



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 31 May 2018**

## VACANCIES

### Calvary Health Care ACT (Public)

#### **Maternity**

##### **Birth Centre**

##### **Continuity of Midwifery Care Service**

##### **Registered Nurse 2 Year 1 - Registered Nurse 2 Year 4 \$80,000 - \$100,000, Canberra (PN: LP6767)**

Gazetted: 05 June 2018

Closing Date: 14 June 2018

Details: Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvary.mercury.com.au>

Reference Number 17437

Contact Officer: Elizabeth Bishop (02) 6201-6880 Elizabeth.bishop@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

#### **General Medicine**

##### **Resident Medical Officer**

##### **Executive Level Intern \$68,094 - \$68,094, Canberra (PN: Expected)**

Gazetted: 05 June 2018

Closing Date: 14 June 2018

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

Contact Officer: Miffany Callan Miffany.Callan@calvary-act.com.au Applications can be forwarded to:

<https://calvary.mercury.com.au>

#### **Oncology Day Unit**

##### **Registered Nurse - Oncology**

##### **Executive Level Registered Nurse Level 1 \$75,196 - \$84,888, Canberra (PN: Expected)**

Gazetted: 05 June 2018

Closing Date: 5 June 2018

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

Contact Officer: Rowena Fawole Rowena.Fawole@calvary-act.com.au Applications can be forwarded to:

<https://calvary.mercury.com.au>

#### **Medical Specialities**

##### **Medical Assessment Planning Unit (MAPU)**

##### **Registered Nurse**

##### **Executive Level Registered Nurse Level 2 \$88,249 - \$88,249 Pro-Rata, Canberra (PN: Expected)**

Gazetted: 05 June 2018

Closing Date: 10 June 2018

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

Reference Number 17419

Contact Officer: Rowena Fawole Rowena.Fawole@calvary-act.com.au Applications can be forwarded to:

<https://calvary.mercury.com.au>

**Physiotherapy Department  
Allied Health Assistant (AHA)  
Level 2 \$50,040 - \$57,369, Canberra (PN: Several)**

Gazetted: 05 June 2018

Closing Date: 17 June 2018

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

Reference Number 17189

Contact Officer: Tanya Buettikofer (02) 6201 6190 tanya.buettikofer@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

**Medical Administration  
Research Governance Officer  
Executive Level Admin Services Officer Level 6 \$79,824 - \$79,824, Canberra (PN: Expected)**

Gazetted: 05 June 2018

Closing Date: 8 June 2018

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

Reference Number 17378

Contact Officer: Gaylene Findlay Gaylene.Findlay@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

**Oncology Day Unit  
Registered Nurse - Oncology  
Executive Level Registered Nurse Level 1 \$75,196 - \$84,888, Canberra (PN: Expected)**

Gazetted: 05 June 2018

Closing Date: 10 June 2018

Details: Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvary.mercury.com.au>

Reference Number 17418

Contact Officer: Rowena Fawole Rowena.Fawole@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

**Gynaecology and Obstetrics  
Registrar Medical Officer  
Executive Level Registrar 1 - 4 \$98,704 - \$123,327, Canberra (PN: Expected)**

Gazetted: 05 June 2018

Closing Date: 14 June 2018

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

Reference Number 17373

Contact Officer: Miffany Callan Miffany.Callan@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

**Medical Imaging  
Radiographer  
Executive Level Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: Expected)**

Gazetted: 05 June 2018

Closing Date: 13 June 2018

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

Reference Number 17402

Contact Officer: Kristine Lindner Kristine.Lindner@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

**Health Information System**

**Health Information Specialist**

**Executive Level Health Professional Level 3 \$91,619.85 - \$91,619.85, Canberra (PN: Expected)**

Gazetted: 05 June 2018

Closing Date: 5 June 2018

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

Reference Number 17450

Contact Officer: Louise Edmonds Louise.Edmonds@calvary-act.com.au Applications can be forwarded to:

<https://calvary.mercury.com.au>

**General Medicine**

**Resident Medical Officer**

**Executive Level Intern \$68,094 - \$68,094, Canberra (PN: Expected)**

Gazetted: 05 June 2018

Closing Date: 14 June 2018

Details: Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvary.mercury.com.au>

Reference Number 17361

Contact Officer: Miffany Callan Miffany.Callan@calvary-act.com.au Applications can be forwarded to:

<https://calvary.mercury.com.au>

**Medical Stream**

**Senior Resident Medical Officer - Critical Care**

**Executive Level SRMO1/JNR REGISTRAR - SRMO2 - SRMO3 \$80,000 - \$100,000, Canberra (PN: Expected)**

Gazetted: 31 May 2018

Closing Date: 3 June 2018

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

Contact Officer: Harith Al-Rawi (02) 6201-6128 Harith.Al-rawi@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](mailto:jobs@act.gov.au)**

**Student Academic Services**

**Library and Learning Services**

**Senior Learning Systems Technologist**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 39941)**

Gazetted: 31 May 2018

Closing Date: 7 June 2018

Details: Canberra Institute of Technology (CIT) is seeking a Senior Learning Systems Technologist to investigate, define and implement the technical improvements within CIT's Learning Management environment including the integrations and relationships with other relevant systems. The successful candidate will have a demonstrated knowledge and experience with systems in an educational context including investigating LTIs, programming skills in particular, HTML, CSS, SQL, PHP and Java Script. This role also requires a demonstrated ability to work with technical staff within a standard Software Development Life Cycle (SDLC) framework to ensure technical solutions are implemented correctly and are fit for purpose. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Tertiary qualification in any of the following is highly desirable: Information and Communication Technology; Digital Information Management.

Note: This is a temporary position from 30 July 2018 until 2 January 2020 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 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements

Contact Officer: Jyothi Jayaram (02) 6207 3158 jyothi.jayaram@cit.edu.au

## **Student and Academic Services**

### **Education Services**

#### **Awards and Graduation Officer**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 16460)**

Gazetted: 04 June 2018

Closing Date: 18 June 2018

Details: Canberra Institute of Technology (CIT) Awards and Graduation team is responsible for assessing program completion, issuing official academic documentation and planning and conducting CIT's Graduation Celebration events. We are seeking a highly motivated and experienced candidate who must be able to provide high quality customer service, attend to complex enquiries and manage communication with students and stakeholders. The successful applicant will have well developed organisational skills, exceptional attention to detail, high level administrative skills with the proven ability to work under pressure, prioritise and meet competing timelines. The candidate must be able to work under minimal supervision either independently or as part of a team.

Eligibility/ Other Requirements: Certificate IV in Business Administration desirable. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Contact Officer: Shari Madden (02) 6205 4148 shari.madden@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](mailto:jobs@act.gov.au)**

### **Treasury**

#### **Commercial Services and Infrastructure**

#### **Office of the Deputy Under Treasurer**

#### **Senior Manager, Project Coordination and Delivery**

#### **Senior Officer Grade A \$137,415, Canberra (PN: 39657)**

Gazetted: 04 June 2018

Closing Date: 18 June 2018

Details: The Senior Manager, Project Coordination and Delivery reports to the Deputy Under Treasurer, Commercial Services and Infrastructure and is responsible for the coordination, facilitation and delivery of projects within the Office of the Deputy Under Treasurer. This relates to business cases, briefings, correspondence, Cabinet and Legislative Assembly documents, as well as preparing strategic and complex submissions, reports, briefs and correspondence in relation to a diverse range of matters on behalf of the Deputy Under Treasurer, Commercial Services and Infrastructure. The Senior Manager, Project Coordination and Delivery is also responsible for liaising with Chief Minister, Treasury and Economic Development (CMTEDD) executives and their business units, other ACT Public Service directorates, and the Under Treasurer's Office on behalf of the Deputy Under Treasurer, Commercial Services and Infrastructure and working closely with the Office of the Under Treasurer, the Directorate Liaison Officer and the Cabinet/Assembly Liaison Officer. The position will also be required to provide: Research, analysis and strategic advice to the Deputy Under Treasurer; proactively identify priority issues requiring the Deputy Under Treasurer's early attention and coordinate the facilitation of timely advice and the resolution of these issues; and work in conjunction with Executive Directors in assisting with project coordination and delivery of the Commercial Services and Infrastructure business case and cabinet submission, formulation and review. CMTEDD supports workforce diversity and is committed to creating an inclusive workplace. As part of this

commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Qualifications in Project Management or Business Administration will be highly regarded.

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

## **Treasury**

### **Shared Services - Partnership Services**

#### **Service Centre - Recruitment and HR Information Services**

##### **ACTPS Resourcing Manager**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 11884)**

Gazetted: 05 June 2018

Closing Date: 12 June 2018

Details: This is a job about changing jobs. Your role is to unite, lead and transform a multi-disciplinary team of various Human Resources (HR) and Information and Communications Technology (ICT) functions to deliver a seamless job search, on boarding and off boarding experience for job candidates, employees and their managers for the whole of ACT Government. You will listen to and bring people along with change – including people who don't report to you. You won't break a sweat with juggling high volume operations, and you can meaningfully handle a difficult conversation with a customer. You will shape the future and inspire your team to excellence. Can you help us deliver a better candidate search and employee experience? The Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: To apply for this role, please send your application form, your resume and a two-page pitch addressing the three main capabilities listed on the position description to jobs@act.gov.au.

Contact Officer: Leesha Pitt (02) 6205 0566 leesha.pitt@act.gov.au

Applicants should note that a Joint Selection Committee will be established to assess all applications for this position.

