$22,094- \$48,088, Canberra (PN: 017)

Gazetted: 03 October 2017

Closing Date: 17 October 2017

Are you a self-motivated and passionate Apprentice Gardener who would like to help maintain three historical gardens at Lanyon Homestead, Calthorpes' House and Mugga - Mugga? The ACT Historic Places team manages the

conservation and presentation of the cultural heritage of the ACT region and delivers diverse cultural experiences to our community through exhibitions, public and educational programs. We are seeking applications from Apprentice Gardeners who are enthusiastic, willing to listen to instructions, learn, and work as part of a highly motivated and professional team. The position reports to the Team Leader, Horticultural Services. This is a temporary employment opportunity for the duration of the Apprenticeship.

Eligibility/Other Requirements: Year 10 Certificate or equivalent with passes in English, Mathematics, preferably a credit pass in Science. The successful applicant will need to have the ability to attend CIT and be prepared to undertake and complete study and on the job training, a current drivers' licence and the ability to lift heavy materials (16-20kg), bend repeatedly and carry out a variety of other heavy manual work.

Note: To apply please complete your responses to the selection criteria, submit the application cover sheet and submit your CV. Applicants will be selected for interview based on CV's. Interview questions will be scenario based and will reflect the selection criteria.

Contact Officer: Neil Walsh (02) 6235 5677 neil.walsh@act.gov.au

Applications can be forwarded to: CFC.HR@act.gov.au

Canberra Theatre Centre

Operations

Casual Technicians

Casual Technician /Stage Door \$27.63 to \$31.29 per hour including casual loading, Canberra (PN: Several)

Gazetted: 03 October 2017

Closing Date: 17 October 2017

The Canberra Theatre Centre is seeking expressions of interests for casual workers in the technical departments. If you have an interest or experience in the Back of House disciplines of Lighting, Audio/AV and Mechanist/Stage hands, please apply. Canberra theatre can provide on the job training with the prospect of regular shift offers. We expect you to be a team player, and be able to keep up in a fast paced Performing Arts environment. You will be positive and enthusiastic.

Note: To apply please complete the Application Coversheet and submit your CV.

Contact Officer: Rohan Cutler (02) 6243 5736 rohan.cutler@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

Director of Public Prosecutions

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

Paralegal Grade 5

Paralegal Grade 5 \$79,824 - \$91,356, Canberra (PN: 16875)

Gazetted: 29 September 2017

Closing Date: 13 October 2017

Details: Paralegals provide a vital role of supporting lawyers in prosecuting offences against ACT law within the Office of the Director of Public Prosecutions (ODPP). We are looking for a highly motivated assistant manager to focus on providing high quality legal support services to the ODPP legal staff along with the day to day people management of the paralegal team.

Eligibility/Other Requirements: Diploma of Legal Services is a mandatory qualification. Applicants who have obtained or who are currently enrolled in a Law Degree or equivalent are exempt from the requirement of Diploma in Legal Services.

Contact Officer: Joanne Smith (02) 6207 5399 joanne.smith@act.gov.au

Corporate Admin Support

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: U00949)

Gazetted: 29 September 2017

Closing Date: 13 October 2017

Details: The successful applicant will be required to provide a wide range of administrative support to the Corporate area including but not limited to finance, human resources, preparing accounts payable, arranging travel and accommodation, manage and maintain database systems and records management administration. This position requires a person with a high level of customer service, effective communication and organisational skills and the ability to multi-task and work under pressure.

Contact Officer: Emma Flukes (02) 6207 5399 emma.flukes@act.gov.au

Paralegal Grade 4

Paralegal Grade 4 \$74,081 - \$81,122, Canberra (PN: 35793, several)

Gazetted: 28 September 2017

Closing Date: 13 October 2017

Details: The successful applicants will be required to provide legal support in the preparation of matters for prosecution in the Magistrates and Supreme Courts; attend court to assist legal staff and undertake research and analysis tasks. Assist the Team Leader in the provision of quality legal support services within the Office, including assisting with the supervision of Staff.

Eligibility/Other Requirements: Mandatory qualification: Diploma of Legal Services. Applicants who have obtained or who are currently enrolled in a Law Degree or equivalent are exempt from the requirement of Diploma in Legal Services.

Contact Officer: Joanne Smith (02) 6207 5399 joanne.smith@act.gov.au

Paralegal Grade 3

Paralegal Grade 3 \$68,699 - \$72,175, Canberra (PN: 19383, several)

Gazetted: 29 September 2017

Closing Date: 13 October 2017

Details: The successful applicant will be required to provide assistance in the preparation of matters for prosecution in the Magistrates and Supreme Courts. Assist in and undertake research and analysis, and may be required to attend Court.

Eligibility/Other Requirements: Minimum Mandatory qualification; Certificate IV in Legal Services or enrolled in a Law Degree. The successful candidate will be required to undergo a pre-employment Police check.

Contact Officer: Joanne Smith (02) 6207 5399 joanne.smith@act.gov.au

Paralegal Grade 2

Paralegal Grade 2 \$61,541 - \$66,656, Canberra (PN: 04167, several)

Gazetted: 04 October 2017

Closing Date: 18 October 2017

Details: The successful applicant will be responsible for providing support services to the legal staff in the preparation of matters for prosecution in the Magistrates and Supreme Courts.

Eligibility/Other Requirements: Certificate IV in Legal Services or enrolled in a Legal Degree. Successful applicants will be required to complete the mandatory qualifications within 12 months of commencement of employment. The successful candidates will be required to undergo pre-employment Police check.

