



ACT Government Gazette

Gazetted Notices for the week beginning 27 November 2014

EXECUTIVE NOTICES

Capital Metro

Engagement

Katrina Giudice – Director, Customer Experience and Operations (E755) Section 72 of the Public Sector Management Act 1994

VACANCIES

ACT Auditor General's 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

Manager, Performance Audits

Audit Band 2 (Audit Manager) \$96,145 - \$103,666, Canberra (PN: 42801)

Gazetted: 01 December 2014

Closing Date: 16 December 2014

Details: The ACT Auditor-General is an independent Officer of the Legislative Assembly. The 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 people with the highest levels of personal integrity and excellent analytical, research, investigatory, communication and interpersonal skills. As an Audit Manager you will receive a salary between \$96,145 - \$103,666 (plus an employer superannuation contribution) and other conditions of service. Assessment of applicants for the role may include a practical skills analysis, consideration of referee comments and one or more interviews.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. 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.

Notes: Shortlisted applicants will be asked to nominate three referees who can be contacted by the panel.

Contact Officer: Elizabeth Cusack (02) 6207 0819 elizabeth.cusack@act.gov.au

Calvary Health Care ACT (Public)

Health Information Services

Health Information Services Manager

Health Professional level 5 \$106,086 - \$119,426 (Full Time Rate), Canberra (PN: Various)

Gazetted: 27 November 2014

Closing Date: 12 December 2014

A unique opportunity exists for a highly motivated Health Information Manager to manage Health Information Services at Calvary Health Care ACT, Bruce. This position will be responsible for the following:- Plan, organise, direct and

evaluate strategic and operational management aspects of HIM within the health service including clinical records management and clinical data management; Provide expert advice to the executive team and clinical work units on matters relating to health information management; Provide advice, undertake change and build good working relationships with the clinical staff; Provide leadership to HIMs and support them in educating the clinical staff to understand the various mechanisms of information collection and its use in evidence based decision making; Applicants are expected to respond in writing and include the following:

1. Statement addressing the selection criteria (The selection criteria can be found in the Position Description. The response must be maximum 300 words per criteria)
2. A copy of their current resume
3. Names and contact details (including a contact phone number) for at least 2 professional referees

Eligibility/Other Requirements: Position criteria:- MANDATORY: Bachelor of Applied Science (Health Information Management) or equivalent and eligibility for membership of the Health Information Association of Australia HIGHLY DESIRABLE: Proven experience in the management of health information services including comprehensive knowledge of the current and future trends in health information management Demonstrated ability to manage financial, physical and human resources Strong computer literacy and an understanding of new ICT technologies which lead to business performance improvement Understanding of casemix management, health service funding and statutory reporting Highly effective oral and written communication and organisational skills including the ability to establish and maintain relationships with internal and external service providers and stakeholders

Note: Calvary Health Care Bruce is a smoke free campus Aboriginal and Torres Strait Islander people are encouraged to apply.

To be considered for this role you must address the selection criteria and have appropriate work rights.

Contact Officer: Janette Farrelly (02) 6201 6689 janette.farrelly@calvary-act.com.au

Applications can be forwarded to: applications@calvary-act.com.au

Surgical Ward

Registered Nurse Level 2

Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 8992)

Gazetted: 03 December 2014

Closing Date: 16 December 2014

Details: Ward 4W is looking for a dynamic Registered Nurse leader with surgical nursing experience and an interest in the delivery of quality evidenced based nursing care to patients undergoing elective and emergency surgery. This also present as an opportunity for a Level 1 Registered Nurse to gain more senior clinical leadership experience.

This temporary position is for a period of six months.

Applicants are expected to respond in writing and include the following:

Address to the selection criteria below.

Current CV and cover letter outlining why you believe you are suitable for this role.

Names and contact details for 2 professional referees.

The successful candidate will be able to demonstrate:

An ability to perform at a high level in a busy surgical setting and to effectively lead a clinical team and prioritize workloads.

An ability to implement and evaluate evidence based care within the post surgery setting.

Ability to mentor, educate and guide junior surgical nursing staff.

Well developed skills in communication (verbal, written and IT), problem solving, conflict resolution and negotiation.

Applicants are expected to respond in writing and include the following:

1. Statement addressing the selection criteria (The selection criteria can be found in the Position Description. The response must be maximum 300 words per criteria).
2. A copy of their current resume.
3. Names and contact details (including a contact phone number) for 2 professional referees.

Please refer to the position description for further information or contact the contact officer.

Please Note: Calvary Health Care Bruce is a smoke free campus. Aboriginal and Torres Strait islander people are encouraged to apply.

Contact Officer: Anne Eade (02) 6201 6878 anne.eade@calvary-act.com.au

Applications can be forwarded to: applications@calvary-act.com.au

Physiotherapy

Physiotherapist

Senior Medical Physiotherapist

Health Professional level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade), Canberra (PN: 8809)

Gazetted: 02 December 2014

Closing Date: 15 December 2014

Duties: Full-time position available from 16 February 2015 to 31 January 2016. Full-time officers are preferred, however applications for part-time/job-share arrangements will be considered (please include the days and hours of availability in your cover letter).

This is an exciting opportunity to join a friendly and genuinely supportive department with high staff morale and a focus on providing quality health care services. The Physiotherapy Department at Calvary Health Care in Bruce ACT seeks staff who: Foster evidence-based and values-based practice; Are self-motivated, have a strong work ethic and demonstrate resilience; Practice self-reflection with a desire to continually learn and to teach/mentor others are committed to work health and safety and continuous quality improvement; Can work independently and collaboratively as part of a multidisciplinary team. Applicants are expected to respond in writing and include the following: A cover letter (maximum 1 page).

Current curriculum vitae, including names and contact details of two professional referees.

Response against the selection criteria (maximum 300 words per criterion).

Applications can be submitted online via: <http://www.calvary-act.com.au/career-vacancies.html>.

Selection may be based on written application only.

Calvary Health Care Bruce is a smoke free campus.

Aboriginal and Torres Strait Islander people are encouraged to apply.

Eligibility/Other Requirements: Must have appropriate work rights must address the selection criteria.

Contact Officer: Jeanie Weber (02) 6201 6960 jeanie.weber@calvary-act.com.au

Applications can be forwarded to: applications@calvary-act.com.au

Medical Imaging

Health Professional level 3

Health Professional level 3 \$80,997 - \$89,579 + 10%, Canberra (PN: Various)

Gazetted: 27 November 2014

Closing Date: 24 November 2014

The imaging department is seeking a highly skilled self motivated senior radiographer. The Medical Imaging Department has facilities for general and theatre radiography, multi-slice CT, fluoroscopy and 4 ultrasound rooms and a fully integrated RIS/PACS environment.

Wide range of examinations, including emergency radiography, out-patients, ward-patients and theatre radiography.

A medium sized department (15-20 staff radiographers) Flexibility of weekend work Commitment to research and

professional development: AIR accredited NPDP programme and ongoing professional development in-service

program We highly encourage applications from experienced emergency nurses Level 1 and 2, or interstate

equivalents. The Salary range is for a Health Professional Level 3 PLUS 10%

Applicants are expected to respond in writing and include the following:

1. Statement addressing the selection criteria (The selection criteria can be found in the Position Description. The response must be maximum 300 words per criteria).
2. A copy of their current resume.
3. Names and contact details (including a contact phone number) for at least 2 professional referees

Please Note: To be considered for this role you must address the selection criteria and have appropriate work rights. Please refer to the position description for further information.

Calvary Health Care Bruce is a smoke free campus Aboriginal and Torres Strait Islander people are encouraged to apply.

Eligibility/Other Requirements: Must have appropriate work rights must address the selection criteria.

Contact Officer: Hammam Hijazi (02) 6201 6141 hammam.hijazi@calvary-act.com.au
Applications can be forwarded to: applications@calvary-act.com.au

**Nursing
ICU/CCU**

Registered Nurse Level 2

Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 8220, 8864)

Gazetted: 02 December 2014

Closing Date: 12 December 2014

Details: This is an exciting opportunity for a suitably experienced and qualified Critical Care Nurse. To be considered for this role the candidate must meet the following selection criteria: Registered as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Holds an appropriate post graduate qualification in the specialty clinical area.

Extensive demonstrated competence in providing direct patient care for patients within the specified area utilising the nursing process, and incorporating a risk assessment approach while working within professional legislation and existing policies and procedures. Demonstrated ability in clinical teaching and performing competency based assessment skills utilising adult learning principles. Demonstrated commitment to preceptorship, staff development and competence assessment within the clinical setting and an ability to show effective guidance and leadership within the workplace. Demonstrated high level of written and verbal communication skills. A sound understanding of problem solving and negotiation principles. Demonstrated commitment to, and understanding of, the principles of quality management, nursing practice review, clinical research and policy development.