## **Communications**

### **Strategic Engagement**

#### **Senior Strategic Engagement Advisor**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 14971)**

Gazetted: 04 June 2018

Closing Date: 18 June 2018

Details: The Communications and Engagement division in the Chief Minister, Treasury and Economic Development Directorate is leading the ACT Government's efforts to ensure our community is informed and engaged on the topics that matter at the right time and in the ways they want. We need someone passionate and experienced in community engagement to join our growing team and work with us on government-wide reforms to engagement practices. In particular you will: Provide constructive, well-evidenced advice to ACT Government directorates and agencies undertaking engagement activities; develop government-wide policies and guidelines and related community engagement exercises that support these reforms; lead, manage and provide authoritative advice to Ministers, Executives and other key stakeholders related to opportunities, issues and trends in community and stakeholder engagement; lead the coordination of appropriate training opportunities for ACT public servants. If this sounds like the role for you, we'd love to hear from you! Take a look at the attached position description for more information about the role and what you need to include in a one page statement about why you're the right person to drive this important project. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualifications in areas such as Public Policy, Government Administration, Training or Law and International Association for Public (IAP2) certification will be highly valued. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is a temporary position available starting mid-June for a period of two years, with possibility of extension.

Contact Officer: Karen Stewart-Moore (02) 6205 2855 karen.stewart-moore@act.gov.au

## **Treasury**

### **Shared Services**

#### **Strategic Finance**

##### **Manager Internal Assurance and Assets**

###### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 14585)**

Gazetted: 04 June 2018

Closing Date: 18 June 2018

Details: An opportunity exists to join a highly skilled and diverse finance team and be responsible for Shared Services Internal Assurance, assets and project reporting function. The role will suit an enthusiastic, highly motivated and skilled person with a strong audit and accounting background. Excellent written and oral communication skills are essential as well as highly developed organisational and team management skills. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: The role requires the person to be a Certified Public Accountant (CPA) or Chartered Accountant (CA) qualified (or equivalent) with an excellent understanding of current accounting standards, guidelines and organisational processes in a government environment and a proven track record in process analysis and improvement.

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

Contact Officer: Ross Burton (02) 6207 5863 ross.burton@act.gov.au

## **Communications**

### **Strategic Engagement**

#### **Research and Insights Manager**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 14838)**

Gazetted: 06 June 2018

Closing Date: 20 June 2018

Details: The ACT Government is stepping up our efforts to make sure all Canberrans are heard and have meaningful opportunities to contribute to our decision making processes. To do that, we're updating the tools and techniques we use so that our capabilities allow us to understand the needs of our community now, and into the future. On that basis, The Strategic Engagement team in the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) are putting out a call to meet a social research professional who is interested in getting hands on and leading development of our online engagement capabilities - a person who can create and maintain networks that cross organisational boundaries and has a track record for innovative solutions to complex problems. CMTEDD has adopted activity based working (ABW) and the Strategic Engagement team are looking for someone who will be comfortable getting out and about to actively support their colleagues across government, wherever they are working. If you understand why 'Google' is not an appropriate synonym for research; are an organised and creative leader who can think outside the square to achieve results; understand the value of stakeholder management, clear advice and relationship building; are excited by the opportunity to innovate and be at the forefront of change; understand when and how to best apply a variety of social research approaches to listen and engage with the community; are able to analyse and draw insights from quantitative and qualitative research results and feedback; have wondered why it is called research if it is your first time searching for it; and are interested in managing a small operational team then this could be a great opportunity for you. CMTEDD supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply. Touching base with the contact officer to discuss the duties of the position is highly recommended.

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

Contact Officer: Karen Stewart-Moore (02) 6205 2855 karen.stewart-moore@act.gov.au

**Shared Services**

**Technology Services**

**Technical Service Delivery**

**Windows Server Technician**

**Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 31834)**

Gazetted: 06 June 2018

Closing Date: 13 June 2018

Details: Advanced experience with VMware ESXi 5.X and above including vCenter, vRealize Operations Manager, vRealize Automation Suite, and Site Recovery Manager. Advanced ability to troubleshoot and diagnose Windows Server (2003/2008/2008R2/2012R2/2016) and related infrastructure (AD, DNS, DHCP, Failover Clustering, SCOM, SCCM etc.) In addition, two or more of the following would be highly desirable; Experience with Microsoft Hyper-V 2008R2 and above including System Centre Virtual Machine Manager, experience with Azure and AWS cloud platforms, experience with HP server hardware (BL and DL Series), HP Virtual Connect, and HP System Insight Manager, developed ability to script using PowerShell including VMware PowerCLI modules and experience with the ServiceNow Service Management suite highly desirable.

Eligibility/ Other Requirements: The successful applicant will be required to have or be able to attain a security clearance at the Negative Vetting 1 level.

Note: This is a temporary position available for a period of six months from 2 July 2018 with the possibility of an extension or permanency.

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than a two page pitch outlining experience and/or ability in the above areas, contact details of at least two referees and a current Curriculum Vitae.

Contact Officer: Regan Waters (02) 6207 1260 regan.waters@act.gov.au

**Property, Procurement and Venues**

**Venues Canberra**

**Exhibition Park in Canberra**

**Event Delivery Manager**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 30706)**

Gazetted: 06 June 2018

Closing Date: 20 June 2018

Details: The Event Delivery Manager manages all aspect of the venue logistics for the operational planning and delivery of events, including conferences, functions, exhibitions and shows being held at Exhibition Park. The role will provide event logistical support to the client, as well as representing and promoting the venue. The role also supervises the Exhibition Park in Canberra (EPIC) Events Operations team. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for a period of 6 months with the possibility of extension.

How to Apply: Candidates should submit a supporting statement of no more than two pages outlining suitability against selection criteria and Curriculum Vitae. Selection may be based on written application and Curriculum Vitae.

Contact Officer: Amal Davis (02) 6205 4948 amal.davis@act.gov.au

**Enterprise Canberra**

**Skills Canberra**

**Engagement and Client Services**

**Engagement and Events Team Leader**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 31376)**

Gazetted: 04 June 2018

Closing Date: 16 June 2018



Details: Applications are sought for the position of Engagement and Events Team Leader within the Engagement and Client Services Team at Skills Canberra. Applications are welcome from self-motivated candidates with a drive to achieve excellence in coordinating key engagement activities and events that represent the ACT Government and Vocational Education and Training in the ACT. This includes: Leading a team to coordinate the staging, sponsorship and implementation of events for Skills Canberra, including the ACT Training Awards and stakeholder forums; producing internal and external publications and promotional material; managing the planning, budgeting and implementation for designated projects; and managing the quality assurance of branch internal and external communication and events. The suitable candidate will be required to work with minimal supervision; will be skilled in building and maintaining positive working relationships with a range of internal and external stakeholders; will have the ability to supervise and effectively manage a small team; and will possess good knowledge of the Vocational Education and Training (VET) sector and its key stakeholders. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Qualifications in Events Management are desirable. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is a temporary position available until 30 April 2019 with the possibility of extension.  
Contact Officer: Leon Fraser (02) 6207 6048 [leon.fraser@act.gov.au](mailto:leon.fraser@act.gov.au)

#### **Commercial Services and Infrastructure**

##### **Procurement, Properties and Venues**

##### **Venues Canberra / National Arboretum Canberra**

##### **Content Digital Marketing Officer**

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 30917)**

Gazetted: 06 June 2018

Closing Date: 15 June 2018

Details: The National Arboretum Canberra is a young and vibrant facility with award winning architecture that showcases 44,000 endangered and rare trees. We are seeking a dynamic and innovative person to fill the role of Content Digital Marketing Officer. Working in a busy environment the successful candidate will strategize, create and implement the National Arboretum's marketing, digital and tourism across diverse channels; as well as undertaking site specific key projects. The successful candidate will possess solid marketing and digital experience, as well as excellent communication and liaison skills. The Content Digital Marketing Officer will work in teams and autonomously reporting directly to the Events and Community Engagement Manager at the National Arboretum.

Note: This position is being readvertised previous applicants are welcome to reapply.

Contact Officer: Christine Callen (02) 6205 4468 [christine.callen@act.gov.au](mailto:christine.callen@act.gov.au)

#### **Shared Services Information Communication Technology**

##### **Business Application Management**

##### **Information Communication Technology Team, Community Services Directorate (CSD)**

##### **Operations Support**

##### **Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 01082)**

Gazetted: 31 May 2018

Closing Date: 14 June 2018

Details: Shared Services Information Communication Technology (ICT) are looking for a highly motivated individual with good organisation and communication skills to support the ICT Team Community Services Directorate (CSD). The ICT Team for the Community Services Directorate (CSD) is based in Nature Conservation House in Belconnen. We are an enthusiastic team of technical and operational staff supporting CSD business systems (including reporting services) as well as telecommunications and ICT assets. The team is a contact point for CSD staff for ICT enquiries and ICT related services. CSD is located on multiple sites across the ACT. These include 11 Moore Street, Nature Conservation House, three Child and Family Centres, Child Development Service (Holder) and Bimberi (Mitchell). Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal

and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: If you are interested and would like more information after reading the position description, please contact Mick Sharp.

How to Apply: We will expect a two page 'pitch' that demonstrates how your experiences will enable you to succeed in this role, along with the coversheet, and a short Curriculum Vitae.

Contact Officer: Mick Sharp (02) 6207 1522 [mick.sharp@act.gov.au](mailto:mick.sharp@act.gov.au)

#### **Access Canberra**

##### **Workplace Protection**

##### **WorkSafe ACT Major Investigations Team**

##### **WorkSafe Investigator**

##### **ORS Inspector 6 \$79,824 - \$91,356, Canberra (PN: 32676)**

Gazetted: 04 June 2018

Closing Date: 28 June 2018

Details: WorkSafe ACT is responsible for ensuring compliance by duty holders with legislation covering Workplace Safety, Workers Compensation, and Dangerous Substances. WorkSafe ACT achieves its objectives through a combination of inspections, education, investigation and legal enforcement. The duties of this position are to: Perform the duties of an authorised inspector under the relevant legislation as a delegated officer; provide high level advice in accordance with relevant legislation including advising duty holders on requirements of the legislation and related technical issues; conduct work place investigations which could involve preparing briefs of evidence for court, the giving evidence at court and the collection of evidentiary material to the required standard; prepare reports/responses to incoming enquiries and complaints in accordance with procedures; promote health and safety awareness and practices within workplaces to minimise work related injuries; participate in compliance activities and provide advice to ACT business, industry, clients and stakeholders; contribute to the development and achievement of targets and objectives of WorkSafe ACT Strategic/Business Plans and more broadly Access Canberra.