Contact Officer: Joanne Smith (02) 6207 5399 joanne.smith@act.gov.au

Environment, Planning and Sustainable 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

Environment

ACT Parks and Conservation

Urban Reserves

Works Supervisor

General Service Officer Level 9 \$69,148 - \$78,145, Canberra (PN: 37801)

Gazetted: 28 September 2017

Closing Date: 12 October 2017

Details: Urban Reserves is seeking a highly motivated individual for the position of General Service Officer 9 (GSO9) within Environmental Offsets. The successful candidate is expected to be proactive, exercise judgement and initiative and work with limited supervision. The GSO9 will be required to coordinate and supervise a team of field officers and contractors engaged in natural, cultural and rural resource management activities, develop minor works programs, supervise and report on work operations and provide technical advice in resource management issues within Offsets.

Eligibility/Other Requirements: Current driver's licence, preferably with 4WD experience; preparedness to wear a uniform; current Senior First Aid Certificate. Applicants must be willing and physically capable to undertake incident management duties, including participation in fire standby, fire suppression and fire training.

Note: This is a permanent position commencing 6 December 2017.

Contact Officer: Simon Tozer (02) 6205 6701 simon.tozer@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.

**Engagement and Executive Support
Communications**

Communications Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 19650)

Gazetted: 04 October 2017

Closing Date: 18 October 2017

Details: An opportunity exists for a highly motivated digital media officer to be a part of the Communications team in Environment, Planning and Sustainable Development. The position is responsible for managing digital media, communication strategies, community engagement activities and social media including videography. The successful candidate will identify digital media opportunities to promote key government projects. The position is also responsible for working with the team to ensure high quality communications support for line areas and Minister's offices. If you enjoy a fast pace and energetic work life, this job may be for you.

Eligibility/Other Requirements: Degree or Diploma in Communications, Public Relations, Journalism or related discipline and/or demonstrated experience in a public relations, newspaper, television or public affairs environment is highly desirable. A current driver's licence is required.

Contact Officer: Mayumi Smith (02) 6205 3146 mayumi.smith@act.gov.au

Health

Selection documentation for the following positions may be downloaded from

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

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

Canberra Hospital and Health Services

Medicine

Infectious Diseases

Infectious Diseases

Senior Specialist \$222,205, Canberra (PN: 38379)

Gazetted: 05 October 2017

Closing Date: 5 October 2017

Overview of the work area and position: Applicants should have had training and experience in Infectious Diseases. The successful applicant will work in a multidisciplinary clinical environment with a team of nursing and medical staff, including Advanced Trainees in Infectious Diseases. The successful applicant will be expected to take a role in teaching and assessment within the Australian National University (ANU) Medical School and will be involved in education and training of medical students and junior medical staff. Participation in the on-call and weekend arrangements for the Infectious Diseases Unit roster is expected. Calvary Public Hospital Bruce is located in the northern suburbs of Canberra, spread over two campuses. The Bruce campus offers acute and sub-acute services,

while the Barton campus is home to the Clare Holland House Hospice, the 19 bed inpatient unit, a Specialist Community Palliative Care Service and the Calvary Centre for Palliative Care Research. The Calvary model of care sees multidisciplinary teams work collaboratively to provide a high quality of patient care to the 256 bed hospital and associated community and ambulatory care services. Salary, Remuneration and Conditions: Senior Specialist: \$222,205. Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$356,505.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Physicians (FRACP) in Infectious Diseases. Applicants must either be Australian Citizens or be a Permanent Resident in order to apply. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Dr Nicholas Coatsworth, Director, Department of Infectious Diseases (02) 6244 2105

nicholas.coatsworth@act.gov.au Applications can be forwarded to: Apply online at

<http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 4, 4 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Cancer Nursing

Clinical Development Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22468)

Gazetted: 05 October 2017

Closing Date: 19 October 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Division of Cancer, Ambulatory and Community Health Support (CACHS) provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the administration support to Ambulatory and Community Health centres across ACT Health. Cancer Ambulatory and Community Health Support are seeking a Registered Nurse to undertake the role of Clinical Development Nurse (CDN) who has highly developed interpersonal skills, enjoys sharing knowledge and educating in the speciality areas of outpatient Haematology, Oncology and Immunology. The CDN will provide and promote education, quality initiatives, feedback, reflective practice, support of graduate nurses, student nurses, new and existing staff to provide an excellent and safe patient care environment.

Eligibility/Other Requirements: Mandatory: Be registered or eligible for registration as a registered nurse with the Australian Health Practitioner Regular Agency (AHPRA).

Desirable: Hold Certificate IV in Workplace Training and Assessment or Educational program development.

Experience in speciality area. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Kathlene Robson (02) 6174 8458 kathlene.robson@act.gov.au

Canberra Hospital and Health Services

Women Youth and Children

Paediatrics

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 03942)

Gazetted: 05 October 2017

Closing Date: 19 October 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Women, Youth and Children Community Health Programs delivers a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered by a multidisciplinary team ensuring optimum health outcomes. Overview of the work area and position. The Paediatric Service at the Centenary Hospital for Women and Children provides holistic, evidence based quality care and advocacy for children and adolescents from the ACT and surrounding areas utilising our service for acute and chronic health needs. The service is child and family centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for each child and family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy. We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Paediatrics. As a Clinical Development Nurse, together with the team of Clinical Development Nurses (2 FTE) and Clinical Support Nurses, you will support nursing staffs' professional development in paediatrics to achieve excellence in clinical practice, standards of care and improved outcomes throughout the patient journey. CDN support and education will be provided across morning and evening shifts, five days a week (Monday-Friday). Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Certificate IV in Workplace Training and Assessment and Postgraduate qualification in paediatric nursing and/or clinical education. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Donna Cleary (02) 6174 7575 donna.cleary@act.gov.au

Canberra Hospital and Health Services

Medicine

Cardiology

Cardiac Scientist (Cardiac Physiologist) Electrophysiology

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 38884)

Gazetted: 05 October 2017

Closing Date: 19 October 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services.

