



ACT Government Gazette

Gazetted Notices for the week beginning 07 July 2016

EXECUTIVE NOTICES

Community Services

Engagement

Ian Hubbard – Senior Director, Corporate Services (E632) Section 72 of the Public Sector Management Act 1994

Justice and Community Safety

Variation – Transfer

Anne Glover – Supreme Court Registrar (E872) Section 80A(1)(a) of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

Nursing

4W

Clinical Nurse Consultant

Registered Nurse Level 3 Grade 2 \$111,021, Canberra (PN: TBA)

Gazetted: 07 July 2016

Closing Date: 21 July 2016

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

Contact Officer: Anne Eade (02) 6201 6878 Anne.Eade@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Canberra Institute of Technology

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

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

CIT Corporate Services

CIT Student Information Management Systems

Manager

Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 24150)

Gazetted: 12 July 2016

Closing Date: 26 July 2016

Details: Provide professional and educational leadership to drive Institute-wide excellence in learning and teaching technologies with an emphasis on Student Information Management. Manage, administer and coordinate the identification, selection, development, maintenance and evaluation of student information management and learning technologies to ensure capability with the Institute's developing and ongoing education and business needs. CIT and ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of the commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Experience with Information Technology (IT) Project Management is highly desirable.

Note: This position is temporary available until 30 December 2016 with the possibility of extension. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 53A, 53B & 71 and CIT Enterprise Agreements.

Contact Officer: Karl Caig (02) 6207 3363 karl.caig@cit.edu.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

Policy and Cabinet

Executive Director, Policy and Cabinet

Executive Level 2.4 \$251,597 - \$262,652 depending on current superannuation arrangements, Canberra (PN: E766)

Gazetted: 11 July 2016

Closing Date: 15 July 2016

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking an experienced and high performing officer to temporarily fill the position of Executive Director, Policy and Cabinet.

Policy and Cabinet Division provides advice and direction across the ACT Public Service on complex policy matters, incorporating a central agency coordination role in strategic planning, social and economic policy, and regional policy and engagement.

The Division supports the Chief Minister in Cabinet, through the provision of strategic policy advice and support, including Cabinet secretariat functions and provides secretariat and policy support to the ACT Public Service Strategic Board and Policy Council.

The Division also supports the Chief Minister and represents the ACT at intergovernmental forums, notably the Council of Australian Governments. The Division manages and coordinates the ACT's relationships with other jurisdictions, most significantly with the Commonwealth, NSW, Australia's other capital cities and NSW Councils surrounding the ACT.

Current key priorities for the Division include leading the preparation of the Incoming Government Brief, supporting Intergovernmental Relations including Infrastructure and Cities Policy and delivering a Reportable Conduct Scheme for the ACT.

Remuneration: The position attracts a remuneration package ranging from \$251,597 - \$262,652, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$200,993.

Contract: The successful applicant will be engaged under a performance based contract from ASAP to 31 October 2016 with possibility of extension. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

How to Apply: Expressions of interest should include a supporting statement of no more than two pages outlining experience and/or ability against the ACTPS Executive Capabilities, contact details of at least two referees and a current curriculum vitae.

Applications should be sent directly to the contact officer by COB Friday 15 July 2016.

Contact Officer: Geoffrey Rutledge (02) 6207 8444 geoffrey.rutledge@act.gov.au

Workplace Safety and Industrial Relations

Workplace Injury Performance

Senior Safety and Work Injury Analyst

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 37188)

Gazetted: 08 July 2016

Closing Date: 25 July 2016

Details: The Workplace Safety and Industrial Relations Division is seeking an experienced data analyst to work with a team designing and delivering a suite of reporting related to work safety and workers' compensation

performance across the ACT Public Sector. The successful applicant will be responsible for consulting with stakeholders to determine needs and using contemporary reporting tools to deliver innovative and accessible safety and injury management performance reports. Ideally the successful applicant will have experience in analysing workers' compensation data.

Eligibility/Other Requirements: Whilst not mandatory, the following knowledge/experience/qualifications would be highly regarded: Experience working in data analysis in Australian workers' compensation systems, including knowledge of the National Data Set and the National Insurers Data Specification; Experience working with SSRS and QlikView; and/or tertiary qualifications and/or equivalent relevant experience in business analysis, statistics, personal injury management and/or related disciplines.

Note: This temporary vacancy is available for up to 12 months with the possibility of permanency from this process.

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

Shared Services ICT

Technology Services

Technical Service Delivery

Senior MS SQL Database Administrator

Senior Officer (Technical) Grade C \$97,514 - \$104,967, Canberra (PN: 14579)

Gazetted: 08 July 2016

Closing Date: 22 July 2016

Details: The Technical Service Delivery team are seeking an experienced SQL Database Administrator to provide extensive high level technical 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.

Contact Officer: Robert Torley (02) 6207 8457 robert.torley@act.gov.au

Enterprise Canberra

Innovate Canberra

Invest Canberra

Senior Investment Advisor

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 09684)

Gazetted: 11 July 2016

Closing Date: 25 July 2016

Details: Invest Canberra is seeking an experienced person to join their Investment Promotion, Attraction and Facilitation team. The position will work closely with the Manager for ACT programs, on developing initiatives and programs which highlight the ACT's growing capability as a place to invest and collaborate.

Contact Officer: David Saunderson (02) 6207 0112 david.saunderson@act.gov.au

Shared Services

Strategic HR and Corporate

Change Management

Senior Change Advisor

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 37168)

Gazetted: 08 July 2016

Closing Date: 22 July 2016

Details: Shared Services is seeking expressions of interest from an experienced and motivated change management professional to join our team. As well as needing to demonstrate strong change management skills and experience, the role requires a person who has very strong customer service and communication skills and ability to think and work strategically.

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

Contact Officer: Bronwyn Gallagher (02) 6205 7986 bronwyn.gallagher@act.gov.au

Office of the Chief Digital Officer

iConnect Program

Senior Officer, Finance and Compliance

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 37136)

Gazetted: 08 July 2016

Closing Date: 22 July 2016

Details: Experienced, highly motivated and energetic Senior Officer to undertake finance and compliance work in a dynamic digital transformation program.