Eligibility/ Other Requirements: A Certificate IV level qualification in Investigations or related discipline, or progress towards such a qualification is desirable and a current driver's licence is mandatory. A willingness to wear a uniform and to undertake competency based training relevant to performing the duties is expected. The successful applicant will also be required to participate in an after hours on-call roster and any programmed after hours compliance activities when required.

Contact Officer: Bradley Cummins (02) 6207 2309 [Bradley.Cummins@act.gov.au](mailto:Bradley.Cummins@act.gov.au)

#### **Commercial Services and Infrastructure**

##### **Shared Services**

##### **Partnership Services**

##### **Customer Service Coordinator**

##### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 40764)**

Gazetted: 06 June 2018

Closing Date: 20 June 2018

Details: Do you have experience in customer service? Looking for that next step in your career? Shared Services is looking for an enthusiastic and driven individual to manage the operational aspects of the Customer Service team. You will manage and coordinate responses to customer feedback, analyse feedback data and trends to inform potential business improvement opportunities and conduct regular reporting for managers and the Executive. You will also support the Senior Manager with strategic work including liaising with teams regarding feedback and opportunities to improve service delivery, assisting with escalation matters and coordinating activities resulting from formal feedback channels including the Customer Satisfaction Survey. You will need excellent communication and relationship management skills and the ability to effectively manage your time and competing priorities. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please review the position description for further details about the role and the capabilities required to perform the duties and responsibilities of the position. Please submit a written application of no more than two pages, contact details for at least two referees and a current Curriculum Vitae. The two page response should be written in the form of a pitch, indicating your capacity to perform the duties and responsibilities (what you will do). Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability and experience and how they make you the best person for the role. Contact Officer: Angela McCaughey (02) 6205 2367 [angela.mccaughey@act.gov.au](mailto:angela.mccaughey@act.gov.au)

**Policy and Cabinet Division**

**Executive and Business Support**

**Executive Support Officer**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 35283)**

Gazetted: 05 June 2018

Closing Date: 12 June 2018

Details: The Police and Cabinet Division requires an Executive Support Officer to provide administrative and executive support functions across both the Policy and Cabinet and Communication and Engagement Divisions. The Executive Support Officer provides high level administrative support and is responsible for coordinating requests for advice in relation to corporate, finance and ministerial matters. This position supports the Business Manager Policy and Cabinet, and supports a team of three Executive and Business Support officers to ensure the effective management and day to day operations of the two divisions. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply

Note: This is a temporary position available for a period of 12 months with the possibility of extension. If you have any queries, please contact Jessica Hicks.

Contact Officer: Jessica Hicks (02) 6205 1049 [jessica.hicks@act.gov.au](mailto:jessica.hicks@act.gov.au)

**Corporate Management**

**Information Access Team**

**Freedom of Information Administration Officer**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 35393)**

Gazetted: 01 June 2018

Closing Date: 15 June 2018

Details: The Chief Minister, Treasury and Economic Development is looking for an enthusiastic member to join the Information Access Team. The Freedom of Information (FOI) Administration Officer provides assistance to our Freedom of Information Coordinators and Information Officer to ensure the timely processing of FOI requests. The successful applicant will be able to demonstrate knowledge of the *Freedom of Information Act 2016*, FOI processes and practices and demonstrate their ability to undertake a range of administrative functions such as management of the FOI tracking spreadsheet and drafting of external correspondence. As a member of the team you will have the opportunity to contribute to shaping the team and developing innovative ideas. The Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Contact Officer: Daniel Riley (02) 6207 3153 [daniel.riley@act.gov.au](mailto:daniel.riley@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](mailto:jobs@act.gov.au)**

**Inclusion and Participation**

**Office for Multicultural Affairs**

**Senior Policy Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 36567)**

Gazetted: 31 May 2018

Closing Date: 21 June 2018

Details: The Office for Multicultural Affairs is seeking a Senior Policy Officer to deliver sound policy advice and program implementation. A key priority for this position is development of policies and strategies to meet the needs of refugees and asylum seekers living in the ACT and contributing to the ACT Government's commitment to a cohesive city for all Canberrans.

Contact Officer: Michelle Bamford (02) 6205 2633 michelle.bamford@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.

**Director of Public Prosecutions**

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

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

**Legal**

**Prosecutor Grade 5 \$159,448 - \$169,054, Canberra (PN: 27933, several)**

Gazetted: 01 June 2018

Closing Date: 19 June 2018

Details: The Director of Public Prosecutions (DPP) is the independent prosecutions authority of and for the Territory and is seeking outstanding and highly motivated criminal lawyers with a high degree of advocacy and litigation management skills. The successful applicant will appear as counsel in complex litigation, including appeals, and give high level legal advice to the Director. Senior advocates also have a key role in mentoring and training junior prosecutors, and contributing to criminal justice issues.

Eligibility/ Other Requirements: Applicants will either be admitted or eligible to practice as a Barrister and or Solicitor in the ACT. The successful applicant will be required to undergo a criminal record check

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

**Legal**

**Prosecutor Grade 4**

**Prosecutor Grade 4 \$135,936 - \$145,737, Canberra (PN: 04336, several)**

Gazetted: 01 June 2018

Closing Date: 19 June 2018

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. The duties of the position include to appear in more complex matters in the Magistrates, Children's and Coroners Courts and conduct trials sentences and appeals in the Supreme Court; lead and manage a team responsible for the conduct of prosecutions, inquests and other related matters; and act as supervisor and mentor to prosecution staff and give guidance on difficult questions of criminal law and practice.

Eligibility/ Other Requirements: Applicants will either be admitted or eligible to practice as a Barrister and or Solicitor in the ACT. The successful applicant will be required to undergo a criminal record check

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

**Legal**

**Prosecutor Grade 3**

**Prosecutor Grade 3 \$118,087 - \$130,579, Canberra (PN: 04155, several)**

Gazetted: 01 June 2018

Closing Date: 15 June 2018

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. The duties of the position include to prosecute more complex summary hearings and committals; appear in mention lists in the Magistrate's Court and Supreme Court; act as instructing solicitor in trials in Supreme Court; prosecute simpler trials, sentencing proceedings and appeals in the Supreme Court; appear in more complex coronial inquests; and mentor junior prosecutors.

Eligibility/ Other Requirements: Applicants will either be admitted or eligible to practice as a Barrister and or Solicitor in the ACT. The successful applicant will be required to undergo a criminal record check

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

## **Education**

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

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

### **Principal - New North Canberra Primary School (Taylor) School Leader A \$150,276 - \$180,443, Canberra (PN: 40571)**

Gazetted: 05 June 2018

Closing Date: 19 June 2018

Details: Have you ever wanted to build something from the ground up? Can you bring your creative, innovative, visionary leadership to lead a school from the very beginning? We are building a state of the art learning environment and it's waiting for you...! The Education Directorate is seeking an experienced school leader to lead a team of educational superstars to establish a brand new P-6 school in North Canberra. As Canberra's 88th public school, this new school will be part of a small, high-quality system that places students and their learning at the centre. You will join a collaborative network of principals committed to equity, inclusion and ongoing school improvement. We're looking for an instructional leader who is excited by the opportunity and challenge of establishing a new school and building a connection with a growing community. You will develop an environment that encourages open communication and collaboration with staff, students and the local community. You will be an effective leader with the ability to listen. You will possess a wealth of bold opinions and innovative ideas and have the ability to express them with empathy and passion. For more information about this opportunity, please contact Judy Hamilton.

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 professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

How to Apply: If you are interested in leading a Canberra public school from its foundation, please send your Curriculum Vitae and your proposal for the establishment of this new school (having regard to the AITSL standards). Your proposal should be no more than three pages. In your proposal, we want to learn about your greatest educational moment in the last five years, and what makes you the best person for this leadership role. Your Curriculum Vitae should also include the details of at least two referees (one referee should have worked for you).

Contact Officer: Judith Hamilton (02) 6205 3313 [judith.hamilton@act.gov.au](mailto:judith.hamilton@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.

**Service Design and Delivery**  
**Student Engagement**  
**Murrumbidgee Education and Training Centre**  
**Deputy Principal**  
**School Leader B \$136,828, Canberra (PN: 33760)**

Gazetted: 06 June 2018

Closing Date: 13 June 2018

Details: Murrumbidgee Education and Training Centre is looking for a leader who would like to work within cross agency setting and lead a small dedicated team of teachers and trainers to provide education and vocational learning for young people attending Bimberi Youth Justice Centre. This is an exciting opportunity to make a difference in young people's lives. The leader we are looking for would have initiative, be respectful to young people with complex needs and be able to work collaboratively within a multidisciplinary environment. This position is to start at the beginning of the 2019 school year.

Eligibility/Other Requirements: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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.