Applicants are expected to respond in writing and include the following: Response to the selection criteria and copy of your current resume.

Cover letter outlining why you believe you are suitable for this role (Maximum 1 page).

Names and contact details for 2 professional referees.

To be considered for this role you must have relevant work rights.

Please refer to the position description for further information, alternatively please contact the contact officer.

Eligibility/Other Requirements: Relevant Work Rights.

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

Applications can be forwarded to: applications@calvary-act.com.au

Health at Home Unit

Hospital in the Home - RN 1

Registered Nurse Level 1 \$58,989 - \$78,799, Canberra (PN: HITH01)

Gazetted: 03 December 2014

Closing Date: 12 December 2014

Details: We are seeking a Registered Nurses Level 1 to backfill for leave for annual, personal and other leave. You will join a vibrant and dynamic multidisciplinary team, with skills and vision to participate in the establishment and growth of services provided by a newly established hospital based Health@Home Unit. The unit provides evidence based, best practice clinical services to the Canberra and regional community through Hospital in the Home (HiTH) and Outreach Services, in close partnership with primary care providers.

The position offers a unique opportunity to significantly contribute to the ongoing establishment of a contemporary model of care to provide enhanced care to ambulatory patients through extending access to hospital based services delivered in the community setting.

The successful candidate must: Be registered or eligible to register as a nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

Hold a current Australian driver's licence.

Selection Criteria Highly Desirable: Demonstrated extensive competence in advance nursing practice, utilising the nursing process, and incorporating a risk assessment approach; with a minimum of two (2) years recent experience in a relevant clinical unit or area.

Demonstrated clinical assessment skills, sound judgement and problem solving abilities, a proven ability to work autonomously, and in collaboration with a multidisciplinary team.

Demonstrated application of effective communication skills, including the effective negotiation and conflict resolution, ability to liaise we effectively with diverse external and internal stakeholders, and interact as part of a multi-disciplinary team. Demonstrated commitment to quality improvement, nursing practice review, clinical research and policy development, in the pursuit of best-practice to achieve excellence in the delivery of contemporary models of care.

Demonstrated commitment to professional development, including; relevant post graduate qualifications or working towards.

Applicants are expected to respond in writing and include the following:

1. Statement addressing the selection criteria (The selection criteria can be found in the Position Description. The response must be maximum 300 words per criteria).
2. A copy of their current resume.
3. Names and contact details (including a contact phone number) for 2 professional referees.

Please refer to the position description for further information or contact the contact officer.

Please Note: Calvary Health Care Bruce is a smoke free campus. Aboriginal and Torres Strait islander people are encouraged to apply.

Eligibility/Other Requirements: Relevant Work Rights.

Contact Officer: Vicki Kelly (02) 6201 6676 vicki.kelly@calvary-act.com.au

Applications can be forwarded to: applications@calvary-act.com.au

Nursing

Registered Nurse level 1

Registered Nurse level 1 \$58,989 - \$78,799, Canberra (PN: Casual, RN 1 various)

Gazetted: 27 November 2014

Closing Date: 1 January 2015

Calvary Bruce provides a variety of speciality services including Emergency, Intensive Care, Mental Health, Maternity and Operating rooms. Calvary Bruce also offers Medical and Surgical areas and Clare Holland House offering palliative care services. As a Casual Nurse you will have the opportunity to work across various wards and units within the hospital. Based on your relevant skills and experience and the requirements of the day, you will be allocated to a ward on a shift by shift basis. Calvary Bruce provides high quality nursing care, maintains staff satisfaction with the delivery of optimal, safe and cost effective quality nursing care. The employee must be able to work as a team player with good interpersonal and time management skills.

Applicants are expected to respond in writing and include the following:

1. Statement addressing the selection criteria (The selection criteria can be found in the Position Description. The response must be maximum 300 words per criteria)
2. A copy of their current resume
3. Names and contact details (including a contact phone number) for 2 professional referees

Calvary Health Care Bruce is a smoke free campus Aboriginal and Torres Strait Islander people are encouraged to apply.

Eligibility/Other Requirements: To be considered for this role you must address the selection criteria and have appropriate work rights.

Contact Officer: Lynne Murry (02) 6264 7080 lynne.murry@calvary-act.com.au

Applications can be forwarded to: applications@calvary-act.com.au

Nursing

Enrolled Nurse Level 1

Enrolled Nurse Level 1 \$53,501 - \$57,161, Canberra (PN: Various)

Gazetted: 27 November 2014

Closing Date: 17 February 2015

Calvary Bruce provides a variety of speciality services including Emergency, Intensive Care, Mental Health, Maternity and Operating rooms. Calvary Bruce also offers Medical and Surgical areas and Clare Holland House offering palliative care services. As a casual Nurse you will have the opportunity to work across various wards and units within the hospital. Based on your relevant skills and experience and the requirements of the day, you will be allocated to a ward on a shift by shift basis. Calvary Bruce provides high quality nursing care, maintains staff satisfaction with the delivery of optimal, safe and cost effective quality nursing care. The employee must be able to work as a team player with good interpersonal and time management skills.

Applicants are expected to respond in writing and include the following:

1. Statement addressing the selection criteria (The selection criteria can be found in the Position Description. The response must be maximum 300 words per criteria).
2. A copy of their current resume.
3. Names and contact details (including a contact phone number) for 2 professional referees.

Eligibility/Other Requirements: To be considered for this role you must address the selection criteria and have appropriate work rights.

Note: Calvary Health Care Bruce is a smoke free campus Aboriginal and Torres Strait Islander people are encouraged to apply.

Contact Officer: Lynne Murray (02) 6264 7080 lynne.murray@calvary-act.com.au

Applications can be forwarded to: applications@calvary-act.com.au

Medical Records

Clinical Coder

Clinical Coder \$52,824 - \$69,382, Canberra (PN: 8707)

Gazetted: 03 December 2014

Closing Date: 13 January 2015

Details: Calvary Health Care Bruce is a fully accredited 275 bed public hospital underpinned by our values of Hospitality, Healing, Stewardship and Respect. We offer flexible and family friendly working conditions. An opportunity exists for an experienced Clinical Coder to join our coding team.

Responsibilities/Duties: Ensure timely and accurate coding of inpatient episodes using current edition of International Classification of Disease-10-AM; Validate accuracy of Diagnostic Related Groups allocation; Optimise coding throughput and quality whilst adhering to data submission deadlines; Participate in coding audits and other quality activities.

Essential: Completion of a Health Information Management Association of Australia (HIMAA) recognised course in ICD-10-AM Clinical Coding.

A minimum of 12 months coding experience in a hospital environment.

A thorough working knowledge of the current Australian Coding Standards.

Good working knowledge of DRGs and Casemix principles.

Demonstrated experience with electronic coding products utilising ICD-10-AM, ACHI and ACS.

1. Statement addressing the selection criteria (The selection criteria can be found in the Position Description. The response must be maximum 300 words per criteria).
2. A copy of their current resume.
3. Names and contact details (including a contact phone number) for 2 professional referees.

Please refer to the position description for further information or contact the contact officer.

Please Note: Calvary Health Care Bruce is a smoke free campus. Aboriginal and Torres Strait islander people are encouraged to apply.

Contact Officer: Lee Miller (02) 6201 6285 lee.miller@calvary-act.com.au

Applications can be forwarded to: applications@calvary-act.com.au

Pharmacy

Pharmacy Technical Officer

Technical Officer Level 1 \$50,794 - \$53,253, Canberra (PN: 6712)

Gazetted: 03 December 2014

Closing Date: 15 December 2014

Details: The Pharmacy Department is looking for a Technical Officer (TO) Level 1 to join our friendly, supportive team of hospital pharmacists and pharmacy technicians. This is an exciting opportunity to apply your skills in assisting with the processing of prescriptions, stock management and drug distribution. The Department provides a range of Pharmacy services including dispensing to inpatients and outpatients, clinical pharmacy service to wards, quality improvement projects, medication safety initiatives, clinical trials, student teaching and training as well as on-site aseptic manufacturing.

Duties include processing prescriptions, sterile and non-sterile compounding of pharmaceuticals, pre-packaging of pharmaceuticals and servicing the ward imprest system. Applicants should preferably hold a minimum of a Pharmacy Technician Certificate Level 3 or equivalent. Some in-house training will be provided.

Please visit our website for more information and to submit your application.

Eligibility/Other Requirements: To be considered for this role you must address the selection criteria and have appropriate work rights.

Note: Please refer to the position description for further information or contact the contact officer.