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

Contact Officer: Tracey Smith (02) 6207 6112 traceyl.smith@act.gov.au

Shared Services ICT

Technology Services

Senior SharePoint Specialist

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 09745)

Gazetted: 08 July 2016

Closing Date: 22 July 2016

Details: Shared Services ICT is seeking a highly motivated individual with the skills and experience necessary to contribute to the management of the whole of government Microsoft SharePoint collaboration platform. The occupant of the position will work in a small team environment to provide technical advice, support end users, and assist with the ongoing development of SharePoint solutions by undertaking requirements gathering, analysis and design, configuration and testing activities.

Contact Officer: Mark Mathieson (02) 6205 2335 mark.mathieson@act.gov.au

Access Canberra

Project, Governance and Support

Finance and Budgets

Records Manager

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 55661)

Gazetted: 08 July 2016

Closing Date: 22 July 2016

Details: Coordinate and manage records management for Access Canberra including strategic planning, develop policies and procedures. Coordinate and manage the Access Canberra records management program including: Identification and development of strategies for records and information management in relation to paper and electronic records. Conduct audits of Access Canberra records to ensure compliance with records management legislation and procedures. Undertake projects in relation to records management. Develop training programs in relation to records management within Access Canberra. This position does involve direct supervision of personnel.

Eligibility/Other Requirements: Qualifications and/or training in records management are highly desirable.

Note: This is a temporary position available for a period of 12 months with possibility of permanency from this process.

Contact Officer: Alison Purvis (02) 6205 2526 alison.purvis@act.gov.au

Land Development and Corporate

Public Housing Renewal Taskforce

Governance and Community

Program Manager

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 35479)

Gazetted: 07 July 2016

Closing Date: 21 July 2016

Details: The Public Housing Renewal Taskforce is seeking a motivated and dedicated team member to contribute to the development of policy and program advice, manage program reporting, undertake analysis of information and provide secretariat duties for regular executive meetings with Housing ACT. Applicants should be able to work

both independently and as part of a team. The successful candidate should be able to demonstrate their organisational skills, attention to detail and communication skills.

Note: This is a temporary position available until 30 June 2019.

Contact Officer: Jessica Steele (02) 6205 8476 jessical.steele@act.gov.au

Office of the Chief Digital Officer

iConnect Program

Program Support Officer

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 37137)

Gazetted: 08 July 2016

Closing Date: 22 July 2016

Details: Experienced, highly motivated and energetic Administrative Officer to work in a dynamic digital transformation program.

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

Contact Officer: Tracey Smith (02) 6207 6112 traceyl.smith@act.gov.au

Land Development and Corporate

ACT Property Group

Property Projects and Services

Procurement and Response Officer

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 11288)

Gazetted: 12 July 2016

Closing Date: 26 July 2016

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

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

Note: The position will be offered on a temporary basis until 30 June 2018. This position is being re-advertised and previous applicants will be considered and need not reapply.

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

Shared Services

Shared Services Information and Communication Technology (ICT)

Health ICT Business Systems

Business Systems Support Officer

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 22842)

Gazetted: 07 July 2016

Closing Date: 21 July 2016

Details: This role will be required to deliver comprehensive training and first tier support for computer based business applications to ACT Health staff, in particular the ACT Patient Administration System (ACTPAS), Clinical Portal and the Mental Health Client Management Application (MHAGIC).

Eligibility/Other Requirements: The possession of, or the ability to attain a baseline security clearance is a requirement. Awareness of privacy and confidentiality when working with health business applications and information would be an advantage. Educational and professional qualifications checks may be undertaken prior to employment. Willingness to obtain qualifications in IT applications training would be an advantage.

Note: Participation in the after hours on-call roster for application support is mandatory once skill set is developed.

Contact Officer: Sara Brown (02) 6207 1288 sara.brown@act.gov.au

Shared Services

Finance and Payroll Services

Payroll Services

Payroll Officer

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 09700, several)

Gazetted: 13 July 2016

Closing Date: 26 July 2016

Details: Shared Services is seeking motivated, customer focused and dynamic individuals to join Payroll Services. The position involves processing of payroll transactions relating to ACT Government employees and answering enquiries via the telephone and email. The successful applicant will demonstrate excellent customer service and communication skills and the ability to understand and interpret conditions of service.

Contact Officer: Michelle Caulfield (02) 6207 7613 michelle.caulfield@act.gov.au

Shared Services

Shared Services Information and Communication Technology (ICT)

Health ICT Business Systems

Business Systems Support Officer

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 25963)

Gazetted: 08 July 2016

Closing Date: 22 July 2016

Details: This role will be required to deliver comprehensive training and first tier support for computer based business applications to ACT Health staff, in particular the ACT Patient Administration System (ACTPAS), Clinical Portal and the Mental Health Client Management Application (MHAGIC).

Eligibility/Other Requirements: Participation in the after hours on-call roster for application support is mandatory once skill set is developed. The possession of, or the ability to attain a baseline security clearance is a requirement. Awareness of privacy and confidentiality when working with health business applications and information would be an advantage. Educational and professional qualifications checks may be undertaken prior to employment. Willingness to obtain qualifications in IT applications training would be an advantage.

Contact Officer: Sara Brown (02) 6207 1288 sara.brown@act.gov.au

Shared Services

Partnership Services Group

Business Application Management

ICT Operational Support Officer

Information Technology Officer Class 1 \$62,720 - \$71,396, Canberra (PN: 14763)

Gazetted: 08 July 2016

Closing Date: 22 July 2016

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) ICT Operations team is seeking a suitably experienced person for the permanent role of ICT Operational Support Officer to provide ICT operational support to CMTEDD customers to enable the effective delivery of ICT Services.

Eligibility/Other Requirements: ITIL Foundations certificate is desirable.

Contact Officer: Jessica Smith (02) 620 59056 jessicaa.smith@act.gov.au

Community Services

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

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

Office for Children, Youth and Family Support

Child and Youth Protection Services

Child and Youth Protection Services, Case Manager

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 04245, several)

Gazetted: 12 July 2016

Closing Date: 30 September 2016

Details: The Health Professional Level 3 Case Manager role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by best practice trauma informed case management.