Contact Officer: David Bromhead (02) 6205 7170 david.bromhead@act.gov.au

**School Performance and Improvement**  
**Learning and Teaching**  
**Pedagogy**  
**Manager**  
**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 36651)**

Gazetted: 31 May 2018

Closing Date: 14 June 2018

Details: Learning and Teaching is a dynamic branch that develops and implements evidenced-based policies and projects to enhance quality teaching in ACT Public Schools and drive improved outcomes for students. The branch's Pedagogy section is looking for a high performing officer who has proven leadership capacity in the design and delivery of complex undertakings. Candidates should demonstrate high level strategic and analytical skills, and understanding of the requirements of government; and a proven ability to provide strategic advice on the implementation of government priorities with an emphasis on stakeholder engagement, innovation and sustainability.

Eligibility/Other Requirements: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Contact Officer: Josephine Andersen (02) 6205 9350 josephine.andersen@act.gov.au

**Office for Schools**  
**South Weston Network**  
**The Woden School**  
**Executive Teacher - The Woden School**  
**School Leader C \$117,515, Canberra (PN: 02679)**

Gazetted: 31 May 2018

Closing Date: 14 June 2018

Details: Applications are being sought for a dynamic School Leader to: Lead educational programs for students in a secondary specialist school setting; lead a team of staff, both Teaching and Non-Teaching; undertake an appropriate teaching load and provide an exemplar for other staff; work as a member of the school executive team on addressing school priorities; an understanding of college settings and the Board of Senior Secondary Studies (BSSS) course requirements would be an advantage.

Eligibility/other requirements: Prior to commencing in this role a minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching

registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)  
Contact Officer: Ian Copland (02) 6142 0200 [ian.copland@ed.act.edu.au](mailto:ian.copland@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.

**Business Services**

**People and Performance**

**HR People Services**

**Human Resource Officer**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 16298)**

Gazetted: 01 June 2018

Closing Date: 15 June 2018

Details: Human Resources People Services provides advice and support regarding staff recruitment and deployment, position management, human resource allocation and undertakes data analysis to strategically inform workforce planning. The team is looking for an additional staff member to quickly learn our processes and procedures in supporting schools manage their workforce profile. If you have an eye for detail and a passion for problem solving we would like to hear from you.

Note: This is a temporary position available from 2 July 2018 until 28 June 2019 with possibility of extension or permanent appointment.

Contact Officer: Katrina Sheaves (02) 6205 9402 [katrina.sheaves@act.gov.au](mailto:katrina.sheaves@act.gov.au)

**North Gungahlin**

**Amaroo School**

**Classroom Teacher Year 5**

**Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 37419)**

Gazetted: 31 May 2018

Closing Date: 14 June 2018

Details: Amaroo School is a P-10 school located in the North/Gungahlin network. We are seeking a dynamic Classroom Teacher to join our Year 5 team. The successful applicant will be able to work in a large collaborative educational team to deliver an engaging, differentiated learning program. They will demonstrate an ability to meet the needs of students with diverse learning requirements and a willingness to employ future focused technology. Applicants are encouraged to visit the school website for detailed information and make contact with the contact officer directly.

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

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

Note: This is a temporary position available from 23 July 2018 until the 26 January 2019.

Contact Officer: Rebecca Turner (02) 6142 1266 [rebecca.turner@ed.act.edu.au](mailto:rebecca.turner@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.

**School Improvement**

**North/Gungahlin Network**

**Gunghalin College**

**Executive Assistant**

**School Assistant 4 \$61,214 - \$66,285, Canberra (PN: 34786)**

Gazetted: 04 June 2018

Closing Date: 12 June 2018

Details: Gungahlin College is seeking an experienced, organised and self-motivated person to undertake the duties of the Principal's Executive Assistant. This position also supports the Associate Principals where time permits. We are looking for a highly motivated individual who is able to work independently and as part of an executive team. Excellent written and verbal communication skills are essential, and experience in contemporary media/publishing would be an advantage.

Eligibility/Other Requirements: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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

Contact Officer: Chantelle Lawson (02) 6142 1000 chantelle.lawson@ed.act.edu.au

### **Environment, Planning and Sustainable Development**

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

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

#### **Environment**

##### **Parks and Conservation Services**

##### **Parks, Reserves and Rural Land**

##### **Team Leader - Threatened Species Recovery Program**

##### **Technical Officer Level 3 \$69,148 - \$78,145, Canberra (PN: 40691)**

Gazetted: 31 May 2018

Closing Date: 14 June 2018

Details: The ACT Parks and Conservation Service is responsible for the planning and management of parks and reserves across the conservation estate, it protects, conserves and promotes the natural resources of the ACT. Tidbinbilla Nature Reserve is an iconic nature based destination offering opportunities to inspire connect and encounter nature. The ACT Parks and Conservation Service is seeking a highly motivated and enthusiastic candidate to fill the position of Team Leader – Threatened Species Recovery Program, Tidbinbilla Nature Reserve. The Team Leader is specifically tasked with managing the delivery of the Brush-tailed Rock-wallaby Program at Tidbinbilla in collaboration with a diverse range of stakeholders.

Eligibility/Other Requirements: The successful applicant will need to possess strong leadership skills, have experience in wildlife management, wildlife research. Have qualifications in Biology, Natural Resource Management, Environmental Science or equivalent; manual drivers licence; be prepared to work a shift roster; and undertake incident management duties, including participation in fire standby, fire suppression and fire training.

Note: This is a temporary position available until 30 December 2018 with the possibility of extension.

Contact Officer: Jennifer Pierson (02) 6205 1234 jennifer.pierson@act.gov.au

#### **Environment**

##### **Parks and Conservation Services**

##### **Fire, Forests and Roads**

##### **Senior Field Officer**

##### **General Service Officer Level 7 \$59,230 - \$62,549, Canberra (PN: 09855, several)**

Gazetted: 06 June 2018

Closing Date: 27 June 2018

Details: This is an exciting opportunity for people who are keen to play a vital role in providing bushfire protection to the ACT by joining the ACT Parks and Conservation Service (PCS) as a member of our seasonal fire crews. These highly sought after positions offer a rare chance to work at sites right across the PCS Estate, from the back fences between the suburbs and our Nature Parks through to the wilderness areas in Namadgi National Park. The ACT Parks and Conservation Service (PCS) is a Branch within the Environment Division that is responsible for the sustainable management of approximately 80% of the ACT including our national parks, nature reserves,



commercial softwood forests and rural lands, including management of Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Googong Foreshores, water catchment areas and commercial pine plantations. PCS implements a broad range of natural and cultural resource management programs both on and off reserve that support sustainable environmental conservation land management and heritage outcomes. The management of bushfires is a core function of the Parks and Conservation Service across the land that it is responsible for. The Fire, Forests and Roads Section of PCS has a number of temporary and seasonal vacancies for appropriately skilled senior field officers who will lead teams implementing bushfire management programs including fuel management activities, fire trail and infrastructure construction and maintenance, fire tower operations and fuel hazard assessments as well undertaking bushfire standby and suppression as required. It's expected that the successful applicants will have experience in bushfire management in a land management agency. The Bushfire Seasonal Fire Fighter programme was introduced by the ACT Government in response to recommendations from the McLeod Inquiry into the 2003 Canberra Bushfires. The seasonal fire crews perform a critical role in the ACT Government's ability to effectively implement bushfire mitigation strategies as well as whole of government bushfire suppression capabilities. 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 to apply.

**Eligibility/ Other Requirements:** Applicants should note that bushfire suppression involves strenuous and physically demanding activity, often in remote locations. All applicants shortlisted for interview will be required to successfully complete the nationally recognised arduous firefighting task based assessment as part of the selection process. Any employment offers will be subject to applicants passing a pre-employment medical and police check. Applicants must be prepared to work a shift roster, weekends, public holidays or evening shifts at any site on an "as needs" basis and be prepared to wear a uniform. In addition, applicants may be required to work from helicopters.

**Notes:** These temporary vacancies are available from September 2018 until June 2019 with the possibility of extension. This recruitment process may be used to fill further temporary vacancies at level that may occur over the next 12 months. An information session will be held at Stromlo Depot at 500 Cotter Road on Wednesday 20 June 2018, please RSVP to Chris Troth via email on [christopher.troth@act.gov.au](mailto:christopher.troth@act.gov.au) for further information and to register your attendance. Late applications will not be accepted.

Contact Officer: Christopher Troth (02) 6207 5452 [Christopher.Troth@act.gov.au](mailto:Christopher.Troth@act.gov.au)

## **Environment**

### **Parks and Conservation Services**

#### **Fire, Forests and Roads**

##### **Field Officer**

##### **General Service Officer Level 5/6 \$52,198 - \$57,445, Canberra (PN: 09857, several)**

Gazetted: 06 June 2018

Closing Date: 27 June 2018

**Details:** This is an exciting opportunity for people who are keen to play a vital role in providing bushfire protection to the ACT by joining the ACT Parks and Conservation Service (PCS) as a member of our seasonal fire crews. These highly sought after positions offer a rare chance to work at sites right across the PCS Estate, from the back fences between the suburbs and our Nature Parks through to the wilderness areas in Namadgi National Park. PCS a Branch within the Environment Division that is responsible for the sustainable management of approximately 80% of the ACT including our national parks, nature reserves, commercial softwood forests and rural lands, including management of Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Googong Foreshores, water catchment areas and commercial pine plantations. The Parks and Conservation Service implements a broad range of natural and cultural resource management programs both on and off reserve that support sustainable environmental conservation land management and heritage outcomes. The management of bushfires is a core function of the Parks and Conservation Service across the land that it is responsible for. The Fire, Forests and Roads Section of the Parks and Conservation Service has a number of temporary and seasonal vacancies for appropriately skilled people looking to be part of a team implementing bushfire management programs across the ACT. This will include fuel management activities, fire trail and infrastructure construction and maintenance, fire tower operations and fuel hazard assessments as well undertaking bushfire standby and suppression as required. Full training will be provided to the right applicants. The Bushfire Seasonal Fire Fighter programme was introduced by the ACT Government in response to recommendations from the McLeod Inquiry into the 2003 Canberra Bushfires. The seasonal fire crews perform a critical role in the ACT Government's ability to effectively implement

bushfire mitigation strategies as well as whole of government bushfire suppression capabilities. 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 to apply. Eligibility/ Other Conditions: Applicants should note that bushfire suppression involves strenuous and physically demanding activity, often in remote locations. All applicants shortlisted for interview will be required to successfully complete the nationally recognised arduous firefighting task based assessment as part of the selection process. Any employment offers will be subject to applicants passing a pre-employment medical and police check. Applicants must be prepared to work a shift roster, weekends, public holidays or evening shifts at any site on an "as needs" basis and be prepared to wear a uniform. In addition, applicants may be required to work from helicopters.