In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: An exciting opportunity exists for a suitably qualified Cardiac Physiologist (Cardiac Scientist) in Electrophysiology to join a busy and exciting team environment as an integral part of the new Cardiac Electrophysiology (EP) Service at the Canberra Hospital and Health Services. The successful applicant will: Play an integral role in state-of-the-art cardiac electrophysiology procedures; have significant experience as a Cardiac Physiologist (Cardiac Scientist) in Electrophysiology involved in providing evidence-based, patient centred care as a part of the provision of invasive and non-invasive cardiology diagnostic testing; have the capacity to participate in an on-call roster as clinically required; be given support to undertake clinical research and maintain continuing professional development; provide leadership and clinical expertise with a commitment to lifelong learning and the delivery of excellent patient-centred care and receive excellent remuneration package including generous super and salary sacrifice provisions. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Cardiac Electrophysiology clinical services form an important part of the interventional cardiology service to patients at Canberra Hospital. Electrophysiology procedures are performed in patients with cardiac rhythm disturbances. These investigations are used to study the electrical function of the heart to determine its susceptibility to very fast or very slow rhythms which may need specific treatment. Cardiac ablation may then be performed to prevent recurrence of the rhythm abnormality. The Cardiac Electrophysiology (EP) Service at Canberra Hospital is delivered through consolidated delivery of services for patients with cardiac rhythm disorders by a team of highly specialised clinicians.

Eligibility/Other Requirements: Mandatory: Bachelor of Science, Applied Science or equivalent. International Board of Heart Rhythm Examiners (IBHRE) accredited or equivalent. Desirable: Currently, or willingness to be, a member of Professionals in Cardiac Sciences Australia (PiCSA) and/or affiliate member of Cardiac Society of Australia and New Zealand (CSANZ). Obtain CEPIA graduation certificate in first 12 months. Obtain CCDS and CEPS in first 12 months. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made.

Contact Officer: Luke Cartwright (02) 6244 2692 luke.cartwright@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

CAMHS Mental Health Clinician

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 20224)

Gazetted: 05 October 2017

Closing Date: 12 October 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS); Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS); Justice Health Services (JHS). Overview of

the work area and position: Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. The CAMHS community teams are made up of multi disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to HP1 and HP2 clinicians.

The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: Must hold a current drivers licence. For Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy; registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA); eligibility for professional membership of Occupational Therapy Australia.

For Psychology: Be registered or be eligible for general registration with Australian Health Practitioner Regulation Agency (AHPRA). For Social Work: Degree in Social Work; eligibility for membership of the Australian Association of Social Workers; registration or eligibility for registration under the *Working with Vulnerable People Act 2011*.

Highly Desirable: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. Highly desirable for all disciplines: Minimum of three years (ideal five years) post qualification and experience in working with children and young people. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, Comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for a period of 12 months with the possibility of extension. Part time hours at may be considered. Selection may be based on application and referee reports only. An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Elloise Barry (02) 6205 1469 elloise.j.barry@act.gov.au

**Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Justice Health Services**

Forensic Mental Health Service Clinician

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 25508)

Gazetted: 05 October 2017

Closing Date: 12 October 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Forensic Mental Health Service (FMHS) is a specialist mental health assessment and treatment service for consumers who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system. FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community outreach and court settings. FMHS is one united service with four distinguishable yet integrated service components as follows: FMHS Community; FMHS Court Assessment and Liaison (FCAL); FMHS Bimberi Youth Justice Centre (FMHS BYJC); FMHS at Alexander Maconochie Centre (FMHS AMC). The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers across the lifespan and in a variety of settings. You will be required to undertake professional development and clinical supervision, participate in quality initiatives and contribute to the multidisciplinary team process. Clinicians working with FMHS will be supported via structured clinical supervision, a collaborative and multidisciplinary team environment and through professional development. Professional development will be provided with regards to forensic frameworks, psychometrics and therapeutic interventions. Clinicians may be provided with the opportunity to undertake specialist tasks such as forensic risk consultations, court assessments and therapeutic interventions including addressing criminogenic factors. Clinicians are employed by FMHS and will therefore be skilled across the distinct areas within the service. Eligibility/Other Requirements: Mandatory: Approved tertiary qualifications in Social Work and eligibility for membership of the Australian Association of Social Workers. Desirable: Relevant post graduate qualifications in Mental Health or Forensic Mental Health; recent professional experience within a Mental Health or Forensic Mental

Health setting and current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).
Contact Officer: Jaime Bingham (02) 6205 1551 jaime.bingham@act.gov.au

Canberra Hospital and Health Services

Pathology

Biochemistry

Medical Scientist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 27837)

Gazetted: 05 October 2017

Closing Date: 12 October 2017

Details: About: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: ACT Pathology is a division of the Canberra Hospital and Health Service offering a diagnostic Pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and branch laboratory is located at the Calvary Hospital. The successful applicant will primarily be based in the core Clinical Chemistry section, however, may also be rotated through the Endocrinology, Point of Care Testing and Special Chemistry section as required. Under direction, the successful applicant will be required to perform instrument maintenance and troubleshooting, monitor Quality Control and provision of patient results for the Clinical Chemistry laboratories at Canberra and Calvary Hospitals.

Eligibility/Other Requirements: Mandatory: A Science Degree or equivalent relevant qualifications. A minimum of one years experience in a Diagnostic Laboratory. Desirable: A relevant post Graduate or professional qualification would be an advantage. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination.

Note: This is a temporary position available for a period of nine months. The successful applicant will be required to work 24/7 shifts including nights and weekends.