Eligibility/Other Requirements: Relevant tertiary qualifications in either Social Work, Psychology, Social Welfare, Social Science or related discipline. Two year's professional experience, working with children, youth and/or families in a social work/case management role. Current driver's licence.

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

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. Various positions will be offered on a temporary basis.

Interviews will be held on a monthly basis.

Applications must be sent to cypsrecruitment@act.gov.au

Contact Officer: Larissa Sellars (02) 6207 6643 cypsrecruitment@act.gov.au

Strategy, Participation and Early Intervention

Organisational Governance

Freedom of Information Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 22620)

Gazetted: 08 July 2016

Closing Date: 15 July 2016

Details: Organisational Governance is seeking a high functioning Freedom of Information Officer who will coordinate and process complex Freedom of Information (FOI) applications and the facilitation of quality and timely decisions. The position will also be required to assist and take on complex special projects as directed by the Senior Manager.

Eligibility/Other Requirements: Experience with Freedom of Information (FOI).

Contact Officer: Kathy Ross (02) 6205 0244 kathy.ross@act.gov.au

Office for Children, Youth and Family Support

Child and Youth Protection Services

Case Manager, Child and Youth Protection Services

Health Professional Level 2 \$59,971 - \$82,328, Canberra (PN: 11403, several)

Gazetted: 12 July 2016

Closing Date: 30 September 2016

Details: The Health Professional Level 2 Case Manager role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by best practice trauma informed case management.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. Minimum one year's experience working with children, youth and/or families in a social work/case management role. Current driver's licence.

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

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. Various positions will be offered on a temporary basis.

Interviews will be held on a monthly basis.

Applications must be sent to cypsrecruitment@act.gov.au

Contact Officer: Larissa Sellars (02) 6207 6643 cypsrecruitment@act.gov.au

Education

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

**Deputy Director-General
Business Improvement
Senior Manager
Senior Officer Grade A \$133,383, Canberra (PN: 33844)**

Gazetted: 11 July 2016
Closing Date: 18 July 2016

Details: The Business Improvement branch is seeking an experienced Senior Manager to join their team. The successful applicant will provide policy advice on matters relating to the Student Resource Allocation (SRA) Program. They will plan and facilitate effective policy implementation and change management processes while managing key aspects of the SRA Program, including formulating objectives of the work area, managing resources and developing communications strategies and stakeholder management plans. The successful applicant must be prepared to work under minimal supervision in a fast paced and demanding environment where high quality outcomes are delivered to fixed deadlines.

Note: This is a temporary position available for six months with the possibility of extension. An order of merit will be created to fill identical positions which may occur over the next 12 months.

Contact Officer: Rodney Bray (02) 620 51289 rodney.bray@act.gov.au

Environment and Planning

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

**Environment
Conservation Research
Spatial Ecologist
Professional Officer Class 2 \$77,482 - \$88,676, Canberra (PN: 15244)**

Gazetted: 11 July 2016
Closing Date: 18 July 2016

Details: The person selected for this position will provide data management and spatial analytical support to the Conservation Research unit within the ACT Government. The Conservation Research unit is responsible for a range of applied ecological research and monitoring programs, preparation of scientific advice on management of threatened species and communities, threatening processes, fire ecology, vertebrate pests and conservation impacts related to urban development.

Eligibility/Other Requirements: Tertiary qualifications in a field of environmental management or biological science is essential, preferably including studies in Geographical Information Systems. A current manual drivers licence. Willingness to work with computers for long periods of time. Willingness to work in remote locations, out of hours and in adverse weather conditions and the ability to work independently in the field if required.

Note: This is a temporary position available 1 September 2016 until 30 June 2017 with possibility of extension. Applications should outline experience and ability for each of the selection criteria (no more than a total of four pages), and include contact details of at least two referees and a current resume. Selection may be based by on written application and referee reports only.

Contact Officer: Murray Evans (02) 6207 2118 murray.evans@act.gov.au

**Environment
ACT Parks and Conservation Service
Various**

Senior Ranger

Senior Park Ranger 3 \$71,907 - \$76,114, Canberra (PN: 34403, several)

Gazetted: 07 July 2016

Closing Date: 22 July 2016

Details: The ACT Parks and Conservation Service (PCS) is seeking dynamic and experienced candidates keen to contribute to conservation land management in the ACT. PCS is responsible for land management in a diverse range of situations, from urban reserves through to remote wilderness national parks. The Senior Ranger is a key operational leadership position that develops land management programs and supervises ranger staff and contractors. Well developed skills and knowledge of land management, project management and staff management are required, along with high level communication skills. Applicants would be expected to wear a uniform and undergo regular structured training. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: All applicants are required to address the Selection Criteria as well as provide an updated resume. This position is classified as a Designated Fire Position. Willingness to undertake incident management duties, work a shift roster, work at any location throughout the reserve estate, wear a uniform and hold manual driver's licence is essential. Relevant tertiary qualifications in Natural and Cultural Resource Management/Park Management are highly desirable. The successful candidate(s) for this position(s) will be required to complete a minimum competency based fire training. This will include an annual fire preparedness session to update employee' knowledge of fire behaviour and safety, as well as an annual fitness assessment. Note: An Order of Merit Register will be established and used to fill permanent, fixed term temporary (between one and five years) and temporary (up to 12 months) vacancies over the next 12 months from the date of advertisement in the ACT Government Gazette. Successful applicants will be employed at the Senior Park Ranger 3 level.

Contact Officer: Kristy Gould (02) 6207 5980 kristy.gould@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.