Notes: These temporary vacancies are available from September 2018 until June 2019 with the possibility of extension. This recruitment process may be used to fill further temporary vacancies at level that may occur over the next 12 months. An information night will be held at Stromlo Depot at 500 Cotter Road on Wednesday 20 June 2018, please RSVP to Chris Troth via email on Christopher.troth@act.gov.au for further information and to register your attendance. Late applications will not be accepted.

Contact Officer: Christopher Troth (02) 6207 5452 Christopher.Troth@act.gov.au

## **Health**

**Selection documentation for the following positions may be downloaded from**

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

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

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

#### **Medicine**

#### **Medical**

#### **Endocrinology**

#### **Staff Specialist Level 1-5 \$164,470 - \$202,960, Canberra (PN: 38848)**

Gazetted: 07 June 2018

Closing Date: 21 June 2018

Details: Overview of the work area and position: The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. The Department of Endocrinology is a clinical unit within the Division of Medicine that provides both inpatient and outpatient care to patients with endocrine conditions, including diabetes. The majority of services are provided at the Canberra Hospital, however, some clinics are conducted in ACT Health Community Health Centres. All endocrine conditions, apart from reproductive endocrinology, are managed by the service. Multidisciplinary team approaches have been established in the management of pituitary disorders, metabolic bone disease, thyroid cancer and endocrine diseases in pregnancy. Diabetes care is also provided through a multidisciplinary team approach involving the endocrinologists of the Department of Endocrinology and the nursing and allied health staff of the ACT Health Diabetes Service. In addition to clinics for adult patients with type 1 and complex type 2 diabetes, multidisciplinary diabetes clinics are conducted for adolescents and young adults, pregnant women and patients with high-risk foot complications. Unit audit meetings are held weekly with weekly registrar presentations, radiology review meetings and quarterly pathology review meetings. Continuing medical education sessions are held monthly in which endocrinologists all have an opportunity to present.

Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,472 - \$330,441

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australasian College of Physicians or equivalent specialist qualifications. Post-fellowship speciality and academic qualifications and experience relevant to the position. Please note prior to commencement successful candidates will be required to: Undergo a pre-

employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Contact Officer: Professor Christopher Nolan, Unit Director of Endocrinology (02) 6174 5311 Applications can be forwarded to: Apply on line at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

**Canberra Hospital and Health Services  
Cancer Ambulatory and Community Health Support  
CACHS Medical  
Medical Oncology**

**Staff Specialist Level 1-5 \$164,470 - \$202,960, Canberra, (PN: 14929)**

Gazetted: 07 June 2018

Closing Date: 21 June 2018

Details: Overview of the work area and position: It is expected that the applicant will have general experience and expertise in Medical Oncology. The appointee will provide leave cover for the subspecialty of gastrointestinal oncology. Responsibilities will include outpatient care, supervision of trainees/junior medical staff/medical students, attendance at multidisciplinary meetings and participation in research activities of the unit. The appointee will join the Department of Medical Oncology of the Canberra Region Cancer Centre. The Unit is located within The Canberra Hospital and provides a medical oncology service to the Australian Capital Territories and South-Eastern NSW. The unit supports an active clinical trials research program and has developed translational research links to the John Curtin School of Medical Research at the ANU as well as to the University of Canberra. These collaborations include biomarker development (cancer stem cells and gene panels), compound screening, novel cancer targeting methods (epigenetic and ribosomal biogenesis) and immunotherapeutics. Phase I clinical trial capability is also being developed and the appointee would be expected to contribute to this. Developmental therapeutics and/or translational research experience would be of advantage. <http://www.health.act.gov.au/our-services/cancer-services/health-professionals/medical-oncology> Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,472 - \$330,441

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australasian College of Physicians or equivalent specialist qualifications. RACP recognised training and experience in Medical Oncology. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Professor Desmond Yip (02) 6244 2220 email: [desmond.yip@act.gov.au](mailto:desmond.yip@act.gov.au) or A/Prof Paul Craft (02) 6174 8561 email: [paul.craft@act.gov.au](mailto:paul.craft@act.gov.au) Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

**Canberra Hospital and Health Service  
Surgery and Oral Health  
Medical Staff  
Neurosurgeon  
Senior Specialist \$222,205, Canberra (PN: 18739)**

Gazetted: 07 June 2018

Closing Date: 21 June 2018

Details: Overview of the work area and position: The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. The Neurosurgery Unit of The Canberra Hospital is a busy service supported by

excellent imaging and diagnostic facilities. It manages on average 900 patient separations per annum. The Neurosurgical faculty currently consists of 3 full time staff specialists and 3 Neurosurgical Registrars (2 SET trainees and 1 non-accredited) and junior medical officers. In-patients are managed in a dedicated Neurosurgical ward (which includes a high dependency area); nursing and allied health staff are specialty trained. There are 2 full time secretaries and data management. State-of-the-art Neurosurgical equipment is available in the dedicated Neurosurgical operating room - which has an intraoperative MR Scanner. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian College of Surgeons or equivalent specialist qualifications. Post Fellowship training / qualifications in complex Spinal Surgery. Expertise and an interest in complex spinal surgery. Hold a current ACT driver's license. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Shannon Dougan (02) 6244 4175 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

## **Corporate**

### **Health Infrastructure Service**

#### **Health Information Services**

#### **Infrastructure Manager/Specialist 3 \$174,951, Canberra (PN: 39691)**

Gazetted: 07 June 2018

Closing Date: 14 June 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Health Infrastructure Services is responsible for the project delivery, maintenance and asset management of ACT Health's property portfolio. Overview of the work area and position: The Project Delivery Director reports to the Executive Director, Health Infrastructure Services and is responsible for capital project delivery across the portfolio of ACT Health Directorate's properties. The role will ensure that capital project delivery of Major Works, Better Infrastructure Fund Program and Plant and Equipment funded projects are aligned to ACT Health's strategic objectives and will lead and promote a positive team culture of collaboration and continuous improvement within the Health Infrastructure Services Project Delivery section.

Eligibility/Other Requirements: Mandatory: A Degree or Diploma in a relevant technical field and demonstrated relevant experience, and/or trade certification with at least ten years significant Building and Infrastructure and/or Project Management experience. Desirable: Experience in the delivery of infrastructure projects within an operating health environment; experience working within a public sector and/or demanding client project environment. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available for two years with possibility of extension and/or permanency.

Selection may be based on written application and referee reports only. Please note that this position has been readvertised and previous applicants will not be considered.

Contact Officer: Colm Mooney (02) 6207 9186 colm.mooney@act.gov.au

**Canberra Hospital and Health Services  
Cancer, Ambulatory and Community Health Support  
Cancer Stream Administration  
Project Manager Palliative Care  
Senior Officer Grade A \$137,415, Canberra (PN: 25223)**

Gazetted: 07 June 2018

Closing Date: 21 June 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Cancer, Ambulatory and Community Health Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The Division is also responsible for the administration and some clinical support to Ambulatory and Community Health centres across ACT Health. Overview of the work area and position: The Project Manager will be responsible for driving and leading the implementation of the endorsed Model of Palliative Care for ACT and the surrounding region. The role will work directly to the Executive Director Cancer, Ambulatory and Community Health Support however will be required to work across the key stakeholders for ACT and surrounding regions palliative care service providers. Key Duties and Responsibilities: Working with the Executive Director, Cancer, Ambulatory and Community Health Support, the Project manager will drive the implementation of a territory wide Palliative Care service. It is expected that the Project Manager will have a unique understanding of the responsibilities and accountabilities of this role, being able to work collaborative across a range of services, stakeholders and will provide outstanding leadership, communicate professionally and work with flexibility, efficiency, and diplomacy. At an operational level, the Project Manager is responsible for project management encompassing, aligning project resources, negotiating and agreeing resource requirements and allocations for resource, and for reporting and tracking success. Working successfully within complex systems and articulating insight to inform change are all key components of the role.

Eligibility/Other Requirements: *Mandatory:* Previous experience in leading and driving reform, developing and implementing high level strategy and evidence of achievement in that context. Previous experience in managing projects. Experience in a clinical setting. *Desirable:* A degree or diploma from an Australian tertiary institution, or a comparable overseas qualification in a Health or Public Administration field. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available for a period of two years. Selection may be based on written application only.