Contact Officer: Megan Arnold (02) 6201 6266 megan.arnold@calvary-act.com.au

Applications can be forwarded to: applications@calvary-act.com.au

Nursing

Assistant In Nursing

Health Services Officer level 3 \$47,764 - \$48,861, Canberra (PN: AIN-123, various)

Gazetted: 02 December 2014

Closing Date: 17 February 2015

Duties: Calvary Bruce provides a variety of speciality services including Emergency, Intensive Care, Mental Health, Maternity and Operating rooms. Calvary Bruce also offers Medical and Surgical areas and Clare Holland House offering palliative care services. As a Casual Nurse you will have the opportunity to work across various wards and units within the hospital.

Based on your relevant skills and experience and the requirements of the day, you will be allocated to a ward on a shift by shift basis.

Calvary Bruce provides high quality nursing care, maintains staff satisfaction with the delivery of optimal, safe and cost effective quality nursing care. The employee must be able to work as a team player with good interpersonal and time management skills.

Applicants are expected to respond in writing and include the following:

1. Statement addressing the selection criteria (The selection criteria can be found in the Position Description. The response must be maximum 300 words per criteria).
2. A copy of their current resume.
3. Names and contact details (including a contact phone number) for 2 professional referees.

Cary Health Care Bruce is a smoke free campus Aboriginal and Torres Strait Islander people are encouraged to apply.

Eligibility/Other Requirements: To be considered for this role you must address the selection criteria and have appropriate work rights.

Contact Officer: Lynne Murray (02) 6264 7080 lynne.murray@calvary-act.com.au

Applications can be forwarded to: applications@calvary-act.com.au

Canberra Institute of Technology

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

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

Business, Tourism and Accounting

CIT Tourism, Hospitality and Events

Teacher

Teacher Level 2 \$93,298, Canberra (PN: 34887)

Gazetted: 27 November 2014

Closing Date: 4 December 2014

Details: Teach as required by the Education Manager up to the number of hours prescribed in the relevant industrial award. Assist in the management and guidance of staff through performance feedback, coaching, mentoring and conflict resolution. Provide support, guidance and advice to students. Assist in the development of business plans including maintaining and developing commercial client relationships. Provide leadership and innovation in teaching delivery, assessment and student progression. Perform other appropriate duties such as scheduling classes, enrolments, information sessions and marketing events. This position requires high level organisational, communication and educational management skills.

Eligibility/Other Requirements: Mandatory Qualifications and/or Registrations/Licencing Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 - 2017, sub-Clause 40. Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning and Development (or equivalent). Industry Experience In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 - 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Degree or higher qualifications and/or vocational qualifications in Tourism, Hospitality, Events or related disciplines would be desirable.

Contact Officer: Sue Leed (02) 6207 3229 sue.leed@cit.edu.au

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

Student and Academic Services

Student Support

Disability Support Worker

Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 16397)

Gazetted: 28 November 2014

Closing Date: 5 December 2014

Details: Coordinate and deliver academic tutorial sessions to assist students with a disability in general literacy skills or organisational tasks. Provide educational support for students with Autism Spectrum Disorder (ASD), in particular.

Eligibility/Other Requirements: Relevant experience working with people with a disability. Tertiary qualifications related to the Disability Area/Adult Literacy would be highly regarded.

Notes: This is a temporary position available for two years with the possibility of an extension. Temporary employment offered as a result of this advertisement may lead to permanent appointment under the Public Sector Management Standards Section 53A - Appointment after Temporary Engagement - Canberra Institute of Technology - non-teaching offices. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp.

Contact Officer: Rhonda Fuzzard (02) 6207 4914 rhonda.fuzzard@cit.edu.au

Technology and Design

Design Industries

Interior Design Teacher

Teacher Level 1 \$65,460 - \$87,344, Canberra (PN: 51250)

Gazetted: 03 December 2014

Closing Date: 2 January 2015

Details: An opportunity exists in the CIT Technology and Design College as a Interior Design Teacher. This position will instruct and guide the Interior Designers of the future using personal industry experience, knowledge and passion for the industry. Teach as required by the Head of Department up to the number of hours prescribed in the relevant

industrial award. Counsel and advise students on their program of study and other issues relevant to their effective participation in courses offered by program area. Develop individually and as a team curricula including educational resource material and assessment procedures for new and existing programs. Set and mark examinations, maintain student records including complete and detailed records of relevant student assessments and performance. Perform educational and administrative tasks, meetings and other incidental duties as directed by the Head of Department. Eligibility/Other Requirements: New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) within twelve months of engagement. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning and Development (or equivalent). In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 - 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

Notes: Interviews will be held late January/early February. This is a temporary position available for 12 months with possibility of extension (dependent on department/operational requirements). Temporary employment offered as a result of this advertisement may lead to permanent appointment under the Public Sector Management standards Section 53A - Appointment after Temporary engagement - Canberra Institute of Technology (Teaching Staff) Enterprise agreement 2013 - 2017.

Contact Officer: Penny Boyer (02) 6207 3455 penny.boyer@cit.edu.au

Technology and Design

Design Industries

Building Design Teacher

Teacher Level 1 \$65,460 - \$87,344, Canberra (PN: 51111)

Gazetted: 03 December 2014

Closing Date: 2 January 2015

Details: An opportunity exists in the CIT Technology and Design College as a Building Design Teacher, this position will instruct and guide the Building Designers of the future using personal industry experience, knowledge and passion for the industry. Teach as required by the Head of Department up to the number of hours prescribed in the relevant industrial award. Counsel and advise students on their program of study and other issues relevant to their effective participation in courses offered by program area. Develop individually and as a team curricula including educational resource material and assessment procedures for new and existing programs. Set and mark examinations, maintain student records including complete and detailed records of relevant student assessments and performance. Perform educational and administrative tasks, meetings and other incidental duties as directed by the Head of Department. Eligibility/Other Requirements: New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) within twelve months of engagement. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning and Development (or equivalent). In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 - 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

Notes: Interviews will be held late January/early February. This is a temporary position available for 12 months with possibility of extension (dependent on department/operational requirements). Temporary employment offered as a result of this advertisement may lead to permanent appointment under the Public Sector Management standards Section 53A - Appointment after Temporary engagement - Canberra Institute of Technology (Teaching Staff) Enterprise agreement 2013 - 2017.

Contact Officer: Penny Boyer (02) 6207 3455 penny.boyer@cit.edu.au

Health, Community and Science

Human Services

Nursing

Teacher

Teacher Level 1 \$65,460 - \$87,344, Canberra (PN: 51781)

Gazetted: 28 November 2014

Closing Date: 5 December 2014

Details: CIT Health, Community and Science is seeking to employ an experienced teacher in the Human Services Department at CIT. The successful candidate must have demonstrated professional knowledge and practical skills appropriate to deliver Diploma of Nursing (Enrolled Nursing/Div2), Aged Care and Disability courses, and should also have a commitment to working in a highly motivated outcome focused team environment. The successful candidate must have the ability to develop curriculum, produce high quality teaching resources using current technologies, an ability to teach flexibly, online and at workplaces as well as the ability to establish and maintain appropriate student assessment procedures and educational records.

Eligibility/Other Requirements: Mandatory qualifications and/or registrations/licensing. Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 - 2017, sub-Clause 40. New Teachers at Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) within 12 months of engagement. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning and Development (or equivalent). Industry Experience In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 - 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. All teachers at Level 1 or Level 2 delivering the Diploma in Nursing program are required to have appropriate industry competencies demonstrated by the following qualifications: Registered General Nurse with a current registration with the Australian Health Professionals Regulation Agency (AHPRA) (this registration needs to be maintained): AQF level nursing qualifications of at least 6 by 2016. Diploma of Community Development: and/or Diploma of Case Management: and/or Diploma of Community Services (Aged Care or Disability Work): and/or Bachelor of Community Education: and/or Bachelor of Science (Gerontology/Psychology and/or Nursing): and/or Graduate Certificate in Gerontology. Notes: This position is advertised for a temporary two year period with the possibility of extension up to five years. Temporary employment offered as a result of this advertisement may lead to permanent appointment under the "Public Sector Management Standards Section 53B - Appointment after Temporary Engagement - Canberra Institute of Technology - teaching offices".

Contact Officer: Lily Muthurajah (02) 6205 7381 lily.muthurajah@cit.edu.au

Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvp.

Capital Metro

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

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

Finance and Economics

Director, Project Controls

Executive Level 1.2 \$197,350 to \$207,343 depending on current superannuation arrangements, Canberra (PN: E776)

Gazetted: 28 November 2014

Closing Date: 12 December 2014

Details: The Capital Metro Agency (CMA) leads the whole of government efforts in delivering the Capital Metro Project and is responsible for the design, procurement and delivery of a 12km light rail service between Gungahlin and the City. The Director, Project Controls leads the implementation and management of 'client-side' controls associated with the Capital Metro project, and is responsible for the centralised and independent oversight of risk, change and program matters within the Agency.

Remuneration: The position attracts a remuneration package ranging from \$197,350 to \$207,343, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$153,744.