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>

Population Health

Health Protection Service

Radiation Safety

Senior Radiation Safety Officer

Senior Professional Officer Grade C \$97,514 - \$104,967, Canberra (PN: 29624)

Gazetted: 14 July 2016

Closing Date: 4 August 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Population Health Division has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on population health issues. The Population Health Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and reports to the Director General of ACT Health. The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the *Chief Health Officer's Report*. The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. Overview of the work area and position: The key role of Environmental Health is to

protect and promote the good health of the ACT community through the fostering of safe and healthy environments. Environmental Health is responsible for the assessment, correction, control and prevention of factors that can adversely affect public health. Environmental Health is also focused on educating the public, and provides a variety of information to a range of stakeholders. Monitoring and enforcement activities are also undertaken in relation to a wide range of public health activities. Radiation Safety falls within Environmental Health and is regulated under the *Radiation Safety Act 2006*. As a member of the Radiation Safety Section you will help to enforce the principles of radiation protection including the process of Justification, Optimisation and Limitation, and ensure that radiation exposures to workers, patients, members of the public and the environment are kept as low as reasonably achievable (ALARA). Potential applicants are encouraged to discuss the position with the contact officer.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications or equivalent in Science with a Major in Physics, or an associated discipline relevant to radiation protection and/or radiation emitting devices. Current driver's licence. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police Check; and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Ross Bevan (02) 6205 1719 Ross.Bevan@act.gov.au

Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Rehabilitation Allied Health
Rehabilitation at Home Physiotherapist
Health Professional Level 2 \$59,971 - \$82,328, Canberra (PN: 36097)

Gazetted: 14 July 2016

Closing Date: 28 July 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions, and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Rehabilitation at Home Service (RaH) is a multidisciplinary Allied Health team incorporating Allied Health Professionals and Allied Health Assistants. The service provides time limited, goal-orientated rehabilitation services to adults residing in the ACT community. It provides sub-acute rehabilitation in the patient's home or community environment and works to prevent admission to hospital, or facilitate early discharge from inpatient units at the Canberra Hospital. Canberra Hospital and Health Services provides acute, sub-acute, primary, and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical, and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery, and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth, and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra, and the Australian Catholic University. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration, and integrity. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Public Hospital (UCPH) is part of ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. A number of RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. Overview of the work area and position: An exciting opportunity exists for a suitably qualified Health Professional Level 2 Physiotherapist to join Canberra Hospital and Health Service's Rehabilitation at Home (RaH) service. Professional support and supervision will be provided by the Health Professional Level 3 Physiotherapist in the RaH team and the position is associated with the Rehabilitation and Aged Care Physiotherapy Team. This is a large team of highly motivated Physiotherapists providing evidence based Rehabilitation and treatment for persons with a range of neurological disorders, amputations, musculoskeletal injuries and the elderly in a variety of inpatient, sub-acute and community environments. There could be opportunity for rotation into the rehabilitation and aged care physiotherapy service into the future. The RACC Physiotherapy service is a dynamic team of physiotherapists and allied health assistants.

We work to enhance function, activity, and independence for patients. We treat and manage clients requiring rehabilitation with a range of conditions, including neurological disorders, amputations, musculoskeletal injuries and the elderly. There are a wide variety of working environments across this service including the hospital setting, community health centres, and transitional therapy and rehabilitation units. Successful applicants will be required to work at any of these locations. Under supervision, you will provide high quality patient centred care in a variety of settings. The overall functions of a physiotherapist under professional supervision include: Delivering positive patient outcomes through the provision of high quality patient centred care. Delivering individual and group treatment sessions. Applying knowledge, skills, professional judgement, and initiative in the delivery of routine services.

Eligibility/Other Requirements: Mandatory: Degree in Physiotherapy, or equivalent qualification. Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (Physiotherapy Board of Australia). A current drivers licence. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check.

Note: This position may be required to participate in an overtime, on call, and/or rotation roster.

Contact Officer: Richard Talbot (02) 6174 8266 richard.talbot@act.gov.au

Strategy and Corporate

Business and Infrastructure

Business Support and Development

Team Leader

Sterilising Services Technical Officer Level 2 \$57,493 - \$65,834, Canberra (PN: 29413, several)

Gazetted: 14 July 2016

Closing Date: 28 July 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Applications are sought from suitable individuals to fill the position/s of Team Leader Sterilising Services, Business Support and Development within the Business and Infrastructure Branch. Business and Infrastructure is a branch of the Office of the Deputy Director-General, Strategy and Corporate Division. Business and Infrastructure is committed to timely, responsive and client-focused services and is responsible for the provision of a range of client services, property maintenance, and management of infrastructure and strategic support services to all acute and non-acute activities of ACT Health. Overview of the work area and position: ACT Health Sterilising Services (SS) provides sterilising services to Canberra Hospital and Health Services (CHHS), private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising of Reusable Medical Devices (RMDs). SS provides reprocessing of RMDs, purchasing, instrument repairs and maintenance. SS is organised into the following functional areas: SS at Mitchell, including management and administration. Pre-Rinse Sterilising Unit (PRSU) at CHHS. Pre-Rinse Sterilising Unit (PRSU) at Calvary Health Care (CHC). Central Reprocessing Unit (CRU) at Gastroenterology and Hepatology at CHHS. As a Team Leader, you will effectively manage SS rostering and in consultation with management, lead the team in the day to day operations of production areas in accordance with AS/NZ 4187:2014, the Quality Management System, Workplace Safety (WPS) and ACT Health policy and procedures.

Eligibility/Other Requirements: Desirable: Relevant qualification in Sterilising such as Certificate in Sterilising or Nursing highly desirable. A current driver's licence is highly desirable. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check.

Note: There are several temporary positions available for a period of 12 months with possibility of extension. This position involves participating in a rotating roster. The rotating shift roster may require the employee to work within a 24 hour/7 days per week period across all Sterilising Services' sites (Mitchell, Canberra Hospital including Central Reprocessing Unit and Calvary Hospital, please note, Calvary Hospital has an additional shift rotation of 2:30pm – 11:00pm).