Contact Officer: Simon Newton (02) 6244 2843 simon.newton@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Clinical Manager

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 25203)

Gazetted: 05 October 2017

Closing Date: 12 October 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all

aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Services, Adult Acute Mental Health Services, Adult Community Mental Health Services, Alcohol and Drug Services, Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: The allied health position is based in the Gungahlin Mental Health Team, a multidisciplinary team that is part of Adult Community Mental Health Services. Allied health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan. Adult Community Mental Health Services provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT, with a strong focus on the provision of timely and effective mental health interventions. Eligibility/Other Requirements: Mandatory: Current driver's licence. Social Work: Bachelor of Social Work and eligible for membership of the Australian Association of Social Work. Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy and registration with the Australian Health Practitioner Regulation Agency (AHPRA), eligible for professional membership of Occupational Therapy Australia. Psychology: General Psychology registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU). Contact Officer: Deepthy Palamadathu (02) 6207 3844 deepthy.palamadathu@act.gov.au

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Medical Oncology

Medical Oncology

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 18683)

Gazetted: 05 October 2017

Closing Date:

Conjoint Appointment: Canberra Hospital and the Australian National University Medical School. Overview of the work area and position:

It is expected that the applicant will have experience and expertise in Medical Oncology. Responsibilities will include inpatient and outpatient care, supervision of trainees/junior medical staff, teaching and participation in research activities of the unit. Subspecialty interests are encouraged and post fellowship developmental therapeutics or translation research experience is desirable. This post will also involve responsibility for the Department's clinical and research program in melanoma.

The applicant will join the Department of Medical Oncology of the Canberra Region Cancer Centre (CRCC). The CRCC opened in August 2014 and is located within The Canberra Hospital. It provides a medical oncology service to the region, including out-reach clinics in Calvary Hospital (in the ACT) and in rural NSW. The successful candidate may be expected to participate in the outreach program in NSW. The unit supports an active clinical trials research program and has developed translational research links to the John Curtin School of Medical Research at the ANU as well as to the University of Canberra. These collaborations include biomarker development (cancer stem cells and gene panels), compound screening, novel cancer targeting methods (epigenetic and ribosomal biogenesis) and immunotherapeutics. Phase I clinical trial capability is also being developed and the appointee would be expected to contribute to this.

<http://www.health.act.gov.au/our-services/cancer-services/health-professionals/medical-oncology> Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$164,470 - \$202,960 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$268,729 - \$327,246 Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Fellowship of the Royal Australasian College of Physicians or equivalent specialist qualifications.

Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. o Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Contact Officer: See Special Requirements (02) 6244 8502 Applications can be forwarded to: Apply online at

<http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Mental Health Short Stay Unit -Clinical Nurse Consultant (CNC)

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 12192)

Gazetted: 05 October 2017

Closing Date: 19 October 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services; Adult Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: Adult Acute Mental Health Services incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU) and the Consultation Liaison (CL) Team across the Emergency Department and The Canberra Hospital (TCH). MHSSU is a sub-acute 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and or treatment initiation. The Clinical Nurse Consultant (CNC) plays a key role in the implementation of direct clinical care and ongoing service delivery of a busy multidisciplinary acute mental health unit. This position works collaboratively with the Team Leader and the other CNC to ensure optimum service delivery and best practice. In this position you will be required to undertake professional development and supervision; participate in quality initiatives; contribute to the multidisciplinary team processes and uphold the ACT Health Values of Care, Excellence, Collaboration and Integrity. Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); minimum two years experience in mental health and experience in a leadership role and a current driver's licence. Post graduate qualifications in mental health nursing is desirable. Prior to commencement successful candidates will be required to comply with ACT Health Occupational Assessment, Screening and Vaccination policy and undergo a pre-employment Police check. Contact Officer: Phil Hoyle (02) 6205 2782 philip.a.hoyle@act.gov.au

Corporate

Digital Solutions

Op-Health-E-Future Recruitment

System Administrator

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 11726)

Gazetted: 05 October 2017

Closing Date: 12 October 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Information and Communication Technology (ICT) Branch is led by the Chief Information Officer (CIO) who provides high-level leadership and advice on policies, planning, and implementation of strategies in relation to health information, information and communication technology projects and clinical records management. The Branch is responsible for: Implementation and support of the Health Directorate Information Technology (IT) Strategic Plan; management and support of the Health Directorate clinical records across acute, primary and community based services; coordination of ICT projects; management of the relationship with Health Directorate ICT vendors; financial reporting on Health Directorate use of ICT; development, implementation and maintenance of ICT policies and procedures; and Ensuring Health Directorate information security. The ICT Branch is led by the Chief Information Officer (CIO) who provides high-

level leadership and advice on policies, planning, and implementation of strategies in relation to health information, information and communication technology (ICT) projects and clinical records management. Overview of the work area and position: The Systems Support Unit provides support for ACT Health enterprise systems including: Clinical Portal Suite; Intensive Care Unit (ICU) Clinical Information System; Renal Electronic Medical Record; GP Website; Find a Health Service and Electronic Medication Management. In addition there are specialist teams providing testing and training support to the Clinical Systems Program. As the Systems Administrator, you will work as part of a team and report to the System Support Manager within the Clinical Systems Program, to provide systems administration for the ICU Clinical Information System. Eligibility/Other Requirements: Mandatory: Extensive experience in the support and administration of ICT systems. Desirable: Experience in the management of Health IT applications. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Contact Officer: Chris Jeffrey (02) 6207 9427 chris.jeffrey@act.gov.au

Corporate

Business Performance

Information and Decision Support

Business Intelligence Corporate

Personal Assistant

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 23582)

Gazetted: 05 October 2017

Closing Date: 12 October 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Deputy Director-General is supported by an Executive Officer and Personal Assistant. This position will involve you using your knowledge and skills to provide administrative support in a high pressure working environment. It is expected in this position you will provide high level support to the Deputy Director-General through the management and monitoring of the diary, inbox and incoming phone calls. In addition you will be responsible for the processing of invoices, credit card reconciliation and travel arrangements for the Deputy Director General (DDG) and other executives within the Division where required. The Personal Assistant will work together with the Executive Officer to manage the day to day operations and workflow of the office. The Business Performance Information and Decision Support Branch is responsible for the national data submissions, operational reporting and performance information for ACT Health.