Contact Officer: Cathy O'Neill (02) 6244 2738 [cathie.o'neill@act.gov.au](mailto:cathie.o'neill@act.gov.au)

**Canberra Hospital and Health Services  
Medicine  
Acute Support Service  
Occupational Therapist  
Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 31520)**

Gazetted: 07 June 2018

Closing Date: 14 June 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They

were developed by us, for us and are unique to our work. Overview of the work area and position: We seek an enthusiastic Health Professional Level 3 (HPO3) Occupational Therapist to join our team. This position forms a part of our senior staff group. You will have highly developed skills in providing Occupational Therapy in the acute setting. The work is challenging but rewarding and you will assist patients to achieve their goals. The Acute Support Occupational Therapy Team is located within the Division of Medicine. We provide acute focused occupational therapy across a range of clinical practice areas including neurology and neurosurgery, medical and surgical wards, cardiology and renal, the emergency department, plastics, oncology, women's health and paediatrics. Working closely with other disciplines within a multidisciplinary framework, the Acute Support Occupational Therapy Team works to provide an occupationally focused perspective that is unique to our profession. We do this to enhance and support the patient journey through the Canberra Hospital environment and provide our expertise on therapy and restorative processes, recovery and expected outcomes, cognition and memory, and equipment prescription and home modification. The Acute Support Occupational Therapy team is responsible for the delivery of Occupational Therapy services to the acute areas of the Canberra Hospital and ensuring that individual patients' needs are met from the perspective of our profession while contributing to the safe and timely discharge of patients to their home environments in line with best practice. Under operational supervision you will play a key role in providing day to day occupational therapy to a range of patients within a defined caseload area. Through your work you will also assist in meeting the caseload requirements of the broader Occupational Therapy Team.

Eligibility/Other Requirements: Mandatory: Be registered with the Australian Health Practitioner Regulation Agency (AHPRA); tertiary qualifications or equivalent in Occupational Therapy and eligibility for membership of Occupational Therapy Australia; hold a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for a period of 12 months with the possibility of extension. This position maybe required to participate in overtime, on call and/or rotation roster.

Contact Officer: Domenico Tripodi (02) 6244 3286 [domenico.tripodi@act.gov.au](mailto:domenico.tripodi@act.gov.au)

## **Quality Governance and Risk**

### **People and Culture Employment Services**

#### **Senior Manager - The Employment Services Team**

#### **Senior Officer Grade A \$137,415, Canberra (PN: 28949)**

Gazetted: 07 June 2018

Closing Date: 21 June 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Employment Services team is responsible for providing employee relations services, support and advice whilst ensuring the effective and efficient operation of strategic people management advice, policy and programs across ACT Health. You will play a key role in the team by providing leadership and strategic direction for the team whilst working closely with staff across other areas within People and Culture. The main responsibilities of the role of Director – Employment Services will be to; Lead and co-ordinate the provision of client-focused employment services and advice, Develop and interpret employment services policies and procedures, Coordinate and direct the activities of the employment services team including; scheduling assignments, setting priorities, and outlining work methodologies. Develop and maintain strong, positive working relationships with internal and external stakeholders, and Coach, mentor and develop staff including overseeing new employee on boarding and providing career development planning and opportunities. This is a unique opportunity for a high energy professional interested in playing a key role within ACT Health Directorate.

Eligibility/Other Requirements: Desirable: A tertiary qualification in human resources or equivalent senior level experience and extensive knowledge of and experience in leadership and management of human resources. Prior to commencement successful candidates will be required to undergo a pre-employment National Police check.

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

Contact Officer: Sean McDonnell (02) 6205 1090 [sean.mcdonnell@act.gov.au](mailto:sean.mcdonnell@act.gov.au)

**Canberra Hospital and Health Services**

**Clinical Support Service**

**Revenue and Financial Support**

**IPTAS Officer**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 25101)**

Gazetted: 07 June 2018

Closing Date: 21 June 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The IPTAS Administrator is the first point of contact for the Interstate Patient Travel Assistance Scheme (IPTAS). This role is responsible for responding to enquiries, processing claims and coordinating air travel for permanent residents of the ACT who have to travel interstate to access specialist medical services.

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

Contact Officer: Clare Crawford (02) 6205 5495 clare.crawford@act.gov.au

**Canberra Hospital and Health Services**

**Clinical Support Services**

**Revenue and Financial Support**

**Private Practice Fund Secretariat Support**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 01962)**

Gazetted: 07 June 2018

Closing Date: 21 June 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The objective of The Canberra Hospital (TCH) Private Practice Fund (PPF) is to contribute towards high quality delivery of clinical services at TCH, by promoting and funding further professional development activities of medical specialists and other staff for the betterment of patient care at ACT Health. The administrative team provides the secretariat support required to allow the medical officers and other staff access to their MEE and Private Practice funding. Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Shannon Reeves (02) 6205 1497 shannon.reeves@act.gov.au

**Canberra Hospital and Health Services**

**Critical Care**

**Intensive Care Unit**

**Intensive Care Unit Nurse**

**Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 29565)**

Gazetted: 07 June 2018

Closing Date: 14 June 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provide 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, paediatric and obstetric services, including complex procedures in areas such as Intensive Care Unit, Neonatal Intensive Care, Cardiac and Neurosurgery. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early

Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit (ICU), Emergency Department and Acute Clinical Services Unit (Acute Surgical Unit, Medical Emergency Team and the Early Recognition of the deteriorating patient program). Overview of the work area and position: The Intensive Care Unit is a 31 bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The ICU is a core member of Australia and New Zealand Intensive Care Society (ANZICS). The unit satisfies College requirements for training in Neurosurgery, Cardiothoracics and Trauma. The unit participates in international multi-disciplinary and multi-centre research. The unit has a strong commitment to teaching at undergraduate and postgraduate and research with excellent opportunities for collaborative research. The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000. It is a modern 670+ bed hospital providing most major medical and surgical sub-specialty services. Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within ACT Health. The activities required of roles at this level are predominately clinical in nature. Nurses at this level accept accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff. ICU Foundation Program: The ICU Foundation Program in 2018 will comprise of a 12 month course that provides a supportive framework and dynamic learning opportunities for nurses wishing to transition to the ICU environment. The Canberra Hospital is an acute care teaching hospital and tertiary referral centre. Intensive Care services expose successful applicants to a wide spectrum of critically ill, medical, trauma, emergency and elective surgical patients. Participants will be supported by specialty clinical development nurses and preceptors throughout the 12 month program.

Eligibility/Other Requirements: Mandatory: Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Previous experience in the critical care environment. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for 12 months.

Contact Officer: Genevieve Horrigan (02) 6244 2756 [genevieve.harrigan@act.gov.au](mailto:genevieve.harrigan@act.gov.au)

**Canberra Hospital and Health Services**  
**Cancer, Ambulatory and Community Health Support**  
**Ambulatory Care**  
**Registered Nurse**

**Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 17734)**

Gazetted: 07 June 2018

Closing Date: 21 June 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Central Health Intake Service for community based services; Community Health intake (CHI) and Central Outpatient Bookings is seeking applications for a permanent full time Registered Nurse, Level 1 (RN1) and a temporary full-time Registered Nurse, Level 1 (RN1). This diverse role contributes to the intake, assessment and referral of consumers to facilitate access to comprehensive, quality health care within community based settings. The roles would suit Registered Nurses whom have a broad understanding of community based services, or an interest in learning more about them. You would be well supported by a knowledgeable team of Registered Nurses and administration staff. Intake Services are responsible for the Intake, assessment and referral of consumers wishing to access ACT Health community-based services, and specialist outpatient services at the Canberra Hospital. Intake Services currently incorporate both Community Health Intake, and the Central Outpatient's Booking's Service. The two services are co-located under a single management structure to create the Canberra Hospital and Health Services Intake Service. Community Health Intake is a high volume contact centre providing a single point of entry via phone, facsimile and electronic transmission for consumers wishing to access community based health services. The first point of contact is a team of administration staff who manage the bookings and provide



information to the consumer. The administration team is supported by a nursing team who are responsible for referral management and the support of more complex client care.

The Central Outpatient Bookings Service is the first point of contact for consumers wishing to access specialist consultant outpatient clinics at the Canberra Hospital. The administration team is also supported by a nursing team, who are responsible for identifying clinical priority, and supporting appointment readiness through appropriate diagnostic requests. Under broad direction, you will play a key role in enabling appropriate access to Canberra Hospital and Health Services health care. You will also provide support to the administration team in regards to Intake and referral management.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: A sound understanding of clinical assessment and triage in relation to written and phone referrals. Experience in a broad range of clinical and/or non-clinical settings would be an advantage. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: The positions involve working Monday to Friday, with Public Holidays off. An order of merit will be established for filling temporary or permanent positions at level within the next 12 months from this process.

Contact Officer: Kylie Tilbury (02) 6207 6081 [kylie.tilbury@act.gov.au](mailto:kylie.tilbury@act.gov.au)

## **UC Public Hospital**

### **Casual Registered Nurse**

#### **Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: C10601)**

Gazetted: 07 June 2018

Closing Date: 14 June 2018

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 University of Canberra Public Hospital will provide sub-acute rehabilitation health services to the ACT and surrounding region. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for the Canberra Hospital acute services is to deliver timely access to effective and safe hospital care services. The Canberra Hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The University of Canberra Hospital (UCH) is scheduled to open in 2018. UCH is a 140 bed sub-acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient and community based rehabilitation services. 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. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the UCH is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the UCH is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. It is planned that in 2018 the inpatient Rehabilitation units will move from the Canberra Hospital to the University of Canberra Hospital. It is planned that in 2018 the inpatient Rehabilitation units will move from the Canberra Hospital to the UCH. Apply to be part of the team that establishes Canberra's first purpose-built rehabilitation hospital. Canberra's first purpose-built rehabilitation hospital will support people recovering from surgery or injury, or experiencing mental illness. We are looking for enthusiastic and experienced nurses to fill casual positions at the Registered Nurse Level 1 (RN1) level. Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Current driver's licence. Prior to commencement successful

candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: These are casual positions. To apply for this position please submit a Curriculum Vitae, the names of two referees (preferably one to be your current supervisor) and a maximum one page application addressing Selection Criteria 1 only.