Contact Officer: Suzi Vrbat (02) 6207 5941 suzi.vrbat@act.gov.au

Strategy and Corporate

Business and Infrastructure

Business Support and Development

Sterilising Technician

Sterilising Services Health Service Officer Level 3/4 \$46,966 - \$50,347, Canberra (PN: 29412, several)

Gazetted: 14 July 2016

Closing Date: 28 July 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Business and Infrastructure is a branch of the Office of the Deputy Director-General, Strategy and Corporate Division. Business and Infrastructure is committed to timely, responsive and client-focused services and is responsible for the provision of a range of client services, property maintenance, and management of infrastructure and strategic support services to all acute and non-acute activities of ACT Health. Overview of the work area and position: Applications are sought for suitable individuals to fill the position of Sterilising Technician (HSO 3/4) Sterilising Services, Business Support and Development within the Business and Infrastructure Branch. ACT Health Sterilising Services (SS) provides sterilising services to Canberra Hospital and Health Services (CHHS), private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising of Reusable Medical Devices (RMDs). SS provides reprocessing of RMDs, purchasing, instrument repairs and maintenance. SS is organised into the following functional areas: SS at Mitchell, including management and administration. Pre-Rinse Sterilising Unit (PRSU) at CHHS. Pre-Rinse Sterilising Unit (PRSU) at Calvary Health Care (CHC). Central Reprocessing Unit (CRU) at Gastroenterology and Hepatology at CHHS. Under supervision, the Sterilising Services Technician will reprocess Reusable Medical Devices (RMDs) in accordance with operational requirements, AS/NZ 4187:2014, Infection Control guidelines, the Quality Management System, WorkPlace Safety (WPS) and ACT Health policy and procedures.

Eligibility/Other Requirements: Desirable: Attainment of Certificate III in Sterilisation or commitment to complete same within two years. A current driver's licence. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check.

Note: There are several temporary positions available for a period of 12 months with possibility of extension. This position involves participating in a rotating roster. The rotating shift roster may require the employee to work within a 24 hour/7 days per week period across all Sterilising Services' sites (Mitchell, Canberra Hospital including Central Reprocessing Unit and Calvary Hospital, please note, Calvary Hospital has an additional shift rotation of 2:30pm – 11:00pm).

Contact Officer: Jasminka Alduk (02) 6205 5278 jasminka.alduk@act.gov.au

Justice and Community Safety

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

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

**ACT Law Courts and Tribunal
Corporate and Strategic Services
Policy and Projects**

Manager, Policy and Projects

Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 14912)

Gazetted: 08 July 2016

Closing Date: 15 July 2016

Details: The ACT Law Courts and Tribunal is seeking an experienced person in policy and project management to manage projects, prepare briefs, respond to external queries and act as secretariat to the Executive Group. The successful applicant will work across a range of tasks, including preparing ministerial briefs and correspondence, analysing performance information, coordinating governance reporting and facilitating special projects related to the business administration of the ACT Law Court and Tribunal. Current projects relate to a broad area of functions across the Courts and Tribunal including annual reporting and strategic planning, jury management, sheriff's office, statistical reporting, emergency procedures, business continuity and a wide range of adhoc enquiries from internal and external clients. Applicants need to be self motivated, committed to achieving outcomes, be able to build relationships, effectively contribute to the project outcomes and be able to prioritise their activities to meet deadlines. Demonstrated experience in a similar role and the ability to liaise with a range of areas within the JACS Directorate will be highly regarded.

Eligibility/Other Requirements: A knowledge and understanding of HP Records Manager (TRIM), or the ability to acquire these software skills quickly, will be well regarded. A familiarity with the courts or justice environment is desirable.

Note: This is a temporary position available for the period 3 August 2016 to 6 September 2016.

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: Yew Weng Ho (02) 6207 5821 yew.ho@act.gov.au

Emergency Services Agency

Rural Fire Service

Manager, Operations

Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 07453)

Gazetted: 08 July 2016

Closing Date: 22 July 2016

Details: The ACT Rural Fire Service (RFS) seeks a dynamic self directed person to work with the Chief Officer to manage a skilled and motivated workforce of volunteers and staff. You will be responsible for the day to day management of RFS operational matters, providing leadership to your team and the service broadly. You will ensure effective management of the Operations section developing, implementing and maintaining strategies, plans and procedures to meet the needs of the community and Service. You will be skilled in developing and maintaining effective working relationships with volunteers and key stakeholders and will have previously managed, planned and evaluated risk assessment activities. The occupant of the position may be required to exercise the responsibilities of the Deputy Chief Officer ACTRFS under the *Emergencies Act 2004*. The successful applicant will be required to perform duties outside of the normal business hours to support major incidents or during a declared state of alert/emergency.

Notes: This temporary vacancy is available for up to 12 months. Applicants should be in writing addressing the selection criteria. Applicants selected for interview will be required to provide two written referee reports at the interview. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Joe Murphy (02) 6207 8396 joe.murphy@act.gov.au

Corporate

People and Workplace Strategy

Strategic Human Resources

Senior Human Resource Advisor

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 42712)

Gazetted: 07 July 2016

Closing Date: 14 July 2016

Details: Justice and Community Safety (JACS) People and Workplace Strategy is seeking an experienced person to fill the role of Senior Human Resource Advisor. The suitable person will assist the Chief Human Resources Officer and Assistant Director by undertaking a range of both complex and strategic human resources activities relating to Strategic Human Resources, Employee/Industrial relations, Policy development and Change management. They will implement and evaluate changes to human resource policies, practices, systems and processes with the Directorate, provide high-level advice to JACS stakeholders and clients in accordance with relevant legislation, develop and maintain links with other areas of the Directorate. They must also research and prepare submissions, reports and correspondence in relation to a range of issues and assist other staff in the Unit to ensure the objectives of People and Workplace Strategy are achieved.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field are desirable, however not essential.

Experience in a related field is highly desirable.

Note: This temporary position is initially available for a period of three months with the possibility of extension and/or permanent filling from this process.

Contact Officer: Greg Curtis (02) 6207 3982 greg.curtis@act.gov.au

ACT Emergency Services Agency

Governance and Logistics

Station Upgrade and Relocation Program

Project Support Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 31430)

Gazetted: 07 July 2016

Closing Date: 14 July 2016

Details: The Project Support Officer assists the Station Relocation and Upgrade Program team by providing administrative support functions. These include: drafting briefs, coordinating stakeholder consultation meetings, including preparation of agendas and taking minutes. The ideal candidate would possess strong administrative skills; a working knowledge of project management principles, and the ability to understand architectural drawings.