Eligibility/Other Requirements: Desirable: Experience with Total Records and Information Management (TRIM) or similar records management or workflow systems and previous experience working in an executive office. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Danielle Rutter (02) 6207 6772 danielle.rutter@act.gov.au

Justice and Community Safety

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

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

ACT Government Solicitor

Government Law

Government Solicitor 1

Government Solicitor 1 \$70,650 - \$105,793, Canberra (PN: 42610, several)

Gazetted: 28 September 2017

Closing Date: 5 October 2017

Details: The ACT Government Solicitor (ACTGS) provides legal services to the Territory, including its government, statutory corporations and government agencies. The ACTGS is a client-focused organisation, taking a

collaborative, professional and pragmatic approach to providing legal services. The ACTGS is seeking to recruit permanent and/or temporary lawyers, at the Government Solicitor (GS) 1 level to work in its Government Law Practice. You will work on matters of significance to the Territory and be part of a team advising and representing government in matters on ACT Government employment framework, including enterprise agreements (entitlements, discipline, internal review and dispute management), the *Public Service Management Act*, the *Legislative Assembly (Members' Staff) Act* and the *Public Interest Disclosure Act*. We are looking for enthusiastic and committed self-starters who possess good communication skills, exercise initiative and discretion in managing work priorities and deadlines, and exhibit good time management as well as the ability to exercise good judgement in a variety of situations.

Eligibility/Other Requirements: Applicants must be admitted (or eligible for admission within three months of commencement) as an Australian legal practitioner. Experience in advising Government and a familiarity with Government processes is desirable but not necessary.

Note: There are several permanent and temporary positions available. Salary is dependent on relevant qualification, experience and demonstrated ability against the selection criteria. Employment conditions are detailed in the ACT Public Sector Legal Professionals Enterprise Agreement 2013-2017 (see link below). Further information can be found on the ACTGS website at <https://www.actgs.act.gov.au>. Successful applicants must be available to commence in their new role within six weeks of acceptance of offer. An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months. Selection may be based on application and referee reports only.

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

ACT Government Solicitor

Government Law

Government Solicitor 3

Government Solicitor 3 \$139,152 - \$157,416, Canberra (PN: 35136, several)

Gazetted: 28 September 2017

Closing Date: 12 October 2017

Details: The ACT Government Solicitor (ACTGS) provides legal services to the Territory, including its government, statutory corporations and government agencies. The ACTGS is a client-focused organisation, taking a collaborative, professional and pragmatic approach to providing legal services. The ACTGS is seeking to recruit permanent and/or temporary lawyers, at the Government Solicitor (GS) 3 level to work in its Government Law Practice. You will work on matters of significance to the Territory and be part of a team advising and representing government in matters on ACT Government employment framework, including enterprise agreements (entitlements, discipline, internal review and dispute management), the *Public Service Management Act*, the *Legislative Assembly (Members' Staff) Act* and the *Public Interest Disclosure Act*. As a Principal Solicitor you will have highly developed legal services skills and excellent knowledge of the law relevant to the Employment and Industrial Relations (E&IR team). You will be expected to: undertake full carriage and responsibility for legal advising, drafting and/or litigation and to collaborate with colleagues as required in accordance with their professional judgement progressively undertake more complex matters continue developing skills in leading, supervision and development of more junior lawyers. You will be required to review the work of other lawyers, lead and manage a wide range of legal matters, assist other lawyers in their area of specialisation and take an active role in the development of productive client relations.

Eligibility/Other Requirements: Applicants must be admitted (or eligible for admission within three months of commencement) as an Australian legal practitioner. Experience in advising Government and a familiarity with Government processes is desirable but not necessary. Further information can be found on the ACTGS website at <https://www.actgs.act.gov.au>.

Note: There are several permanent and temporary positions available. Salary is dependent on relevant qualification, experience and demonstrated ability against the selection criteria. Employment conditions are detailed in the ACT Public Sector Legal Professionals Enterprise Agreement 2013-2017. Successful applicants must be available to commence in their new role within six weeks of acceptance of offer. An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months. Selection may be based on application and referee reports only.

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

Executive

Executive Officer to the Director-General

Senior Officer Grade A \$137,415, Canberra (PN: 18582)

Gazetted: 29 September 2017

Closing Date: 11 October 2017

Details: Justice and Community Safety Directorate (JACS) are seeking a suitably experienced officer to work as the Executive Officer to the Director-General. This is an excellent opportunity for an individual who is seeking to accelerate their career development through high-level exposure to strategic thinking, organisational leadership, corporate governance and the senior executive of JACS. The role would suit employees looking to strengthen their management and executive leadership capabilities as well as to broaden their organisational understanding and experience. The Executive Officer role involves providing high-level executive support to the Office of the Director-General (including the Deputy Director-Generals) to: proactively identify priority issues requiring the Director-General's early attention; provide timely strategic and procedural advice on directorate and government matters; prepare and/or coordinate briefings for meetings and correspondence for the Director-General; undertake projects and conduct research and analysis for the Director-General; undertake duties on behalf of the Director-General, including direct liaison with Ministers' Offices, other Directors-General and their agencies, and Directorate executives and Business Unit heads, and provide advice and support to the JACS Senior Executive and executive administration staff on priority matters.

Eligibility/Other Requirements: The successful applicant should have a good knowledge of the functions of the Directorate and a strong understanding of Cabinet, Ministerial, Legislative Assembly and machinery of government processes. Strong communication abilities, attention to detail and commitment to working as part of a small team are also important attributes for undertaking the role. The position also requires the highest degree of integrity and trust due to exposure to highly sensitive materials and classified documents.

Note: This is a temporary position available from 13 November for up to 12 months.

