



ACT Government Gazette

Gazetted Notices for the week beginning 02 July 2015

EXECUTIVE NOTICES

Chief Minister, Treasury and Economic Development

Engagement

Samuel Engele – Director, Cabinet Office (E287) Section 72 of the Public Sector Management Act 1994

Contract Cessation

Sarbjit Sidhu – Executive Director, Shared Services ICT (E417) – 3.07.2015

Community Services

Variation – Assignment

Francis Duggan – Director, Housing ACT (E315) Section 80A(1)(b) of the Public Sector Management Act 1994

Education and Training

Variation – Assignment

Leanne Cover – Deputy Director-General (E716) Section 80A(1)(b) of the Public Sector Management Act 1994

Justice and Community Safety

Engagement

Andrew Taylor – Public Trustee (E377) Section 72 of the Public Sector Management Act 1994

Contract Cessation

Anthony Graham – Chief Officer State Emergency Services (E576) – 3.07.2015

Health

Contract Cessation

Stephen Goggs – Deputy Director-General, Strategy and Corporate (E502) – 1.07.2015

Environment and Planning

Engagement

Anita Hargreaves – Chief Finance Officer (E563) Section 72 of the Public Sector Management Act 1994

Capital Metro Agency

Contract Cessation

Note: The following Executive has been issued with a new contract which was gazetted on 09.04.2015. This notification is in accordance with the provisions of section 81 of the Public Sector Management Act 1994. Gregory Hammond – Director, Capital Works and Infrastructure (E590) – 14.06.2015

VACANCIES

Calvary Health Care ACT (Public)

Clinical Coder/Health Information Manager

Clinical Coder \$59,400 - \$66,519, Canberra (PN: 8955)

Gazetted: 03 July 2015

Closing Date: 9 July 2015

Details Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html?state=act>

Contact Officer: Louise Edmonds (02) 6201 6281 Louise.Edmonds@calvary-act.com.au

Health Professional Level 2 - Radiographer

Health Professional Level 2 \$58,212 - \$79,912, Canberra (PN: 7028)

Gazetted: 03 July 2015

Closing Date: 17 July 2015

Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html?state=act>

Contact Officer: Hammam Hijazi (02) 6201 6141 hammam.hijazi@calvary-act.com.au

Perioperative Nurse Level 2 - General Surgery

Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 8855)

Gazetted: 02 July 2015

Closing Date: 17 July 2015

Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html?state=act>

Contact Officer: Jennifer Cain (02) 6201 6892 jennifer.cain@calvary-act.com.au

Engineering Administrative Officer

Administrative Services Officer Level 3 \$56,568 - \$60,880, Canberra (PN: 6866)

Gazetted: 08 July 2015

Closing Date: 22 July 2014

Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html?state=act>

Contact Officer: Luke Douma (02) 6201 6303 luke.douma@calvary-act.com.au

Midcall

Registered Midwife Level 2 \$83,146 - \$88,125, Canberra (PN: 9197)

Gazetted: 08 July 2015

Closing Date: 28 July 2015

Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html?state=act>

Contact Officer: Christine Falez (02) 6201 6683 christine.falez@calvary-act.com.au

Midcall

Registered Midwife Level 2 \$83,146 - \$88,125, Canberra (PN: 8000)

Gazetted: 08 July 2015

Closing Date: 28 July 2015

Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html?state=act>

Contact Officer: Christine Falez (02) 6201 6683 christine.falez@calvary-act.com.au

Pharmacist

Health Professional Level 2 \$66,139 - \$79,912, Canberra (PN: 7750)

Gazetted: 08 July 2015

Closing Date: 19 July 2015

Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html?state=act>

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

Canberra Institute of Technology

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

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

CIT Corporate Services

CIT Safety and Employment Relations

Senior Safety Advisor

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 54946)

Gazetted: 02 July 2015

Closing Date: 9 July 2015

Details: Under the limited direction of the Work Health and Safety (WHS) Manager, the Senior Safety Advisor will have experience and knowledge in the WHS arena and be able to self manage a busy workload in a small customer focused team. The Senior Safety Advisor plays an important part in ensuring that CIT's leaders, managers, workers and Health and Safety Representatives (HSR) are educated and supported to understand their responsibilities under the WHS laws. A thorough knowledge of Work Health and Safety Committees, Health and Safety Representatives, First Aid Officer arrangements and Riskman is required.

Eligibility/Other Requirements: Work Health and Safety qualifications desirable

Note: This is a temporary position available from 20 July 2015 to 11 September 2015

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

Applications should be sent to the Contact Officer.