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

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

Contact Officer: Karen McLellan (02) 6207 6792 karen.mclellan@act.gov.au

Transport Canberra and City Services

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

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

Transport Canberra

Deputy Director-General, Transport Canberra

Executive Level 3.7 \$319,597 - \$333,962 depending on current superannuation arrangements, Canberra (PN: E867)

Gazetted: 13 July 2016

Closing Date: 27 July 2016

Details: Transport Canberra and City Services is a new ACT Government Directorate responsible for managing the infrastructure needs of our growing city. Reporting to the Director-General and working collaboratively with the Executive team, the Deputy Director-General of Transport Canberra will be accountable for managing the Territory's varied transport operations and will lead the Agency's efforts in delivering a more efficient, affordable, reliable and convenient public transport network. Key Responsibilities for this position will include, but are not limited to, leading the Capital Metro light rail project and its successful integration with the ACTION bus network, providing leadership to significantly improve ACTION performance and patronage, and liaising with the Minister for Transport and Municipal Services, particularly with regard to the light rail project. The successful candidate will also possess an innate understanding of the ACT Government's longer term objectives. Applicants should submit a Curriculum Vitae and address the Executive Capabilities and Job Specific Criteria. Contact details for two referees should be provided.

Remuneration: The position attracts a remuneration package ranging from \$319,597 - \$333,962, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$261,174.

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: Emma Thomas (02) 6207 8658 emma.thomas@act.gov.au

Transport Canberra

Executive Director, Public Transport Strategy

Executive Level 2.5 \$268,246 - \$280,130 depending on current superannuation arrangements, Canberra (PN: E877)

Gazetted: 13 July 2016

Closing Date: 27 July 2016

Details: Transport Canberra and City Services is recruiting to the role of Executive Director, Public Transport Strategy. The Executive Director, Public Transport Strategy will be expected to manage both ACT Government personnel and advisors. The Executive Director, Public Transport Strategy will play a very significant role in ensuring the ACT Government meets its objectives for public transportation in Canberra. Those objectives are to be met in a manner which provides modern, reliable public transportation choices to the ACT community in a financially sustainable manner. The successful applicant requires exceptional leadership and stakeholder engagement skills and involves media exposure. Applicants should submit a Curriculum Vitae and address the Executive Capabilities and Job Specific Criteria. Contact details for two referees should be provided.

Remuneration: The position attracts a remuneration package ranging from \$268,246 - \$280,130, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$216,060.

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

Roads and Infrastructure

City Presentation

Urban Treescapes

Manager Policy, Planning and Contracts

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 17745)

Gazetted: 07 July 2016

Closing Date: 21 July 2016

Details: The ACT Government is responsible for the management of more than 750,000 urban trees. Trees on public land are one of Canberra's largest assets and we are looking for a person who can fill a key role in the effective management of Canberra's public trees. The successful applicant will enjoy working with members of the Urban Treescapes team in a friendly and professional environment and will be afforded the opportunity to work independently and strategically. The Manager of Policy, Planning and Contracts will be largely responsible for the development of policy and guideline documentation, managing procurement processes and data management. Consequently, the successful applicant must possess a proven ability to develop policy and have experience in procurement and contract management. The successful applicant will also need well-developed project management and time management skills, high level communication skills, flexibility in responding to change and an understanding of data management systems and processes.

Eligibility/Other Requirements: A degree in Forestry, Urban Forestry, Urban Park Management or equivalent in a related discipline, Certificate 4 in Government Procurement or equivalent and extensive experience in urban tree management is essential. A current driver's licence.

Note: This is a temporary position available for two years with the possibility of an extension and/or permanency from this process. Selection may be based application and referee reports only. It is anticipated that this position will be available from July 2016.

Contact Officer: Michael Brice (02) 6205 5263 michael.brice@act.gov.au

Roads and Infrastructure

City Presentation

Urban Treescapes

Team Leader Tree Operations Central

General Service Officer Level 7 \$57,493 - \$60,714, Canberra (PN: 45581)

Gazetted: 12 July 2016

Closing Date: 26 July 2016

Details: The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply. The primary responsibilities include: 1. Working as part of a team of employees engaged in urban tree maintenance activities including site specific risk assessments and implementing temporary traffic control plans, assigning tasks to team members and ensuring they are carried out safely, supervising resources including plant and equipment, record keeping and carrying out tree assessments and setting associated work program priorities. 2. Undertaking all tasks in accordance with Australian Standards for tree maintenance and Occupational, Health and Safety (OHS) Legislation. The successful applicants will need to be

self motivated and enthusiastic about leading and working with a small team of arborists involved daily in the maintenance of Canberra's world renowned urban forest.

Eligibility/Other Requirements: Authority to implement traffic control plans (Yellow Card or equivalent), a Chain Saw ticket, an elevating work platform ticket, and a Medium Rigid Class driver licence; are mandatory while a Certificate 3 in Horticulture or Arboriculture is highly desirable.

Contact Officer: Michael Brice (02) 6205 5263 michael.brice@act.gov.au

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

Parks and Territory Services

Libraries ACT

Heritage Library

ACT Heritage Librarian

Professional Officer Class 1 \$54,705 - \$75,852, Canberra (PN: 22105)

Gazetted: 12 July 2016

Closing Date: 26 July 2016

Details: The occupant of this position will develop and promote the ACT Heritage Library Collection in an increasingly digital environment. Libraries ACT operates seven days per week and this position may require working weekday and weekend shifts at any Libraries ACT locations. Applicants for this position will undertake a process assessing their resilience and judgement.

Eligibility/Other Requirements: Eligibility for professional membership of the Australian Library and Information Association or Australian Society of Archivists is a requirement. Recognised professional qualifications or experience in cataloguing would be an advantage.

Note: An order of merit may be established to fill casual positions at level over the next 12 months.

Contact Officer: Antoinette Buchanan (02) 6207 7424 antoinette.buchanan@act.gov.au

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

Roads and Infrastructure

City Presentation

Urban Treescapes

Leading Hand Central Tree Operations and Leading hand North Tree Operations

General Service Officer Level 5/6 \$50,666 - \$55,760, Canberra (PN: 41461, several)

Gazetted: 12 July 2016

Closing Date: 26 July 2016

Details: The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply. The primary responsibilities include: 1. Working as part of a team of employees engaged in urban tree maintenance activities including site specific risk assessments and implementing temporary traffic control plans, operating plant and equipment, assigning tasks to team members and ensuring they are carried out safely and keeping work records. 2. Undertaking all tasks in accordance with Australian Standards for tree maintenance and Occupational, Health and Safety (OHS) Legislation. The successful applicants will need to be self motivated and enthusiastic about leading and working with a small team of arborists involved daily in the maintenance of Canberra's world renowned urban forest.