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

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

Contact Officer: Duncan Edghill (02) 6205 3842 duncan.edghill@act.gov.au

Communications and Stakeholder Engagement

Director, Communications and Stakeholder Engagement

Executive Level 1.1 \$181,647 to \$190,709 depending on current superannuation arrangements, Canberra (PN: E733)

Gazetted: 28 November 2014

Closing Date: 12 December 2014

Details: The Capital Metro Agency (CMA) leads the whole of government effort in delivering the Capital Metro Project and is responsible for the design, procurement and delivery of a 12km light rail service between Gungahlin and the City. The Director, Communications and Stakeholder Engagement leads the communications and stakeholder engagement team, including the provision of high quality and responsive public information for the Capital Metro project, and is responsible for all communications and media in relation to Capital Metro Agency operations.

Remuneration: The position attracts a remuneration package ranging from \$181,647 to \$190,709, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$139,404.

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

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

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

Director, Planning and Design

Executive Level 1.1 \$181,647 to \$190,709 depending on current superannuation arrangements, Canberra (PN: E745)

Gazetted: 28 November 2014

Closing Date: 12 December 2014

Details: The Capital Metro Agency (CMA) leads the whole of government efforts in delivering the Capital Metro Project and is responsible for the design, procurement and delivery of a 12km light rail service between Gungahlin and the City. The Director, Planning and Design provides leadership on planning and design for the Capital Metro Project, and the development and prosecution of a planning approvals strategy.

Remuneration: The position attracts a remuneration package ranging from \$181,647 to \$190,709, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$139,404.

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

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

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

Capital Metro

Governance and Operations

Corporate Support Officer

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 32286)

Gazetted: 02 December 2014

Closing Date: 16 December 2014

Details: The Capital Metro Agency has responsibility for the design, procurement and delivery of a light rail service between Gungahlin and the City. The Governance and Operations Branch is responsible for Directorate wide services based on specialised knowledge, best practice and ACT Government policy. Under direction of the Senior Manager,

Governance and Operations, the Corporate Support Officer provides assistance to the branch on a range of activities including corporate and finance support and records management.
Contact Officer: Nikki Pulford (02) 6205 5466 nikki.pulford@act.gov.au

Chief Minister, Treasury and Economic Development

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

Shared Services

Human Resources

Employee Relations and Training

Team Leader

Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 31315)

Gazetted: 02 December 2014

Closing Date: 9 December 2014

Details: Shared Services Human Resources (HR) is seeking applications from enthusiastic, innovative and committed individuals to fill the role of Team Leader, Employee Relations and Training. The successful applicant will work collaboratively, as one of two Team Leaders, to supervise up to 20 Senior Investigators and Investigators and to manage the day to day operations of the Employee Relations Team, including staffing, reporting, training and client partnership relationships to ensure that team and individual objectives are achieved. The Team Leaders are required to coordinate and facilitate the management of complex employment matters including disciplinary processes and other administrative investigations, internal reviews and appeals, including undertaking the role of Lead Investigator on occasions, as required. The role requires active involvement in fostering of partner relationships and development, management and participation in projects to improve employee relations processes across the ACT Government and within the Employee Relations Team. The Team Leader will be required to represent Shared Services and partner agencies in a range of government and non-government forums including before Fair Work and other tribunals as required.

Eligibility/Other Requirements: Tertiary qualifications in a HR related discipline and/or Certificate IV in Government Investigations are highly desirable though not essential. Educational and professional qualifications checks may be undertaken prior to Employment. A criminal history record check will be conducted prior to employment.

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp.

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

Infrastructure Finance and Advisory

Infrastructure Analyst

Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 34962)

Gazetted: 28 November 2014

Closing Date: 12 December 2014

Details: The Chief Minister, Treasury and Economic Development Directorate is seeking a highly skilled technical specialist with a demonstrated understanding of, or experience in policy and commercial analysis including well rounded knowledge of infrastructure project transactions and procurements within Government. The position of Infrastructure Analyst requires the ability to prepare high level advice to Government on financial aspects of major infrastructure projects in the Territory. The successful applicant will have a strong understanding of government process and operations from within government or from government advisory and will be able to actively support decision making on all commercial aspects of major infrastructure projects. The applicant will be rewarded with a positive team environment, flexible work arrangements and excellent remuneration.

Eligibility/Other Requirements: Position may require a security clearance.

Notes: This is a temporary position available for 12 months. Applications are sought from potential candidates and should include a statement addressing the selection criteria of no more than 500 words per criterion outlining experience and/or ability in the above areas, contact details of at least two referees and a current Curriculum Vitae.

Contact Officer: Damon Hall (02) 6207 0058 damon.hall@act.gov.au

Land Development

Development Ready (Estates) Unit

Senior Project Manager

Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 18770)

Gazetted: 28 November 2014

Closing Date: 5 December 2014

Details: This exciting role is responsible for delivering complex pre-planning and design for construction projects. The complexity of this role requires a dedicated and enthusiastic individual with experience in land use delivery strategy, environmental awareness and the management of spatial information systems. Experience in the management of multi-disciplinary teams, demonstrating effective communication and managing for risk by identifying risk mitigation strategies will be a key to success in this position. The occupant will require a broad knowledge and experience of land development and planning processes, along with a good appreciation of civil infrastructure development, sustainable development and stakeholder engagement.

Eligibility/Other Requirements: Relevant tertiary qualifications and experience in environmental science, urban design and spatial mapping techniques are highly desirable.

Contact Officer: Dave Richardson (02) 6207 5616 dave.richardson@act.gov.au

Shared Services

Shared Services Executive

Strategic Finance

Senior Finance Officer - Reporting and Budgeting

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 15491, several)

Gazetted: 01 December 2014

Closing Date: 8 December 2014

Details: The Strategic Finance Team is seeking expressions of interest for several Senior Finance Officers - Reporting and Budgeting positions. The job profile includes responsibility to assist with the provision of support and advice to the Senior Manager in the areas of strategic financial management, prepare and assist with financial management reporting requirements, including monthly and annual financial statements; and assisting with the preparation of Shared Services budget and associated budget documents. The position is also responsible for providing leadership and build team effectiveness, and carry out projects as required by the Senior Manager and or Manager.

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

Notes: These positions are available for temporary filling for a period of six months with the possibility of extension and/or permanency from this merit process.

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

Shared Services ICT

Operations

Platform Systems

Windows Support Team Leader

Senior Information Technology Officer Grade C \$89,786 - \$96,809, Canberra (PN: 14679)

Gazetted: 28 November 2014

Closing Date: 5 December 2014

Details: The successful candidate for this position will be required to coordinate the provision of server support for Microsoft Windows server infrastructure in a large enterprise environment which includes a range of Microsoft server applications in both internal and DMZ domains.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Possession of a degree, diploma, certificate, vocational or industry certificate such as MCSE or relevant work experience in a Microsoft environment is highly desirable. Knowledge and understanding of the role of information technology in ACT government is desirable. Possession of, or the ability to rapidly attain a protected security clearance, as well as ability to obtain a schools police check is mandatory.

Note: Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant.

Contact Officer: Steve Hickey (02) 6205 0900 steve.hickey@act.gov.au

Revenue Management

Compliance

Inspection Officer

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 34959)

Gazetted: 02 December 2014

Closing Date: 16 December 2014

Details: The Compliance Section develops compliance strategies and conducts investigations aimed at achieving maximum compliance by clients in relation to their statutory obligations. The Section also plays a key role in the enforcement of the ACT's revenue laws and in the protection of public revenue.

Eligibility/Other Requirements: Current ACT driver's licence.

Notes: Occupants can be rotated to other positions at the same level within the Section as required.

Contact Officer: Rowena Mele (02) 6207 0099 rowena.mele@act.gov.au

Business Enterprise Division

ACT Property Group

Property Projects and Services

Facilities Maintenance Officer

General Service Officer Level 7 \$52,078 - \$55,114, Canberra (PN: 22621)

Gazetted: 27 November 2014

Closing Date: 11 December 2014

Details: Applications are sought to fill a new Facilities Maintenance Officer position at the National Arboretum within ACT Property Group. The successful applicant will be required to undertake a wide range of duties including general and preventative/scheduled maintenance, supervising contractors and responding promptly to service requests from Arboretum management. The Facilities Maintenance Officer may be required to operate small plant machinery on occasion.

Eligibility/Other Requirements: Level one licenced playground inspector, EWP, Chemicals Handling certificate, and relevant plant operator's qualification, or the ability to obtain these qualifications within 12 months, is highly desirable.

Notes: This is a temporary position available for six months, with the possibility of extension.

Contact Officer: Steve McDougall 0418 631 568 steve.mcdougall@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.