How to Apply: Applicants should submit a one page Expression of Interest, along with a current CV including contact details of two referees, including the application coversheet to jobs@act.gov.au

Contact Officer: Lil Hays (02) 6207 0552 lil.hays@act.gov.au

Legislation, Policy and Programs

Criminal Law Group

Director

Legal 2 \$135,195 - \$140,752, Canberra (PN: 42758)

Gazetted: 29 September 2017

Closing Date: 6 October 2017

Details: Legislation, Policy and Programs are seeking a highly motivated Director to head up its Criminal Law Group. The team is responsible for criminal law policy and legislation in the ACT. The Director provides high level advice and direction to Government and the ACT Public Service on questions of criminal law, practice and policy including matters relating to forensic procedures, family violence, terrorism laws, sentencing, bail, criminal offences, concepts of criminal responsibility and police powers; develop and deliver complex legislation relating to criminal law matters; liaise and manage stakeholders, both internal and external; and represent the Directorate at a high level.

Eligibility/Other Requirements: Applicants for the position should be able to demonstrate a high level of experience in policy and legislation development, and a solid background in Criminal/General/Public law and Policy Admission as a legal practitioner in an Australian jurisdiction is essential. Relevant tertiary qualifications and experience in appropriate field would be highly desirable.

Note: This is a temporary position available until 16 March 2018 with the possibility of extension. Selection may be based on written application and referee reports only.

Contact Officer: Karen Greenland (02) 6207 6244 karen.greenland@act.gov.au

Legislation, Policy and Programs

Criminal Law Group

Senior Policy Officer

Legal 1.10/ Senior Officer Grade B \$124,436 - \$133,197, Canberra (PN: 38517, several)

Gazetted: 29 September 2017

Closing Date: 6 October 2017

Details: Legislation, Policy and Programs are seeking applications for Senior Policy Officers, at the Legal 1.10 level or Senior Officer Grade B (SOGB), in our Criminal Law Group. The team is responsible for criminal law policy and legislation in the ACT. Successful applicants will be required to cover a diverse range of legal and policy issues that impact on the criminal justice system in the ACT. Functions will include, preparing advice and related reports and correspondence for the Attorney General, Minister for Justice, Minister for Police and Emergency Services and Minister for the Prevention of Domestic and Family Violence, managing justice related projects, engaging in consultation with the community and government and participating in local and national forums. The successful candidate will also be expected to contribute to the strategic direction of the team. The successful applicants will require excellent legal research and analysis skills, sound understanding of government process and high order communication, stakeholder engagement, organisational and collaboration skills.

Eligibility/Other Requirements: Legal 1: A degree in Laws of an Australian tertiary institution or a comparable overseas qualification, which, in the opinion of the Chief Executive, is appropriate to the duties of the office is essential. SOGB: Relevant tertiary qualifications or significant study towards gaining qualifications are highly desirable.

Note: These are temporary positions available for up to 12 months. These positions will be filled at either the SOGB or Legal 1.10 level dependant on the skills and experience of the successful applicant. Selection may be based on application and referee reports only.

Contact Officer: Chantel Potter (02) 6207 4780 chantel.potter@act.gov.au

ACT Corrective Services

Corporate Services

Business Services Unit

Team Leader, Budget and Reporting

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 37398)

Gazetted: 04 October 2017

Closing Date: 19 October 2017

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated and career-oriented person to fill the position of Team Leader, Budget and Reporting (SOGC), in the Business Services Unit (BSU). The successful applicant will be responsible for leading, supporting and assisting the BSU in the preparation of internal and external budgets, transactional processing, timely and analytical insight in the preparation of monthly management and financial reporting and business cases. Further to this, you will assist with the development and maintenance of ACTCS financial planning policies and systems. The successful applicant will also monitor and manage fixed assets, portable attractive assets and annual insurance return. In addition, you will assist with the development and implementation of reports against performance measures, contribute to teamwork and a culture of collaboration, prepare materials for audit purposes and supervise the accounts payable and receivables process. To be successful, you will be required to demonstrate exceptional communication and interpersonal skills, in addition to strong leadership and management skills.

Eligibility/Other Requirements: Relevant tertiary qualifications in Accounting is highly desirable. Membership of professional accounting body is desirable. Advanced skills in Excel and exposure to Oracle and TM1 are highly desirable. The successful candidate may be required to undergo a criminal record check.

Note: To apply, applicants are required to submit four items: ACT Government Application Cover Sheet; statement of claims against specified selection criteria; a current resume; and the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all four items.

Contact Officer: Shanez De Silva (02) 6205 5341 shanez.desilva@act.gov.au

Suburban Land Agency

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

Finance

Project Accounting

Senior Project Accountant

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 13857)

Gazetted: 04 October 2017

Closing Date: 11 October 2017

Details: Applications are invited from suitably experienced candidates from public or private sector backgrounds to join the Suburban Land Agency Finance team as the Senior Project Accountant. The team provides financial support and advice to the Board, Senior Executives and Management within the organisation. The ideal candidate will be degree qualified, have completed or is working towards a CA/CPA qualification and will have a background in project accounting. This position will be required to liaise closely with a range of external and internal stakeholders. Therefore, it is essential that the candidate has well developed communication and people management skills. The occupant is required to have a strong financial background and previous experience in the land development or construction fields would be advantageous.

Eligibility/Other Requirements: Tertiary qualification in a related field is desirable.

Note: This is a temporary position available until 8 April 2018 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit may be established for filling temporary or permanent positions at level within the next 12 months from this process.

Contact Officer: Linlin Zhang (02) 6207 1820 linlin.zhang@act.gov.au

Transport Canberra and City Services

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

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

Transport Canberra

Light Rail

Contract Management Office

Support Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 37265)

Gazetted: 03 October 2017

Closing Date: 17 October 2017

Details: The position is a support role within the Light Rail project team and is part of the Contract Management Office (CMO) team. The CMO is a functional area of the Light Rail Branch and is responsible for ensuring effective project management functions including risk, issues and change management, master program management, information management, project reporting, quality management. The Support Officer will report directly to the Director Contract Management Office, though will also be expected to liaise closely with other officers in the team, and other staff and advisors across all areas of the project team.