Eligibility/Other Requirements: Authority to implement traffic control plans (Yellow Card or equivalent), a Chain Saw ticket, an Elevating Work Platform ticket, and a current Medium Rigid Class driver's licence are mandatory while a Certificate 3 in Horticulture or Arboriculture is highly desirable.

Contact Officer: Michael Brice (02) 6205 5263 michael.brice@act.gov.au

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

Parks and Territory Services

City Services

Urban Treescapes

Tree Worker

General Service Officer Level 3/4 \$45,706 - \$49,911, Canberra (PN: 21345, several)

Gazetted: 07 July 2016

Closing Date: 22 July 2016

Details: The Urban Treescapes section within City Services is recruiting to several temporary positions. Activities include operating and working with and in close proximity to chainsaws, elevated work platforms, wood chippers and general tree pruning duties. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply. The primary responsibilities include: Working as part of a team of employees engaged in urban tree maintenance activities including operating and working with and in close proximity to chainsaws, elevated work platforms, wood chippers and general tree pruning duties. Undertaking all tasks in accordance with Australian Standards for tree maintenance and Occupational, Health and Safety (OHS) Legislation.

Eligibility/Other Requirements: Current driver's licence; preferably light rigid class, highly desirable. Certificate 3 in Horticulture or Arboriculture is highly desirable. Chain Saw certificate and elevated work platform ticket are highly desirable. Ability to undertake the physical requirements of the tasks listed in the Position Description.

Note: These are temporary positions available for a period of up to three years. A number of training options will need to be met to be eligible to cross the soft barrier between General Service Officer Level 3 and General Service Officer Level 4.

Contact Officer: Michael Brice (02) 6207 7852 michael.brice@act.gov.au

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

Parks and Territory Services

City Services

Place Management

General Service Officer

General Service Officer Level 3/4 \$45,706 - \$49,911, Canberra (PN: 25370)

Gazetted: 11 July 2016

Closing Date: 25 July 2016

Details: City Services is seeking skilled and motivated persons to work either individually or as part of a team in the Place Management section to deliver horticultural maintenance and cleaning services of Canberra's parks, urban open spaces and city places. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Current manual driver's licence (preferably light rigid class). Ability to undertake the physical requirements of the tasks listed in the Position Description. Officers may be required to work from various Canberra regional depots. Be prepared to wear a uniform.

Note: These temporary vacancies are available for up to 12 months with the possibility of extension. Selection may be based on application and referee reports only.

How to Apply: Please complete the attached questionnaire and the job application coversheet.

Contact Officer: Tessa Roberts (02) 6207 5034 tessa.roberts@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

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

Bree Lequita Young 847-04960, Section 68(1), 8 July 2016

Chief Minister, Treasury and Economic Development

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

Kahlea McGeechan 848-78426, Section 68(1), 1 July 2016

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

Benjamin Zerial 846-96462, Section 68(1), 12 July 2016

Senior Information Technology Officer Grade B \$114,847 - \$129,290

Benjamin Zerial 846-96462, Section 68(1), 12 July 2016

Community Services

Administrative Services Officer Class 2 \$51,436 - \$56,796

Nigal Johnson 848-76754, Section 68(1), 11 July 2016

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

Michelle Simon 836-29815, Section 68(1), 11 July 2016

Education

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

Jonathan Laloz 848-77888, Section 68(1), 18 July 2016

Environment and Planning

Park Ranger 2 \$64,700 - \$70,057

Travis Blackburn 848-78661, Section 68(1), 29 August 2016

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

Brodie Person 846-91143, Section 68(1), 7 July 2016

Health

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

Miranda Batten 848-20566, Section 68(1), 16 July 2016

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

Monica Coleman 845-21312, Section 68(1), 14 July 2016

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

Sema Diler 847-27257, Section 68(1), 13 July 2016

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

Naomi Edison 836-48354, Section 68(1), 6 July 2016

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

Paul Edwards 843-90527, Section 68(1), 14 July 2016

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

Carylann Jackson 843-90949, Section 68(1), 5 July 2016

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

Alison Nadine Lawrence 848-78100, Section 68(1), 11 July 2016

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

Mary Nourse 839-26393, Section 68(1), 13 July 2016

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

Albert Panit 842-87335, Section 68(1), 14 July 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Shiny Raju 848-78573, Section 68(1), 14 July 2016

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

Deanna Skitt 839-27206, Section 68(1), 7 July 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Abdul Ssegujja 820-77668, Section 68(1), 14 July 2016

Administrative Services Officer Class 2 \$51,436 - \$56,796

Leticia Sullivan 836-55140, Section 68(1), 6 July 2016

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

Stephen Hsu-Hua Tang 848-78610, Section 68(1), 7 July 2016

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

Louise Webley 844-34569, Section 68(1), 1 July 2016

Justice and Community Safety

Trust Officer Level 1 \$64,088 - \$73,382

Therese Cunningham 846-91776, Section 68(1), 1 July 2016

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

Phillip Hawkins 848-78354, Section 68(1), 18 July 2016

Government Solicitor 1 \$68,578 - \$102,689

Julia Noble 835-71596, Section 68(1), 11 July 2016

Transport Canberra and City Services

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

Joel Sawczuk 848-78709, Section 68(1), 11 July 2016

Technical Officer Level 4 \$77,482 - \$88,676

Warren Schofield 848-75284, Section 68(1), 11 July 2016

TRANSFERS

Canberra Institute of Technology

Jason Feldner: 813-01963

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

Community Services

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

Canberra Institute of Technology, Canberra (PN. 54946) (Gazetted 3 May 2016)

Community Services

Michael James Reid: 779-18768

From: Senior Officer Grade A \$133,383

Community Services

To: Senior Officer Grade A \$133,383

Community Services, Canberra (PN. 12132) (Gazetted 26 April 2016)