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

Service Strategy and Community Building

Community Participation Group

Executive Officer

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 24113)

Gazetted: 02 December 2014

Closing Date: 16 December 2014

Details: The Community Participation Group is seeking to permanently fill the Executive Officer position. The Executive Officer plays a key role in supporting the Director in the delivery of responsibilities. The position will require a person who has experience in managing services through the coordination and preparation of high quality ministerial material. This includes drafting of ministerial correspondence, briefings, parliamentary questions, responses to questions on notice and other requests as required within specific timeframes.

Contact Officer: Jancye Winter (02) 6205 3153 jancye.winter@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

Operations

Technical Director

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 3553)

Gazetted: 18 November 2014

Closing Date: 25 November 2014

Details: If you have in depth and extensive knowledge of theatre technical and operational issues in a professional theatrical environment, managing people and clients, consider this position.

Eligibility/Other Requirements: Extensive knowledge of the performing arts industry and theatre protocols is essential

Note: Applicants must address the selection criteria.

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

Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email

CFC.HR@act.gov.au

ACT Museums and Galleries

Visitor Services, Education and Community Programs

Education and Community Programs Manager

Professional Officer Class 2 \$74,098 - \$84,802, Canberra (PN: 8519)

Gazetted: 18 November 2014

Closing Date: 2 December 2014

ACT Museums and Galleries comprises four sites - Canberra Museum and Gallery (CMAG), Lanyon, Calthorpes' House and Mugga-Mugga. The Visitor Services, Education and Community Programs team is responsible for delivering programs and services to a range of audiences across these sites. ACT Museums and Galleries is seeking an Education and Community Programs Manager to work as part of this team to manage the development and delivery of both education and community programs, across the four ACT Museums and Galleries sites. The successful applicant will have demonstrated experience in the management and delivery of learning experiences to school groups and community programs to diverse audiences within a museum and/or gallery context. A demonstrated ability to manage competing tasks and work to deadlines is essential.

This is a temporary vacancy available until October 2015. This role is part time 4 days per week as part of a job share arrangement.

Eligibility/Other Requirements: Qualifications in Teaching are essential; A degree in Visual Arts/Arts Administration or History/Archaeology/Cultural Heritage Management is essential. A current ACT Driver's Licence is essential.

Note: Interviews may not be conducted for this position, recruitment may be based on applications and referee reports only. This position involves physical activity, regular work in rural settings, some lifting and out-of-hours work. Contact Officer: Sophie Chessell (02) 6207 9130 sophie.chessell@act.gov.au
Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email CFC.HR@act.gov.au

Education and Training

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

Office for Schools

Belconnen Network

School Network Leader

School Network Leader \$167,267, Canberra (PN: 19166)

Gazetted: 03 December 2014

Closing Date: 18 December 2014

Details: The School Network Leader is responsible for leading, managing and supporting a network of schools, with a particular focus on the design and delivery of significant school improvement programs and initiatives in alignment with the directions and priorities of the Directorate's Strategic Plan and annual operational plan.

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

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp.

Contact Officer: Leanne Cover (02) 6205 9156 leanne.cover@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.

Strategy and Coordination

Information, Communications and Governance

Ministerial and Commonwealth Relations

Senior Advisor

Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 32977)

Gazetted: 02 December 2014

Closing Date: 9 December 2014

Details: The Education and Training Directorate is seeking a highly motivated and experienced officer to perform the role of Senior Advisor. The successful applicant will be responsible for providing high level advice to the Director-General and Deputy Director-General on strategic, administrative and operational matters. Planning and managing projects relating to the operations and functions of the Directorate. Preparing presentations and speeches and managing quality assurance of speeches, reports and correspondence. Representing the Director-General and Deputy Director-General as required. Providing professional guidance and mentoring to staff supporting the Director-General and Deputy Director-General.

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

Contact Officer: Jane Cuzner (02) 6207 1317 jane.cuzner@act.gov.au

Governance and Assurance

Media and Communications

Marketing Officer

Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 09514)

Gazetted: 03 December 2014

Closing Date: 10 December 2014

Details: Applications are sought from a dynamic and experienced person to join the Media and Communications Unit. The person will manage, implement and evaluate a key strategic branding project within the Directorate. The successful applicant will provide advice to the senior executive team and school leaders on public relations and marketing.

Notes: This is a temporary position available until 30 June 2015 with the possibility of extension and/or permanency.

Contact Officer: Joanne Garrisson (02) 6205 9328 joanne.garrisson@act.gov.au

Office for Schools

North Canberra/Gungahlin Network

Amaroo School

Executive teacher-ICT and Pastoral Care

School Leader C \$104,319, Canberra (PN: 09756)

Gazetted: 02 December 2014

Closing Date: 16 December 2014

Details: As a member of the Executive Team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp.

Contact Officer: Tiffany Mahon (02) 6205 2808 tiffany.mahon@ed.act.edu.au

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

Office of the Deputy Director-General

Training and Tertiary Education

Skills Reform

Statistical Analyst

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 34940)

Gazetted: 27 November 2014

Closing Date: 4 December 2014

Details: Training and Tertiary Education Branch is seeking a Statistical Analyst to provide high level support and advice to senior staff on complex data issues, debates, proposals and concepts. The successful applicant will be able to collect and analyse Vocational Education and Training (VET) statistics to inform evidenced based recommendations. Proven experience in labour market modelling is also essential to the development and implementation of the Forecasting Industry Need and Entitlement (FINE) model and ACT Skills Needs List. The successful applicant will have a comprehensive understanding of tertiary education and training systems, current VET reforms, relevant legislation and current issues.

Eligibility/Other Requirements: Undertaking or completed relevant tertiary qualification in Economics, Actuary Studies, Statistics or related disciplines.

Notes: This is a temporary position available until 30 June 2017 with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: David Seal (02) 6205 3007 david.seal@act.gov.au

Office for Schools

North/Gungahlin Network

Harrison School

Defence Transition Mentor

School Assistant 2 \$41,826 - \$46,188, Canberra (PN: 34991)

Gazetted: 01 December 2014

Closing Date: 8 December 2014

Details: An opportunity exists at Harrison School for a Defence Transition Mentor (DTM). The successful occupant of this position will provide information and support and develop a range of activities for the young people of Australian Defence Force (ADF) families to ease the uncertainty experienced during times of transition. This position also includes assisting ADF parents and children to become familiar with the school and its facilities. Co-ordinating appropriate welcoming and farewelling activities for ADF children involving the school community and supporting children at school during times of parental absence from home for service requirements.

Eligibility/Other Requirements: Desirable: Possession of a current driver's licence. First Aid qualification, or willingness to undertake appropriate training.

Notes: This is a temporary position available for the period 30 January 2015 to 30 June 2015 with the possibility of an extension. Please note this is a part-time position at 21:24 hrs per week. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp.

Contact Officer: Debbie Carne (02) 6142 2200 debbie.carne@ed.act.edu.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>

Health Infrastructure and Planning

Health Infrastructure Support

Staging and Decanting and Strategic Accommodation Manager

Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 26979)

Gazetted: 04 December 2014

Closing Date: 11 December 2014

Details: Health Infrastructure and Planning has responsibility for developing and implementing the process of whole-of-government plans (as they relate to the ACT Health and health services), the ACT Health Corporate Plan, Territory-wide health strategic plans and clinical service plans; and the project direction and management of the Health Infrastructure Program (HIP), inclusive of facility planning, design, construction and post-occupancy evaluation. This position is responsible for providing advice about, and input to the strategic accommodation requirements of the organization as they relate to staging and decanting and general accommodation demand. The position will lead a team to deliver services to a high standard.

Eligibility/Other Requirements: Maintain either tertiary qualification in a building related discipline or a building trade qualification. At least five years of capital works project management within a Health environment is desirable.

Notes: This is a temporary position available until June 2016. The successful candidate may be selected based on written application and referee reports. Work samples and other competency based assessment tools may be used as part of the selection process for this position.

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

To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Employees of ACT Health have available to them salary packaging with fringe benefits, a tax-free threshold up to \$9095 is available.

Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items. ACT Health also provides employees with the opportunity to utilise tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards.

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

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

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

Contact Officer: Carolyn Bartholomew (02) 6174 8034

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.

Director-General Reports

Population Health

Health Improvement

Senior Project Officer

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 34955)

Gazetted: 04 December 2014

Closing Date: 18 December 2014

Details: The Health Promotion section of Health Improvement Branch is looking for a motivated and enthusiastic person to help deliver on our health promotion priorities. The successful applicant would have demonstrated experience in health promotion and related disciplines, and ideally would have knowledge and practice around smoking cessation and prevention initiatives. Managing relationships and partnerships with diverse stakeholders would be a key skill in this role.

Eligibility/Other Requirements: A tertiary qualification and/or strong demonstrated experience in health promotion, community development, social marketing, communications, public health and/or related disciplines, as appropriate to the advertised role, is desirable. Experience working within the public health, community or government sectors is highly desirable.