Contact Officer: Bec Smith (02) 6207 4094 bec.smith@cit.edu.au

CIT Business Tourism and Accounting

Hospitality Retail

Functions and Events Maitre d'

General Service Officer Level 6 \$51,772 - \$54,124, Canberra (PN: 54492)

Gazetted: 03 July 2015

Closing Date: 10 July 2015

Details: The Canberra Institute of Technology is currently seeking a Functions and Events Maitre d' to manage the commercial operations outlets including CIT Restaurants, CIT Café and a broad range of functions and events. The successful applicant will have a minimum of five years hospitality industry experience and a high attention to detail. The role also requires exceptional communications skills, the ability to provide outstanding customer service experiences and a focus on building a warm rapport with our guests. Additional responsibilities include managing and maintaining the MICROS Point of Sale, assisting with marketing of the business and building relationships with both internal and external customers to achieve budgeted targets. An interest in the training and development of staff and students is also essential whilst ensuring that high standards of hygiene and safety are maintained at all times.

Eligibility/Other Requirements: Experience in front of house tasks to a 4-5 star operation standards or in a high quality commercial operation.

Note: This position is advertised for temporary filling for a period of two years with the possibility of extension. Temporary employment offered as a result of this advertisement may lead to permanent appointment under the Public Sector Management Standards Section 53A - Appointment after Temporary Engagement - Canberra Institute of Technology – non-teaching offices. The occupant of this position may be required to work on any seven day roster system, which will change from time to time in line with opening arrangements of the facilities.

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

Economic Development

Land Development Branch

Executive Director, Land Development

Executive Level 2.4 \$244,220 to \$256,966 depending on current superannuation arrangements, Canberra (PN: E775)

Gazetted: 06 July 2015

Closing Date: 10 July 2015

Details: The Executive Director, Land Development reports directly to the Deputy Chief Executive, Land Development Agency (LDA) and leads the Land Development Branch in the delivery of Greenfield land development activities in the ACT in accordance with the ACT Government's four year Land Release Program. This includes significant development of Government-owned land for release for residential, commercial, industrial, community and non-urban purposes as indicated in the ACT Government's Indicative Land Release Programs.

The successful candidate will be able to demonstrate:

- * the knowledge, skills and industry experience to effectively lead, inspire and motivate a multi-disciplinary team to deliver key Government objectives;

- * experience in working in a Government environment; and

- * an extensive knowledge of residential, commercial, industrial, community land development programs and related issues and the ability to conceptualise and convey innovative ideas and initiatives.

Remuneration: The position attracts a remuneration package ranging from \$244,220 - \$256,966, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$196,091.

Contract: The successful applicant will be engaged under a performance based contract from asap to 2 October 2015.

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

How to Apply: Please provide an expression of interest of no more than two pages, together with an up to date resume.

Applications should be sent to the contact officer.

Contact Officer: Dan Stewart (02) 6205 7346 daniel.stewart@act.gov.au

Workplace Safety and Industrial Relations

Injury Management and Safety

Senior Manager

Senior Officer Grade A \$129,470, Canberra (PN: 24513)

Gazetted: 02 July 2015

Closing Date: 9 July 2015

Details: The Senior Manager, Injury Management and Safety Team reports to the Executive Director, Workforce Safety and Industrial Relations Division and leads the Injury Management and Safety Team. The role provides strategic

direction, drives continuous improvement and is expected to achieve quality outcomes in line with established whole of government performance indicators.

The role involves extensive liaison on complex work, health and safety matters with both internal and external stakeholders, has responsibility for a staff of 40, including team leaders, case managers, safety support advisors and administrative officers. Effective people and performance management, professional development and guidance of team members are integral to the effective execution of the role.

Candidates should possess a sound understanding of the *Work Health and Safety Act*, the *Safety, Rehabilitation and Compensation Act 1988* and the ability to demonstrate strategic decision-making abilities, exceptional written and oral communication skills, including highly developed interpersonal skills.

Eligibility/Other Requirements: Limited to Government employees only.

Note: This is a temporary position available from 20 July 2015 to 27 November 2015. The selection process may be based on applications only.

How to Apply: Potential candidates should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas.

Expressions of interest should be forward to: Michael Young at michael.young@act.gov.au by COB 9 July 2015.