Contact Officer: Chris Mead (02) 6244 2915 [chris.mead@act.gov.au](mailto:chris.mead@act.gov.au)

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

**Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 32615)**

Gazetted: 07 June 2018

Closing Date: 14 June 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Speech Pathologists based at Canberra Hospital and Health Services provide a range of inpatient and outpatient swallowing and communication services to rehabilitation and aged care areas of Canberra Hospital and the surrounding region. This position provides an opportunity to develop skills in working with adult neurological caseloads across a range of rehabilitation settings and to actively engage in quality improvement, service innovation, research, staff and student supervision and work collaboratively with the speech pathology and wider multidisciplinary teams.

Eligibility/Other Requirements: Mandatory: A Degree or Diploma in Speech Pathology from a recognised tertiary institution; eligibility for practicing membership of Speech Pathology Australia; must hold a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for a period of 10 months with the possibility of extension. Selection may be based on written application and referee reports only.

Contact Officer: Rachel Heatley (02) 6422 3644 [rachel.heatley@act.gov.au](mailto:rachel.heatley@act.gov.au)

**Canberra Hospital and Health Services**  
**Medicine**  
**Cardiology**  
**Cardiac Physiologist**

**Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 21988)**

Gazetted: 07 June 2018

Closing Date: 21 June 2018

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

The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: Cardiac diagnostic services form an important part of the cardiology service to patients at Canberra Hospital. The Cardiology Department provides a suite of cardiac diagnostic testing, including, CRMD implantation and testing, cardiac electrophysiology, cardiac catheterisation laboratory procedures and non-invasive electrocardiography based testing. Under the direction and supervision of the Senior Cardiac Scientist, the Cardiac Scientist (Cardiac Physiologist) is involved in the performance of invasive and non-invasive cardiology diagnostic testing. This involves CRMD implantation and testing, cardiac catheterisation laboratory procedures, exercise stress testing, Holter monitoring and Electrocardiogram (ECG).

Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Science, Applied Science or equivalent. Desirable: Currently, or willingness to be, a member of Professionals in Cardiac Sciences Australia (PiCSA) and/or affiliate member of Cardiac Society of Australia and New Zealand (CSANZ). Current driver's licence. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Comply with ACT Health credentialing and scope of clinical practice requirements for Allied Health Professionals.

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

## **UC Hospital**

### **Enrolled Nurse**

#### **Enrolled Nurse Level 1 \$57,635 - \$61,578, Canberra (PN: C10588, several)**

Gazetted: 07 June 2018

Closing Date: 14 June 2018

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. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. It is planned that in 2018 the inpatient Rehabilitation units will move from the Canberra Hospital to the University of Canberra Hospital. The University of Canberra Hospital will provide sub-acute rehabilitation health services to the ACT and surrounding region. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for the Canberra Hospital acute services is to deliver timely access to effective and safe hospital care services. The Canberra Hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: Apply to be part of the team that establishes Canberra's first purpose-built rehabilitation hospital. Canberra's first purpose-built rehabilitation hospital will support people recovering from surgery or injury, or experiencing mental illness. We are looking for enthusiastic and experienced nurses to fill casual positions at the Enrolled Nurse (EN) levels. All positions work a 24/7 rotating roster, including a contribution to night shift. 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. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the UCH is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. The Enrolled Nurse supports the Registered Nurse in the provision of patient-centred care.

Nurses at this level work under the direction and supervision of the Registered Nurse, however at times the Enrolled Nurse retains responsibility for his/her actions and remains accountable in providing patient care. Eligibility/Other Requirements: Mandatory: Registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: There are several casual positions available and an order of merit list may be established to fill future vacancies at level over the next 12 months. To apply for this position please submit a curriculum vitae, the names of two referees (preferably one to be your current supervisor) and a maximum one page application addressing selection criteria one only.

Contact Officer: Chris Mead (02) 6244 2915 [chris.mead@act.gov.au](mailto:chris.mead@act.gov.au)

## **Canberra Hospital and Health Services**

### **Pathology**

#### **Specimen Reception**

#### **Specimen Entry Operator**

#### **Technical Officer Level 1 \$54,720 - \$57,369, Canberra (PN: 21508, several)**

Gazetted: 07 June 2018

Closing Date: 14 June 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. ACT Pathology is a division of the Canberra Hospital and Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. Overview of the work area and position: The Centralised Specimen Reception Department within ACT Pathology is responsible for accurate and efficient entry of pathology requests, preparation and dispatch of patient samples and clinical trial samples, receipt and entry of referred test results and distribution of pathology results via telephone enquiries.

Under the direction of Specimen Reception Manager, the Specimen Entry Operator plays a key role maintaining processes and procedures and is predominantly responsible for the registration of specimens into the laboratory interface system (LIS), distributing these specimens within the required laboratory areas and answering phone queries regarding pathology samples or results. The role will require participation in a 24 hour/7day roster.

Eligibility/Other Requirements: Desirable: Previous experience in the use of Pathology computer databases. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and obtain a compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: This is a temporary position available until January 2019, with a possibility of extension and/or permanency. Selection may be based on written application and referee reports only. Successful candidates will be required to work full-time hours only and participate in a 24 hour 7 day rotational roster which includes weekends.

Contact Officer: Moira Begg (02) 6244 3992 [moira.begg@act.gov.au](mailto:moira.begg@act.gov.au)

**Quality Governance and Risk**

**People and Culture**

**Staff Development**

**Nurse Educator (Neonatal Life Support)**

**Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 26326)**

Gazetted: 07 June 2018

Closing Date: 14 June 2018

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. People and Culture provides Human Resources (HR) services directly and through partnership with ACT Government Shared Services. The services provided range from recruitment, employee relations, workplace health, workforce policy and planning, and training and education. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with government and non-government service providers to ensure the best possible outcomes for staff. The Division delivers services at a number of locations. These services include: Executive Office, industrial relations, workforce innovation and projects; organisational Development-leadership and cultural education, performance management and My Health; Employment Services- Investigations, employee relations, recruitment and workplace health; Staff Development Unit- Orientation, manual tasks, graduate nurse programs, e-learning, learning management system, reporting, work experience, life support programs and clinical education programs. Overview of the work area and position: Staff Development Unit (SDU) reports to the Executive Director People and Culture Quality Governance and Risk. SDU is a Registered Training Organisation, located on the Canberra Hospital Campus and provides a key coordination role for Learning and Development (L&D) in ACT Health. SDU provides education and training for clinical, technical, vocational and administrative staff in a broad range of learning and development programs which are based on the needs of the organisation as well as valuing the needs of staff. SDU develops the eLearning for most of the organisation and manages the systems, reporting and policies for the majority of education/training in ACT Health. This is a part time position reporting to the Director of Staff Development Unit.

Eligibility/Other Requirements: Mandatory: Current un-conditional registration or eligibility for un-conditional registration as a Registered Nurse (and preferably also as a midwife) with the Nursing and Midwifery Board of Australia; extensive clinical experience in neonatal nursing and sound understanding of education and adult learning. Desirable: Commitment and accountability to own learning, development and practice with postgraduate qualifications in neonatal nursing and/or education or extensive relevant experience. Holds or is working towards a master's degree is highly desirable; Certificate IV Training and Assessment or equivalent and extensive experience in teaching. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary part-time (3 days a week) vacancy for a period of 12 months following which the position will be advertised for permanency. Selection may be based on written application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Elizabeth Renton (02) 6244 2437 elizabeth.renton@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](mailto:jobs@act.gov.au)**

**Legislation, Policy and Programs**

**Liquor, Racing and Gaming Policy**

**Director**

**Senior Officer Grade A \$137,415, Canberra (PN: 38393)**

Gazetted: 31 May 2018

Closing Date: 7 June 2018

Details: Legislation, Policy and Programs is seeking a motivated, well organised person who possesses high level leadership and communication skills for the role of Director, within our Liquor, Racing and Gaming Policy area. The successful applicant will possess sound understanding of government processes and high order written and verbal communication, stakeholder engagement, and collaboration skills to effectively undertake this role. Key priorities include monitoring, reviewing and reforming, where necessary, policy, legislative and regulatory settings applying to the ACT's liquor, racing and gaming industries in line with the Government's priorities.

Note: This is a temporary position available until 12 November 2018, with a possibility of extension and/or permanency. Applicants should also provide an up to date copy of their resume with the names and contact details of two referees.

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

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

#### **Executive Officer to the Director-General**

#### **Senior Officer Grade C/Senior Officer Grade B \$100,461 - \$133,197, Canberra (PN: 13047)**

Gazetted: 01 June 2018

Closing Date: 7 June 2018

Details: The Director-General, Justice and Community Safety, is seeking a suitably experienced officer to work as Executive Officer for a period of 12 months. The Executive Officer role involves providing high-level executive support to the Office of the Director-General (including the Deputies) to: Prepare and/or coordinate briefings for meetings and correspondence for the Director-General. A key task is developing briefings for the fortnightly Strategic Board meetings, executive catch ups and other executive level committees; undertake projects and conduct research and analysis for the Director-General. My Executive Officer is currently assisting with appointments for judicial officers and statutory officer holders; prepare speeches and talking points for Director-General participation at events; provide advice and support to the JACS Senior Executive and executive administration staff on priority matters. The Office of the Director-General is fast-paced and we need someone who is flexible and willing to provide support as priorities emerge; proactively identify priority issues requiring the Director-General's early attention; provide timely strategic and procedural advice on directorate and government matters; undertake duties on behalf of the Director-General, including direct liaison with Ministers' Offices, other Directors-General and their agencies, and Directorate executives and Business Unit heads. The successful applicant should have a good knowledge, or capacity to quickly gain good knowledge, of the functions of the Directorate and a strong understanding of Cabinet, Ministerial, Legislative Assembly and machinery of government processes. Strong communication abilities, attention to detail and commitment to working as part of a small team are also important attributes for undertaking the role. The position also requires the highest degree of integrity and trust due to exposure to highly sensitive materials and classified documents.