Rachael Roberts: 765-23772

From: Health Professional Level 4 \$97,514

Community Services

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

Community Services, Canberra (PN. 33994) (Gazetted 12 May 2016)

PROMOTIONS

Canberra Institute of Technology

CIT Technology and Design

Building, Engineering and Spatial Information

Richard Klemke: 816-80908

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

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 36418) (Gazetted 8 June 2016)

Chief Minister, Treasury and Economic Development

Enterprise Canberra

Innovate Canberra

Small Business and Skills

Sean Kelly: 821-07556

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 15587) (Gazetted 7 June 2016)

Shared Services

Strategic Business and Programmes Branch

ICT ED Program Delivery

Hui Li: 846-9086

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 36352) (Gazetted 30 March 2016)

Corporate

Human Resources

Leanne Martens: 527-65654

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$133,383

Chief Minister, Treasury and Economic Development, Canberra (PN. 36891) (Gazetted 2 May 2016)

Shared Services

Strategic Business and Programmes Branch

ICT ED Program Delivery

Mohena Mehra: 836-07886

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 33739) (Gazetted 30 March 2016)

Community Services

Office for Children, Youth and Family Support

Child and Youth Protection Services

Child and Youth Protection Services Practice and Performance

Jessica Serena: 835-91095

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

Community Services

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

Community Services, Canberra (PN. 44588) (Gazetted 7 October 2015)

Director of Public Prosecutions

Director of Public Prosecutions

Keegan Lee: 827-29224

From: Prosecutor Grade 3 \$114,623 - \$126,748

Director of Public Prosecutions

To: †Prosecutor Grade 4 \$131,948 - \$141,461

Director of Public Prosecutions, Canberra (PN. 43760) (Gazetted 13 May 2016)

Director of Public Prosecutions

Tanya Skvortsova: 846-85122

From: Prosecutor Grade 1 \$70,265 - \$79,696

Director of Public Prosecutions

To: †Prosecutor Grade 2 \$90,271 - \$109,839

Director of Public Prosecutions, Canberra (PN. 16346) (Gazetted 13 May 2016)

Director of Public Prosecutions

Emilija Beljic: 836-00991

From: Prosecutor Grade 2 \$90,271 - \$109,839
Director of Public Prosecutions
To: †Prosecutor Grade 3 \$114,623 - \$126,748
Director of Public Prosecutions, Canberra (PN. 04343) (Gazetted 13 May 2016)

Education

Office for Schools
South and Weston Network
Forrest Primary School
Elissa East: 827-3634

From: Administrative Services Officer Class 5 \$71,907 - \$76,114
Education Directorate
To: Administrative Services Officer Class 6 \$77,482 - \$88,676
Education, Canberra (PN. 34412) (Gazetted 29 March 2016)

Office for Schools
Belconnen Network
Kingsford Smith School
Karen Maree Murray: 779-01800

From: Classroom Teacher \$60,687 - \$95,935
Education Directorate
To: †School Leader C \$110,720
Education, Canberra (PN. 16678) (Gazetted 03 June 2016)

Office for Schools
Belconnen Network
Giralang Primary School
Mark Jeffrey Bormann: 787-56887

From: Classroom Teacher \$60,687 - \$95,935
Education Directorate
To: †School Leader C \$110,720
Education, Canberra (PN. 35617) (Gazetted 16 May 2016)

Office for Schools
Belconnen Network
Kingsford Smith School
Katherine Lorna Brown: 827-07869

From: Classroom Teacher \$60,687 - \$95,935
Education Directorate
To: †School Leader C \$110,720
Education, Canberra (PN. 18448) (Gazetted 16 May 2016)

Office for Schools
Belconnen Network
Miles Franklin Primary School
Janice Wendy McDevitt: 835-31041

From: Classroom Teacher \$60,687 - \$95,935
Education Directorate
To: †School Leader C \$110,720
Education, Canberra (PN. 08962) (Gazetted 16 May 2016)

Health

Canberra Hospital and Health Services

Critical Care

Critical Care Administration

Debby Carriage: 820-97714

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

To: Administrative Services Officer Class 5 \$71,907 - \$76,114
Health, Canberra (PN. 23447) (Gazetted 19 May 2016)

Canberra Hospital and Health Services

Surgery, Oral Health and Medical Imaging

Surgical Administration

Shannon Dougan: 840-49724

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

To: Administrative Services Officer Class 5 \$71,907 - \$76,114
Health, Canberra (PN. 23605) (Gazetted 16 June 2016)

Strategy and Corporate

E-Health and Clinical Records

Belinda Harris: 771-99628

From: Senior Officer Grade C \$97,514 - \$104,967
Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$114,847 - \$129,290
Health, Canberra (PN. 36979) (Gazetted 19 May 2016)

Strategy and Corporate

E-Health and Clinical Records

Recurring Supplies and Maintenance

Prathiba Sankararaj: 827-50832

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

To: †Senior Officer Grade C \$97,514 - \$104,967
Health, Canberra (PN. 36916) (Gazetted 12 May 2016)

Canberra Hospital and Health Services

Critical Care

Intensive Care Unit

Carly Silberberg: 828-65779

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

To: †Registered Nurse Level 3.2 \$111,021
Health, Canberra (PN. 22376) (Gazetted 19 May 2016)

Office of the Director General

Communications

Raymond Walsh: 817-49952

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

Health

To: †Senior Officer Grade A \$133,383

Health, Canberra (PN. 36668) (Gazetted 7 April 2016)

Justice and Community Safety

Emergency Services Agency

ACT Ambulance

Operations

Mark Molloy: 836-06496

From: Intensive Care Paramedic 1 \$79,654 - \$88,259 plus penalties

Justice and Community Safety

To: †Ambulance Manager Level 2 \$120,418 - \$126,826

Justice and Community Safety, Canberra (PN. 09191) (Gazetted 24 May 2016)

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

ACT Corrective Services

Custodial Operations

Alexander Maconochie Centre

Jason Bernard Russell: 771-11542

From: Correctional Officer Class 2 \$73,662 - \$78,906

Justice and Community Safety

To: Correctional Officer Class 3 \$84,477 - \$90,048

Justice and Community Safety, Canberra (PN. 49988) (Gazetted 22 April 2016)