Notes: This is a full-time temporary position until 30 June 2015, with the possibility of extension.

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

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

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

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Contact Officer: Susie Leydon (02) 6205 1422

Strategy and Corporate

Business and Infrastructure

Business and Infrastructure Executive

Executive Officer

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 17666, expected vacancy)

Gazetted: 04 December 2014

Closing Date: 11 December 2014

Details: Business and Infrastructure Branch are seeking to recruit a highly skilled and energetic Executive Officer to provide high-level strategic advice and executive support to the Executive Director, Business and Infrastructure. The principal role of the Officer is to liaise, plan, research, coordinate and prepare Cabinet, Assembly and Ministerial correspondence and reporting processes for the branch while providing quality, timeliness, accuracy and consistency information. As the successful applicant, you will possess achievement in a leadership and management role with a track record of delivering in complex environments, preferably within a health setting.

Eligibility/Other Requirements: Relevant tertiary qualifications and experience in either clinical, operational management or policy development including extensive analytical background within a health care system are highly desirable.

Notes: The successful candidate may be selected based on written application and referee reports only.

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

To complete your application you must prepare responses to the selection criteria and upload this as part of your application. Applicants are required to submit a current CV and reports from two recent referees.

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

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Contact Officer: Rosemary Kennedy (02) 6205 0606

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Cancer Ambulatory and Community Health Support Medical

Clinical Trials Assistant Coordinator

Radiation Therapist Grade 3.1 \$88,695 - \$91,594, Canberra (PN: 34651)

Gazetted: 04 December 2014

Closing Date: 11 December 2014

Details: The Radiation Oncology Department at the Canberra Hospital is seeking a suitably qualified and motivated Clinical Trials Assistant Coordinator to facilitate participation in Radiation Oncology Clinical Trials. The Department has recently undergone significant capital expansion and integration with the newly opened Canberra Region Cancer Centre providing further opportunities and interaction for local and international clinical trials. The successful applicant will be rostered to work on clinical trials at 0.6 FTE and may work as a Radiation Therapist at their nominal level at 0.4 FTE. Staff working at a nominal level of Radiation Therapist 2 will be eligible for payment at Radiation Therapist 3.1 for

this position. Staff currently working at level Radiation Therapist 3 will be eligible for payment at Radiation Therapist 3.2.

Eligibility/Other Requirements: Eligible candidates must hold Radiation Therapy qualifications and Registration with AHPRA and eligibility for licensing with the ACT Health Radiation Council. Interest in Clinical Trial Coordination within a medical research environment and TROG/Radiation Oncology Clinical trials experience will be an advantage.

Note: This is a temporary part-time position at 22:03 hrs per week for a period of 12 months with the possibility of extension.

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

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

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Contact Officer: Wendy Amos (02) 6244 2284

Canberra Hospital and Health Services

Deputy Director General Canberra Hospital and Health Services

Executive Director of Medical Services

Clinical Trials Coordinator

Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 24952, several)

Gazetted: 04 December 2014

Closing Date: 18 December 2014

Details: An exciting opportunity is available for self-motivated and highly organised individuals to join the Clinical Trials Unit team at Canberra Hospital. The successful applicants will work with Canberra Hospital researchers and clinical research Co-ordinators to plan and conduct clinical research. They will report to the Director of the Clinical Trials Unit.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. It is desirable, but not necessary that the applicant has either academic knowledge or practical experience of clinical trials co-ordination. The successful applicant will show high skills of initiative and flexibility, well developed interpersonal skills, the ability to work well in a team and be competent in computer packages (i.e. Microsoft Suite, emails etc) and have a current driver's licence.

Note: This is a full-time temporary position available for a period of 12 months with the possibility of extension and is to be filled as soon as possible. The option to work part-time will be considered. Hours of work are flexible.

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

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

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

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

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

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

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

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Contact Officer: Katherine Johnson (02) 6244 2811

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Imaging

Radiographer

Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade), Canberra (PN: 28811, expected vacancy)

Gazetted: 04 December 2014

Closing Date: 11 December 2014

Details: The successful applicant will perform all aspects of general Radiography while observing departmental protocols and radiation protection measures at all times. Participate in more advanced modalities with the approval and supervision of the Senior Health Professional Officer Grade 4 in the area.

Eligibility/Other Requirements: Registered or applied for registration with Australian Health Practitioner Regulation Authority. Eligible for membership of the Australian Institute of Radiography. Possess a Radiation Licence from the ACT Radiation Council. Previous experience in advanced modalities (e.g. MRI, CT, Angiography). Recent trauma experience in a tertiary teaching hospital.

Note: An order of merit will be formed from this selection process and may be utilised to fill any full-time/part-time, temporary positions (at level), which may occur within the following six months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and include two written referee reports addressing the selection criteria and upload this as part of your application.

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

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Contact Officer: Terry Rafferty (02) 6244 4362

Canberra Hospital and Health Services

Deputy Director General Canberra Hospital and Health Services

Executive Director of Medical Services

Clinical Trials Co-ordinator

Research Officer Grade 2 \$61,874 - \$66,997, Canberra (PN: 10690, several)

Gazetted: 04 December 2014

Closing Date: 18 December 2014

Details: An exciting opportunity is available for self-motivated and highly organised individuals to join the Clinical Trials Unit team at Canberra Hospital. The successful applicants will be primarily assisting with the co-ordination of the

ASpirin in Reducing Events in the Elderly (ASPREE) and STATins in Reducing Events in the Elderly (STAREE) clinical trials being conducted by the Clinical Trials Unit at Canberra Hospital and other centres in Australia. Both studies will investigate whether medical therapy in the setting of primary prevention is helpful in prolonging healthy lifespan and will balance this against the risks of treatment. Substantial funding has been secured for the duration of the studies. The Clinical Trials Coordinators will have responsibilities that include general practitioner and subject recruitment, clinical record collection, clinical assessments and physiological measures, subject monitoring and maintaining trial records according to the trial protocol. There may be opportunities to work on other clinical research projects that are being coordinated by the Clinical Trials Unit, depending on the workload from these two studies.

Eligibility/Other Requirements: A degree in a relevant area, from a recognised university with significant subsequent relevant work experience or an equivalent combination of experience and/or education. The successful applicant will show high skills of initiative and flexibility, well developed interpersonal skills, the ability to work well in a team and be competent in computer packages (i.e. Microsoft Suite, emails etc.) and have a current driver's licence.

Notes: These are full-time positions available for a period of 12 months with the possibility of extension and are to be filled as soon as possible. The option to work part-time will be considered. Hours of work are flexible. These positions will report to the Director of the Clinical Trials Unit.

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

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

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

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Contact Officer: Katherine Johnson (02) 6244 2811

Canberra Hospital and Health Services

Women, Youth and Children

Children, Youth and Women's Health Program

Maternal and Child Health Professional Development Pathway Nurse

Registered Nurse Level 1 \$58,989 - \$78,799, Canberra (PN: 16064, several)

Gazetted: 04 December 2014

Closing Date: 11 December 2014

Details: The Community Health Programs is pleased to offer a Professional Development opportunity for suitably qualified and experienced nurses who aspire to work as a Maternal and Child Health Nurse in the Community. These temporary positions prepare Nurses for autonomous practice within Maternal and Child Health. There is a workplace pathway to outline the required learning, individual needs and clinical competence required against the Maternal and Child Health professional standards.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Holds or will complete postgraduate qualifications in Maternal, Child or Family Health in 2014. Qualifications and recent experience in Midwifery/Paediatrics or related primary health setting are highly desirable. Commitment and capacity to work full time in the initial training period.

Notes: These are temporary positions available from 2 February 2015 to 31 July 2015 with the possibility of permanency from this process.

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

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

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Contact Officer: Genny Herbert (02) 6205 3577

Strategy and Corporate

Performance Information

Territory Wide Surgical Services

Central Wait List Officer

Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 34875)

Gazetted: 04 December 2014

Closing Date: 11 December 2014

Details: The Territory Wide Surgical Services Team is seeking applications from a highly motivated and organised individual interested in joining a dynamic team who are leading new surgery initiatives across the Territory. This exciting opportunity includes assisting in the management of patients waiting for elective surgery in the ACT. The successful applicant will be customer focused and possess excellent communication, interpersonal and problem solving skills required to respond to consumer phone calls related to the Elective Surgery Waiting List. In addition, you will provide administrative support that includes auditing of the Elective Surgery Waiting List and request for admission forms, communication with patients and general practitioners and adding and removing patients from the waitlist. In addition, applicants should have demonstrated ability to provide secretarial support that includes organising meetings and meeting minutes. Time management skills with the ability to liaise effectively with staff and patients in a busy team environment are essential.

Eligibility/Other Requirements: Experience in the use of the ACT Patient Administration System and a high level of keyboard and administrative skills in a health environment would be an advantage.