How to Apply: Applicants should limit their response to one page and also include an up-to-date Curriculum Vitae with the contact details of two referees.

Note: This is temporary position available until 11 June 2019. This position will be filled at either the Senior Officer Grade C or Senior Officer Grade B level, dependant on the skills and experience of the successful applicant.

Contact Officer: Geoffrey Davidson (02) 6207 0552 geoffrey.davidson@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](mailto:jobs@act.gov.au)**

#### **City Services**

##### **Roads ACT**

##### **Information Management Technical Officer**

##### **Technical Officer Level 2 \$59,230 - \$67,825, Canberra (PN: 40716, several)**

Gazetted: 01 June 2018

Closing Date: 22 June 2018

Details: Roads ACT are seeking applications for two technical officer positions that are part of the Roads ACT Strategic Planning and Development team but strategically located within the Innovation and Customer Experience team of Transport Canberra and City Services (TCCS). The successful applicants will provide management and operational support to the Senior Manager, Information Management and has responsibility for supporting applications used by Roads ACT, Strategic Finance, Transport Regulation and Planning and ACT NoWaste and related assets recorded in the asset management system.

Contact Officer: Chris Nugent (02) 6207 0708 [chris.nugent@act.gov.au](mailto:chris.nugent@act.gov.au)

## **APPOINTMENTS**

### **ACT Audit Office**

#### **Audit Band 2 - Audit Manager \$103,575 - \$111,677**

Jaynesh Parbhu 858-51719, Section 68(1), 4 June 2018

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

#### **Infrastructure Officer 2 \$79,919 - \$91,947**

May Al Wiswasi 853-47459, Section 68(1), 6 June 2018

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

Nicole Bennitt 827-37101, Section 68(1), 10 May 2018

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

Yashab Khan 846-94432, Section 68(1), 4 June 2018

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

Mark Tournier 858-50695, Section 68(1), 4 June 2018

### **Community Services**

#### **Health Professional Level 1 \$57,941 - \$73,823**

Edward Gregor 853-71408, Section 68(1), 4 June 2018

### **Education**

#### **School Assistant 2 \$45,058 - \$49,757**

Madeleine Wynne 848-89643, Section 68(1), 7 June 2018

### **Environment, Planning and Sustainable Development**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356**

Mark Beech 847-04397, Section 68(1), 4 June 2018

### **Health**

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

Elizabeth Berryman 735-40999, Section 68(1), 8 June 2018

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

Natalie Jankuloski 853-74668, Section 68(1), 2 June 2018

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

Allison Maher 845-03325, Section 68(1), 4 June 2018

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

Lina Ramirez Loaiza 847-02834, Section 68(1), 4 June 2018

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

Diego Santillan 847-03570, Section 68(1), 4 June 2018

**Senior Officer Grade B \$118,319 - \$133,197**

Hoami Southwell 858-50396, Section 68(1), 4 June 2018

**Registered Nurse Level 3.1 \$101,175 - \$105,339**

Mary Sylvester 858-51639, Section 68(1), 4 June 2018

**Senior Officer Grade B \$118,319 - \$133,197**

Michelle Wells 734-48383, Section 68(1), 4 June 2018

**Justice and Community Safety**

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

Elouyze Nucifora-Ryan 853-71037, Section 68(1), 29 May 2018

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

Cody Parker 853-60565, Section 68(1), 29 May 2018

**Transport Canberra and City Services**

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

Rodney O'Neill 858-51604, Section 68(1), 5 June 2018

**Suburban Land Agency**

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

Maria Gidis 853-54595, Section 68(1), 7 June 2018

**TRANSFERS**

**Chief Minister, Treasury and Economic Development**

**Lauren Callow: 824-11638**

From: Senior Officer Grade B \$118,319 - \$133,197

Office of the Legislative Assembly

To: Senior Officer Grade B \$118,319 - \$133,197

Chief Minister, Treasury and Economic Development, Canberra (PN. 40146) (Gazetted 3 April 2018)



**Environment, Planning and Sustainable Development**

**Omar Rahman: 821-24313**

From: Infrastructure Officer 3 \$110,536

Transport Canberra and City Services

To: Infrastructure Officer 3 \$100,694 - \$110,536

Environment, Planning and Sustainable Development, Canberra (PN. 18793) (Gazetted 18 December 2017)

**Health**

**Toby Ellison: 831-22408**

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

Health

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

Health, Canberra (PN. 38021) (Gazetted 12 March 2018)

**Lucy McCabe: 835-89366**

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

Health

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

Health, Canberra (PN. 37121) (Gazetted 29 March 2018)

**Dunja Radosavljevic: 848-20443**

From: Health Professional Level 3 \$87,257

Health

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

Health, Canberra (PN. 40160) (Gazetted 5 April 2018)

**Nicole Shaw: 845-02795**

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

Health

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

Health, Canberra (PN. 30399) (Gazetted 1 January 2018)

**Justice and Community Safety**

**Geoffrey Martens: 827-49778**

From: Enrolled Nurse Level 1 \$57,635 - \$61,578

Health

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

Justice and Community Safety, Canberra (PN. 21122) (Gazetted 2 February 2018)

**PROMOTIONS**

**Chief Minister, Treasury and Economic Development**

**Economic and Financial Group**

**Economic and Financial Analysis Branch**

**Conrad Asmus: 844-82210**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 38413) (Gazetted 20 March 2018)

**Finance and Budget**

**Expenditure Review**

**Cora Couchman: 735-13982**

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$118,319 - \$133,197

Chief Minister, Treasury and Economic Development, Canberra (PN. 43391) (Gazetted 8 March 2018)

**Enterprise Canberra**

**Office of Deputy Director General**

**Executive**

**Mark Fletcher: 836-00772**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 40268) (Gazetted 16 April 2018)

**Access Canberra**

**Transport Licensing**

**Business Support and Training**

**Belinda Marie Raczkowski: 853-74705**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 46012) (Gazetted 2 May 2018)

**Finance and Budget**

**Expenditure Review**

**Barbara Marianne Winkel: 846-90538**

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$118,319 - \$133,197

Chief Minister, Treasury and Economic Development, Canberra (PN. 33231) (Gazetted 8 March 2018)

**Community Services**

**Housing and Community Services**

**Housing ACT**

**Tenancy Operations**

**James Ceraolo: 846-94133**

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

Community Services

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

Community Services, Canberra (PN. 40526) (Gazetted 5 March 2018)

**Corporate Services**

**Finance and Budget**

**Olivia Tzavalas: 846-90204**

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

Community Services

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

Community Services, Canberra (PN. 37376) (Gazetted 28 March 2018)

## **Education**

### **School Performance and Improvement**

#### **School Improvement**

#### **School Operations**

#### **Ana Glavinic: 821-07281**

From: School Assistant 2 \$45,058 - \$49,757

Education

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

Education, Canberra (PN. 00228) (Gazetted 20 February 2018)

### **School Performance and Improvement**

#### **Tuggeranong Network**

#### **Lanyon High School**

#### **Claire Hirschfeld: 033-29792**

From: \$64,411 - \$101,821

Education

To: †School Leader C \$117,515

Education, Canberra (PN. 01968) (Gazetted 5 April 2018)

### **School Improvement and Performance**

#### **Belconnen Network**

#### **University of Canberra Senior Secondary College - Lake Ginninderra**

#### **Shelley Jacobs: 824-57927**

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

Education

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

Education, Canberra (PN. 19801) (Gazetted 13 April 2018)

## **Environment, Planning and Sustainable Development**

### **Planning Policy**

#### **Strategic Planning**

#### **Major Projects**

#### **Rebecca Jane Bamford: 848-78995**

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 34845) (Gazetted 9 February 2018)

### **Urban Renewal**

#### **Strategic Projects and Infrastructure**

#### **Murray Nichol: 844-84697**

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

Environment, Planning and Sustainable Development

To: †Infrastructure Officer 3 \$100,694 - \$110,536

Environment, Planning and Sustainable Development, Canberra (PN. 31387) (Gazetted 16 April 2018)

## **Health**

### **Canberra Hospital and Health Service**

#### **Natalie Ritzau: 835-95942**

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

Health

To: Registered Nurse Level 2 \$88,249 - \$93,533  
Health, Canberra (PN. 28293) (Gazetted 8 June 2017)

**Canberra Hospital and Health Services  
Surgery and Oral Health**

**Manuia Saifoloi: 771-92709**

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

To: †Registered Nurse Level 3.2 \$114,377  
Health, Canberra (PN. 22166) (Gazetted 6 July 2017)

**Canberra Hospital and Health Services  
Karina Kelly: 835-83132**

From: Administrative Services Officer Class 2 \$52,991 - \$58,513  
Health

To: Administrative Services Officer Class 3 \$60,039 - \$64,616  
Health, Canberra (PN. 14437) (Gazetted 23 November 2017)

**Justice and Community Safety**

**ACT Emergency Services Agency  
Commissioner's Office  
Emergency Media and Broadcasting Services  
Kaylee Rutland: 820-73237**

From: Administrative Services Officer Class 4 \$66,656 - \$72,175  
Justice and Community Safety

To: †Senior Officer Grade B \$118,319 - \$133,197  
Justice and Community Safety, Canberra (PN. 07284) (Gazetted 12 April 2018)

**Transport Canberra and City Services**

**Chief Operating Officer  
Innovation and Customer Experience  
Innovation and Data Analytics  
Christopher Nugent: 848-64120**

From: Technical Officer Level 4 \$79,824 - \$91,356  
Transport Canberra and City Services

To: †Senior Officer Grade C \$100,462 - \$108,140  
Transport Canberra and City Services, Canberra (PN. 40215) (Gazetted 23 April 2018)