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

Contact Officer: Jeremy Smith (02) 6207 2322 jeremy.smith@act.gov.au

Finance, Legal and Sustainability

Finance

Executive Assistant

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 11428)

Gazetted: 29 September 2017

Closing Date: 6 October 2017

Details: The Executive Assistant is responsible for providing high-level executive and administrative support to the Chief Financial Officer (CFO). The primary responsibility is to support the CFO, ensuring all incoming and outgoing communications are managed in a timely manner, prepare correspondence as required and manage the diary of the CFO including appointment bookings and meetings. The Executive Assistant will also provide administrative

support in preparing meeting agendas, reports, briefs as well as facilitation of ministerial correspondence. The position also involves general administrative support for a number of managers and a wide range of office management functions that contribute to the operation of the Branch. Additional responsibilities include: providing Petty Cash services to the Directorate; track and maintain Salary Report Check compliance for the various cost centres within the Directorate.

Contact Officer: Craig Jordan (02) 6207 4279 craig.jordan@act.gov.au

City Services

Yarralumla Nursery

Cadet Horticulturist in Training

Cadet – Practical Training \$47,088 - \$51,800, Canberra (PN: 49876)

Gazetted: 04 October 2017

Closing Date: 20 October 2017

Details: Yarralumla Nursery is the largest wholesale nursery in the southern tablelands. The successful applicant for this position will be provided with formal training in horticulture at CIT, along with on the job training at Yarralumla Nursery in all aspects of horticulture as it relates to a wholesale plant nursery.

Eligibility/Other Requirements: A current drivers' licence is required.

Note: This is a temporary position available for a period of three years with the possibility of permanency subject to certain criteria being met.

Contact Officer: Belinda Ryan (02) 6207 8230 belinda.ryan@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.

Chief Operating Officer Group

Governance and Business Solutions

Governance

Manager Cabinet and Assembly

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 11314)

Gazetted: 03 October 2017

Closing Date: 10 October 2017

Details: The Manager, Cabinet and Assembly reports to the Senior Manager, Assembly and Government Business and assists with the management of a small Ministerial, Assembly and Cabinet Services (MACS) Unit within the Governance and Business Solution branch to provide a range of administrative support functions in the preparation of ministerial replies, briefs, constituent inquiries and Questions on Notice. Manage the requests from the Minister(s) Offices, ensuring the Directorate responds to all requests in a timely fashion, and provides high quality briefing material as required. The successful applicant will be well organised, demonstrate initiative, have excellent written and spoken communication skills and a good knowledge of the functions of Transport Canberra and City Services (TCCS). They will have a proven track record of providing leadership, direction and guidance to a team exercising sound people management skills and effective planning.

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

Contact Officer: Clare Guest (02) 6207 9409 clare.guest@act.gov.au

City Services

Libraries ACT

Digital Services

Digital Services Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 24712)

Gazetted: 04 October 2017

Closing Date: 18 October 2017

Details: Libraries ACT is seeking a temporary Digital Services Manager with excellent written and oral communication and people management skills to manage projects and infrastructure to support library services. The successful applicant will have demonstrated high level project and contract management skills and experience, and will be flexible, responsive and adaptable. Current projects involve significant change management within both business operations and ICT. Services include the Library Management System, Radio-frequency identification (RFID) technologies, public internet access, digital preservation technologies, emerging

smart technologies and mobile devices. Relevant qualifications are required, and knowledge of the ICT environments and business needs of archives and/or public libraries would be an advantage.
Eligibility/Other Requirements: Tertiary qualifications (Bachelor, Graduate Diploma or Masters) in ICT or in Library and Information Studies, as recognised by the Australian Library and Information Association is highly desirable.
Note: This is a temporary position available until 31 May 2018 with the possibility of extension.
Contact Officer: Shruti Navathe (02) 6207 5567 shruti.navathe@act.gov.au
Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 3 \$60,039 - \$64,616