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

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

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

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Contact Officer: Elaine Men (02) 6205 1157

Strategy and Corporate

E-Health and Clinical Records

ISB Management and Strategy

CRIS Officer, Evening Shift

Administrative Services Officer Class 2/3 \$49,189 - \$59,980, Canberra (PN: 29261)

Gazetted: 04 December 2014

Closing Date: 11 December 2014

Details: The Medical Record Department is seeking the services of experienced person to join our evening shift. The CRIS teams process clinical records and documentation into the Clinical Record Information System (CRIS), this system makes the documents available electronically to registered users for ongoing patient care. This entails performing the functions of documentation preparation, scanning, indexing and processing any incoming mail. The CRIS Officer is required to consistently achieve quality and productivity targets for record processing to ensure scanning deadlines are met and record integrity and patient safety are not compromised. Due to the nature of the work it is essential that the successful applicant has experience with (CRIS), a very good eye for detail and is able to work quickly and efficiently to meet very tight deadlines.

Notes: This position is full-time, Monday to Friday with working hours of 3:00pm to 10:51pm. Selection may be based on written application and referee reports only. Applicants must provide written responses to the selection criteria, provide a current CV and contact details for two referees. Incomplete or late applications will not be accepted.

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

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

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Contact Officer: Heather Byrne (02) 6244 3663

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

Victim Support ACT

Casual Database Developer

Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: C09500)

Gazetted: 28 November 2014

Closing Date: 12 December 2014

Details: Expressions of interest sought from individuals with advanced skills in the Microsoft Access application. Victim Support ACT is seeking a database developer to continue providing support and modifications for our existing client services database. There will also be an opportunity to use your skills to develop a specialised database for new functions within the organisation. Very flexible working days and hours.

Notes: This is a casual position available until 31 December 2015. Applicants who progress to interview may be required to participate in a 1-2 hour exercise to demonstrate their skills.

Contact Officer: Kylie Woodward (02) 6205 5197 kylie.woodward@act.gov.au

**Public Trustee for the ACT
Financial Management
Manager**

Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 14022)

Gazetted: 27 November 2014

Closing Date: 4 December 2014

Details: The Public Trustee for the Public Trustee ACT (PTACT) is an ACT Government Territory Authority established to provide independent, professional trustee, estate administration, financial management and will-making services. A vacancy exists as Manager in the Financial Management Services Unit. The unit is responsible for providing client financial services under order of the ACT Civil and Administrative Tribunal and Enduring Power of Attorney.

Applications are sought from innovative persons with demonstrated experience in leadership, change management and teamwork in a dynamic and responsive environment

Eligibility/Other Requirements: Appropriate background experience or qualifications relating to the management of trustee responsibilities for citizens and persons designated by the courts or other statutory authorities is highly desirable. Evidence to show clear understanding of the role of PTACT and the nature of the services provided, including the balance required to operate effectively in a quasi commercial context within a public sector environment.

Responsibilities include: Leading, directing and developing a busy client-focussed team; Meeting administrative and statutory requirements; Identifying and managing change; Accountability to clients, judiciary and management; Policy development and implementation; Resource management; and Representing the office in govt and non-govt forums.

Note: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp.

Contact Officer: Jennifer Woolrych (02) 6207 9819 jennifer.woolrych@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.

Human Rights Commission

Health Services

Conciliator/Senior Review Officer

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 09942)

Gazetted: 03 December 2014

Closing Date: 17 December 2014

Details: The Health Services Commissioner/Disability and Community Services Commissioner is seeking an experienced Conciliator and Investigator to manage health and disability service complaints. The successful applicant will be organised, a self-starter, an excellent communicator and possess good judgment. They will be able to work under limited supervision and have the capacity to autonomously conciliate matters that range from communication issues through to potentially complex and substantial health service negligence cases. The successful applicant will also have an aptitude for analysing, synthesising and reporting on complex investigations.

Eligibility/Other Requirements: Tertiary qualifications in the Human Services field or Law; and experience, training and/or accreditation in alternative dispute resolution techniques highly desirable.

Note: This is a temporary position available from 29 January 2015 for a period of 12 months. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwwvp.

Contact Officer: Matt Hingston (02) 6205 2222 matt.hingston@act.gov.au

Governance

Media and Communications

Communication Officer

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 08007)

Gazetted: 02 December 2014

Closing Date: 9 December 2014

Details: The Justice and Community Safety Directorate is seeking a Communication Officer for their Communication team. The role's responsibilities consist of the following:

Coordinate responses to media and public inquiries through drafting and editing media releases, talking points and speeches for senior directorate staff and the Minister; develop communication strategies, both internal and external, for the purposes of promoting the directorate and maximising community engagement; assist with directorate media launches and events; work with other agencies on whole of government communication projects and presentations; assist in the development of an overarching communication strategy for the directorate; assist in the development and enhancement of the directorate's internet and intranet; develop and foster effective working relationships with all agencies within the directorate; assist with other work in the unit to ensure the objectives of the communication team are achieved.

Eligibility/Other Requirements: Relevant qualifications in Communication, Public Relations, Web Publishing or equivalent experience would be desirable.

Notes: This is a temporary vacancy available asap for the period of three months.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Ellena Midgley (02) 6207 6101 ellena.midgley@act.gov.au

Office of Regulatory Services

WorkSafe ACT

Work Safety Support Team

Support Team Member

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 05557)

Gazetted: 02 December 2014

Closing Date: 9 December 2014

Details: Provide advice in accordance with relevant legislation, including receiving and coordinating responses to incoming enquiries and complaints in accordance with procedures, advise on legislation and technical issues. Promote health and safety awareness and practices within workplaces to minimise work related injuries and illness. Draft correspondence, reports and other written material relating to occupational health and safety and workers compensation issues. Contribute to the direction of Office of Regulatory Services (ORS) and the development of policy, procedures and practices to achieve best practice in OHS. Entering Incident and Dangerous Occurrence (IDO) report forms onto the correct data bases and dealing with information in the appropriate manner by providing advice or forwarding report to Inspectorate. Answer enquiries regarding Workers Compensation, Long Service Leave, Manual Handling and Occupational Health and Safety. Contribute to the targets and objectives of the team work plan. Contribute to ORS operations and attend staff meetings. Participate in team planning and training activities. Contribute to workplace diversity, participative practices and promote occupational health and safety principles. Maintain records in accordance with the *Territory Records Act 2002*.

Notes: This is a permanent position. Selection may be based on application and referee reports only.

Contact Officer: Arthur Reilly (02) 6205 3463 arthur.reilly@act.gov.au

**Office of Regulatory Services
Registrations and Fair Trading
Working With Vulnerable People
Client Service Officer**

Administrative Services Officer Class 2 \$49,189 - \$54,315, Canberra (PN: 31780, several)

Gazetted: 02 December 2014

Closing Date: 9 December 2014

Details: As a Client Service Officer within any of the Office of Regulatory Services (ORS) business units you are required to: Provide high level client service; Undertake responsibilities of, data entry, scanning, indexing, and searching databases to provide for client services; Undertake other administrative functions as required, which may include opening mail, distribution of mail and courier duties; Be the first point of contact for clients. Answer, screen and transfer telephone calls; Order and maintain stationery, office supplies and printing; Provide administrative support. Contribute to ORS operations, and perform other duties as directed; Adhere to strict privacy provisions set out in section 65 of the *Working with Vulnerable People (Background Checking) Act 2011*. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Occupants of these positions may be required to rotate through other positions at the same classification within Registration and Client Services.

Notes: These are temporary positions available until 30 June 2015. Selection may be based on written application and referee reports only.

Contact Officer: Nathan Buckley (02) 6205 3461 nathan.buckley@act.gov.au

Territory and Municipal Services

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

Roads and Public Transport

Public Transport

Governance

Senior Governance Adviser

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 13483)

Gazetted: 03 December 2014

Closing Date: 17 December 2014

Details: The Public Transport branch is seeking to engage a Senior Governance Advisor to assist with business planning and undertaking a range of specialist governance activities including compliance activities, directorate reporting and coordinating the preparation of ministerial level responses.

Eligibility/Other Requirements: A qualification in risk management or compliance would be highly regarded.

Contact Officer: Pen Hucker (02) 6207 1097 penelope.hucker@act.gov.au

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

Roads and Public Transport

Public Transport

ACTION/Recruitment and Training

Trainer Assessor

Transport Officer Grade 2 - ACTION \$79,446, Canberra (PN: A20108)

Gazetted: 01 December 2014

Closing Date: 8 December 2014

Details: Applications are sought for the vacant position of ACTION Trainer Assessor at Tuggeranong Bus Depot. Applicants must have a thorough knowledge of ACTION's policies and procedures and how this relates to bus driver roles in particular. Duties include, but not limited to, training development and delivery to bus drivers and workshop staff, to national competency standards and ACTION specific roles. Trainer Assessors work from any location as required to deliver the training outcomes under limited supervision.