Breanna Benn 853-64734, Section 68(1), 9 October 2017

Administrative Services Officer Class 4 \$66,656 - \$72,175

Isabella Cullen 853-60223, Section 68(1), 26 September 2017

Administrative Services Officer Class 3 \$60,039 - \$64,616

Brian Curtis-Cocks 853-71598, Section 68(1), 22 September 2017

Administrative Services Officer Class 3 \$60,039 - \$64,616

Souphaphorn Richards 853-69930, Section 68(1), 26 September 2017

Administrative Services Officer Class 3 \$60,039 - \$64,616

Rachel Ryan 853-57657, Section 68(1), 26 September 2017

Education

School Assistant 2/3 \$45,058 - \$54,947

Barbara McCormick 848-91583, Section 68(1), 29 September 2017

General Service Officer Level 6 \$54,949 - \$57,445

Scott Moore 848-95680, Section 68(1), 29 September 2017

School Assistant 2/3 \$45,058 - \$54,947

Blair Rivers 848-99841, Section 68(1), 29 September 2017

Environment, Planning and Sustainable Development

Senior Officer Grade C \$100,462 - \$108,140

Tammi O'Callaghan 827-60256, Section 68(1), 9 October 2017

Health

Registered Nurse Level 1 \$63,548 - \$84,888

Rheul Fernandez 853-70579, Section 68(1), 5 October 2017

Administrative Services Officer Class 5 \$74,081 - \$78,415

Julia Henke 847-02164, Section 68(1), 22 September 2017

Registered Nurse Level 2 \$88,249 - \$93,533

Megan Hoy 853-63117, Section 68(1), 5 October 2017

Administrative Services Officer Class 3 \$60,039 - \$64,616

Nirasha Jayatillake 848-66230, Section 68(1), 1 October 2017

Registered Nurse Level 1 \$63,548 - \$84,888

Dannielle Kentish 853-71213, Section 68(1), 5 October 2017

Registered Nurse Level 1 \$63,548 - \$84,888

Juliet Langridge 847-27222, Section 68(1), 5 October 2017

Administrative Services Officer Class 2/3 \$52,991 - \$64,616

Dragoslava Lazic 853-71491, Section 68(1), 2 October 2017

Registered Nurse Level 1 \$63,548 - \$84,888

Chloe Meres 850-42399, Section 68(1), 12 October 2017

Registered Nurse Level 4.2 \$122,486

Louise Murphy 853-62392, Section 68(1), 1 October 2017

Administrative Services Officer Class 3 \$60,039 - \$64,616

Sally Naylor 848-19530, Section 68(1), 5 October 2017

Registered Nurse Level 1 \$63,548 - \$84,888

Soja Paul 848-20371, Section 68(1), 2 November 2017

Registered Nurse Level 1 \$63,548 - \$84,888

Rupin Das Raveendran 853-59396, Section 68(1), 2 November 2017

Registered Nurse Level 2 \$88,249 - \$93,533

Lee Reilly-Eagling 845-04221, Section 68(1), 22 September 2017

Registered Nurse Level 1 \$63,548 - \$84,888

Jane Sbirakos 846-99831, Section 68(1), 19 October 2017

Health Professional Level 2 \$61,784 - \$84,816

Carmen See Toh 848-20240, Section 68(1), 5 October 2017

Registered Nurse Level 1 \$63,548 - \$84,888

Eleanor Weston 845-19212, Section 68(1), 19 October 2017

Dentist Level 1-2 \$73,210 - \$133,197

Saranya Talluri, 847- 11036, Section 68(1), 29 September 2017

Dentist Level 1-2 \$73,210 - \$133,197

Manisha DHANJI, 84711116, Section 68(1), 29 September 2017

Justice and Community Safety

Ambulance Support Officer 1 \$54,949 - \$58,394

Mark Westhorp 853-42017, Section 68(1), 29 September 2017

Transport Canberra and City Services

Senior Officer Grade C \$100,462 - \$108,140

Beverley Smart 853-60186, Section 68(1), 27 September 2017

TRANSFERS

Health

Sarit Cohen: 799-83221

From: Administrative Services Officer Class 4 \$66,656

Health

To: Administrative Services Officer Class 4 \$66,656 - \$72,175

Health, Canberra (PN. 29476) (Gazetted 24 August 2017)

Justine Hrstic: 771-92987

From: Registered Nurse Level 2 \$88,249

Health

To: Registered Nurse Level 2 \$88,249 - \$93,533

Health, Canberra (PN. 17044) (Gazetted 10 August 2017)

Transport Canberra and City Services

Anthony Meany: 772-39861

From: \$70,519 - \$94,094

Canberra Institute of Technology

To: TGS05/TGS06/TGS07 Workshop Staff \$72,077 - \$81,212

Transport Canberra and City Services, Canberra (PN. SWM029) (Gazetted 15 November 2016)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Communications

Protocol, Honours and Ceremonial Events

Protocol, Honours and Ceremonial Events

Angela Kate Jacobsen: 827-37304

From: Administrative Services Officer Class 4 \$66,656 - \$72,175

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development, Canberra (PN. 23587) (Gazetted 23 August 2017)

Education

Office for Schools

North and Gunghalin Network

Franklin Early Childhood School

Hannah Freyne: 835-40298

From: Administrative Services Officer Class 4 \$66,656 - \$72,175

Education

To: †Senior Officer Grade C \$100,462 - \$108,140
Education, Canberra (PN. 31535) (Gazetted 22 June 2017)

School Performance and Improvement

Tuggeranong Network

Lanyon High School

Barbara Monsma: 755-80513

From: \$132,814

Education

To: †School Leader A \$145,868 - \$175,149

Education, Canberra (PN. 01673) (Gazetted 27 July 2017)

Office for Schools

Belconnen Network

Southern Cross Early Childhood School

Jason Thornton: 033-29952

From: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)

Community Services

To: †Senior Officer Grade C \$100,462 - \$108,140

Education, Canberra (PN. 34542) (Gazetted 1 August 2017)

Health

Canberra Hospital and Health Services

Critical Care

Intensive Care Unit

Sean Weng Chan 824-20315

From: Staff Specialist Level 1-5 \$164,470 - \$202,960 ACT Health

To: Senior Specialist \$222,205 ACT Health Canberra (PN. 19410)

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Community Care Program

Olivia Dyriw: 848-20806

From: Registered Nurse Level 1 \$63,548 - \$84,888

Health

To: Registered Nurse Level 2 \$88,249 - \$93,533

Health, Canberra (PN. 22695) (Gazetted 8 June 2017)

Canberra Hospital and Health Services

Medicine

Renal

Christine Heinrich: 259-55313

From: Registered Nurse Level 1 \$63,548 - \$84,888

Health

To: Registered Nurse Level 2 \$88,249 - \$93,533

Health, Canberra (PN. 26807) (Gazetted 3 August 2017)

Canberra Hospital and Health Services

Critical Care

Critical Care Administration

Lindsay Ottaway: 838-52742

From: Senior Officer Grade C \$100,462 - \$108,140

Health

To: †Senior Officer Grade C \$100,462 - \$108,140

Health, Canberra (PN. 10680) (Gazetted 20 July 2017)

Justice and Community Safety

ACT Government Solicitor

Property and Commercial

Brendan Ding: 820-97992

From: Government Solicitor 3 \$139,152 - \$157,416

Justice and Community Safety

To: †Government Solicitor 4 \$165,740 - \$184,063

Justice and Community Safety, Canberra (PN. 34665) (Gazetted 15 June 2017)