Eligibility/Other Requirements: Possess a minimum of a Heavy Rigid Vehicle (HR) Licence with Condition "O" endorsement and/or Public Vehicle Driver Authority. Possess a Certificate IV in Training and Assessment (TAE40110). Able to undertake the role of an operational ACTION Bus Driver.

Notes: An order of merit will be maintained for 12 months for similar positions.

Contact Officer: Owen Bowler (02) 6207 7598 actionrecruitment@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.

Directorate Services Division

Governance

Security and Risk

Support Officer

Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 04857)

Gazetted: 28 November 2014

Closing Date: 12 December 2014

Details: This position is responsible for undertaking administrative and operational support functions to assist section managers achieve their objectives. This includes undertaking administrative functions including data entry and field inspections of vehicles and equipment. It is desirable that the applicant will have sound knowledge of ACT Government fleet and/or accommodation practices.

Contact Officer: John Ludvigson (02) 6207 6993 john.ludvigson@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

Canberra Institute of Technology

Teacher Level 1 \$65,460 - \$87,344

Jamie Workman 820-76526, Section 68(1), 26 November 2014

Chief Minister, Treasury and Economic Development

Information Technology Officer Class 1 \$57,004 - \$65,178

Ryan Matthew 843-98684, Section 68(1), 1 December 2014

Community Services

Health Professional Level 2 \$57,352 - \$78,731

Samuel Philip 836-09187, Section 68(1), 27 November 2014

Health

Health Service Officer Level 10 \$74,098 - \$84,803

Samuel Bryant 844-81170, Section 68(1), 12 January 2015

Health Professional Level 4 \$93,254 - \$100,382

Tracey Farrar 844-81963, Section 68(1), 1 December 2014

Registered Nurse Level 1 \$58,989 - \$78,799

Sonya Irving 844-82739, Section 68(1), 4 December 2014

Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade)

Tanya Maselli 843-90658, Section 68(1), 27 November 2014

Registered Nurse Level 1 \$58,989 - \$78,799

Julianne Nissen 827-61531, Section 68(1), 4 December 2014

Registered Nurse Level 2 \$81,918 - \$86,823

Tracy Paddock 842-88709, Section 68(1), 2 December 2014

Senior Officer Grade A \$127,557

Hai Phung 844-79847, Section 68(1), 1 December 2014

Administrative Services Officer Class 6 \$74,098 - \$84,803

James Robinson 844-81605, Section 68(1), 12 January 2015

Technical Officer Level 2 \$52,078 - \$59,939

Megan Sanders 843-91853, Section 68(1), 1 December 2014

Administrative Services Officer Class 2 \$49,189 - \$54,315

Benjamin Tuita 843-90375, Section 68(1), 27 November 2014

Justice and Community Safety

WorkCover Officer 6 \$70,913 - \$81,460

Michael Foster 844-81728, Section 68(1), 1 December 2014

Administrative Services Officer Class 2 \$49,189 - \$54,315

Eleanor Hense 844-75539, Section 68(1), 28 November 2014

Territory and Municipal Services

General Service Officer Level 3/4 \$40,973 - \$44,935

Sky Allen 844-76136, Section 68(1), 27 November 2014

General Service Officer Level 3/4 \$40,973 - \$44,935

Ernest Bowden 827-31869, Section 68(1), 27 November 2014

General Service Officer Level 3/4 \$40,973 - \$44,935

Brendan Callan 835-70817, Section 68(1), 27 November 2014

General Service Officer Level 3/4 \$40,973 - \$44,935

Graham Carpenter 835-71502, Section 68(1), 2 December 2014

General Service Officer Level 3/4 \$40,973 - \$44,935

Sarah Clifford 836-06824, Section 68(1), 27 November 2014

General Service Officer Level 3/4 \$40,973 - \$44,935

Wayne Davis 836-05346, Section 68(1), 27 November 2014

General Service Officer Level 3/4 \$40,973 - \$44,935

Anthony Demicoli 827-32132, Section 68(1), 27 November 2014

General Service Officer Level 3/4 \$40,973 - \$44,935

Garry Goodman 827-52379, Section 68(1), 27 November 2014

General Service Officer Level 3/4 \$40,973 - \$44,935

Raymond Healey 827-31367, Section 68(1), 27 November 2014

General Service Officer Level 3/4 \$40,973 - \$44,935

Garry Lee 827-32087, Section 68(1), 27 November 2014

General Service Officer Level 3/4 \$40,973 - \$44,935

Phayrinh Manthongsy 835-70841, Section 68(1), 2 December 2014

General Service Officer Level 3/4 \$40,973 - \$44,935

Bruce McGowan 827-31340, Section 68(1), 27 November 2014

General Service Officer Level 3/4 \$40,973 - \$44,935

Sally Moylan 836-07384, Section 68(1), 27 November 2014

General Service Officer Level 3/4 \$40,973 - \$44,935

William Ohlsen 827-31295, Section 68(1), 27 November 2014

General Service Officer Level 3/4 \$40,973 - \$44,935

Kimberley Ojala 827-31877, Section 68(1), 27 November 2014

General Service Officer Level 3/4 \$40,973 - \$44,935

Robert Robertson 827-49540, Section 68(1), 27 November 2014

General Service Officer Level 3/4 \$40,973 - \$44,935

Rebecca Ryan 844-76195, Section 68(1), 27 November 2014

PROMOTIONS

Capital Metro

Procurement and Delivery

Cindy Williams: 843-99361

From: Administrative Services Officer Class 4 \$61,874 - \$66,997

Capital Metro

To: Administrative Services Officer Class 6 \$74,098 - \$84,803

Capital Metro, Canberra (PN. 34472) (Gazetted 16 October 2014)

Chief Minister, Treasury and Economic Development

Policy and Cabinet

Cabinet and Intergovernmental Relations

Cabinet Office

Guenivere Marshall: 827-29208

From: Administrative Services Officer Class 4 \$61,874 - \$66,997

Capital Metro Agency

To: Administrative Services Officer Class 5 \$68,766 - \$72,789

Chief Minister, Treasury and Economic Development, Canberra (PN. 33711) (Gazetted 7 March 2014)

Education and Training

Office for Schools

South and Weston Network

Chapman Primary School

Mary Patricia Beck: 787-50768

From: Building Service Officer \$40,973 - \$44,935

Education and Training

To: General Service Officer Level 6 \$48,163 - \$50,446

Education and Training, Canberra (PN. 33509) (Gazetted 21 October 2014)

Office for Schools

Tuggeranong Network

Monash School

Benjamin Peter Smith: 749-26279

From: Classroom Teacher \$57,169 - \$90,388

Education and Training

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 03778) (Gazetted 27 October 2014)

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

Health

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Program

Sally Billington: 741-04304

From: Registered Nurse Level 3.1 \$93,917 - \$97,782

Health

To: †Registered Nurse Level 4.2 \$113,699

Health, Canberra (PN. 25150) (Gazetted 2 October 2014)

Canberra Hospital and Health Services

Surgery and Oral Health

Dental Health Program

Donna Butcher: 817-49362

From: Dental Assistant - Qualified \$49,194 - \$57,519

Health

To: Principal Dental Assistant \$66,997

Health, Canberra (PN. 20546) (Gazetted 2 October 2014)

Canberra Hospital and Health Services

Pathology

Haematology

Samantha Lennard: 820-95276

From: Health Professional Level 2 \$57,352 - \$78,731

Health

To: †Health Professional Level 4 \$93,254 - \$100,382

Health, Canberra (PN. 26295) (Gazetted 9 October 2014)

Canberra Hospital and Health Services

Surgery and Oral Health

Dental Health Program

Anthony O'Neill: 741-10800

From: Health Professional Level 2 \$57,352 - \$78,731

Health

To: Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade)

Health, Canberra (PN. 32416) (Gazetted 30 October 2014)

Strategy and Corporate

Business and Infrastructure

Logistics Support

Timothy Roach: 821-20136

From: Administrative Services Officer Class 6 \$74,098 - \$84,803

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$93,254 - \$100,382

Health, Canberra (PN. 13114) (Gazetted 23 October 2014)

Director General Reports

Population Health

Health Protection Services

Jennifer Ruthenberg: 834-53602

From: Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade)

Health

To: †Health Professional Level 4 \$93,254 - \$100,382

Health, Canberra (PN. 27603) (Gazetted 16 October 2014)

Territory and Municipal Services

Business Enterprises

Capital Linen Service

John Scott: 783-25606

From: Capital Linen Service Band 1 \$38,682 - \$40,318

Territory and Municipal Services

To: †Capital Linen Service Band 2 \$43,306 - \$44,978

Territory and Municipal Services, Canberra (PN. 26478) (Gazetted 17 October 2014)

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