Contact Officer: Michael Young (02) 6205 3095 michael.young@act.gov.au

Access Canberra

Environment Protection Branch

Executive

Senior Manager - Reform

Senior Officer Grade A \$129,470, Canberra (PN: 35718)

Gazetted: 07 July 2015

Closing Date: 14 July 2015

Details: The role of the position will be to assist the Environment Protection Branch with its reform agenda to identify operational improvements including cross training, distribution of work and related opportunities for staff. You will also be coordinating and implementing programs and activities under the Access Canberra transformation. You will provide high level strategic advice relating to the administration and implementation of enforcement regimes, including the implementation of Access Canberra reforms and initiatives.

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

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Christopher Collier (02) 6207 2230 christopher.collier@act.gov.au

Corporate

Corporate Human Resources

Manager – Employee Relations

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 55528)

Gazetted: 02 July 2015

Closing Date: 9 July 2015

Details: Chief Minister, Treasury and Economic Development (CMTEDD) Corporate Human Resources is looking for a Manager with strong industrial/employee relations experience to fill the role of Manager – Employee Relations. The position will operate as part of a small outcome focussed team that performs a broad range of strategic HR functions for the Directorate. Specifically the position will oversee employee relations matters for the Directorate, including the support to managers in dealing with complaints, misconduct and disciplinary processes. The successful applicant will enjoy working in a dynamic and complex environment and be able to work confidently both autonomously and collegiately. They will have a resilient nature, with previous supervisory experience and knowledge of investigations being well regarded.

Note: This is a temporary position available for a period of three months with the possibility of extension. Selection may be based on written application and references only.

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

Applications should be sent to the Contact Officer.

Contact Officer: Danielle Chesher (02) 6205 4669 danielle.chesher@act.gov.au

Land Development

Urban Renewal

Project Manager

Infrastructure Officer 3 \$94,873 - \$104,145, Canberra (PN: 18813)

Gazetted: 02 July 2015

Closing Date: 9 July 2015

Details: The position of Project Manager requires a dynamic enthusiastic approach combined with skills to manage land development projects from conception through to completion, incorporating all aspects of project management, including: developing and monitoring strategic directions on policy issues; preparing Expressions of Interest, Project Plans, Requests for Tender and related documentation; developing, implementing and monitoring Financial Feasibility Plans and Procurement Plans and preparing, managing and monitoring consultant briefs and project budgets.

Eligibility/Other Requirements: One or both of the following would be highly desirable: A sound understanding/working knowledge of urban development and land release including design, documentation and implementation. Tertiary qualifications in Environmental Management, Civil Engineering, Landscape Architecture, Town Planning or any other related field.

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

Contact Officer: Nicholas Hudson (02) 6205 5451 nicholas.hudson@act.gov.au

Access Canberra

Registrations and Fair Trading

WWVP Risk Assessment Unit

Manager

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 19620)

Gazetted: 07 July 2015

Closing Date: 14 July 2015

Details: Under the supervision of the Operations Manager, manage the day to day operations of the business unit including: Clients: Provide high level client service, ensuring staff provide a positive client experience; ensure the provision of accurate and relevant information in support of clients obtaining service through Access Canberra; and resolve more complex issues with or on behalf of the team. Staff: Provide positive supervision and mentoring for the team; ensure achievement and development plans are maintained for all staff; and hold regular meetings with staff. Executive: Operate in accordance with relevant legislation administered by Access Canberra; exercise delegations and statutory responsibilities under relevant legislation, including but not limited to the *Territory Records Act 2002*, the *Public Sector Management Act 1994* and the *Work Health and Safety Act 2011*; operate in accordance with relevant ACT Government and organisational policies; implement any new or modified functions using project management methodology, as needed; ensure procedures are in place to support decision making, including operating within the quality assurance framework to ensure the accuracy and integrity of regulated activities are regularly reviewed and improved over time; manage the day to day operations of the section, including human resource, financial and information communication technology; and represent Access Canberra at various committees, seminars, conferences and meetings on a local and national basis.

Notes: This is a temporary position available until 25 September 2015, with the possibility of extension for up to six months.

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

Applications should be sent to the contact officer.

Contact Officer: Keith Ward (02) 6207 1921 keith.ward@act.gov.au

Asbestos Response Taskforce

Government Business Coordinator

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 34304)

Gazetted: 07 July 2015

Closing Date: 14 July 2015

Details: The Asbestos Response Taskforce is seeking expressions of interest from suitably experienced applicants to provide broad and varied services as Government Business Coordinator for the Asbestos Response Taskforce. The position requires a person with extensive experience in Government Business Coordination and high level organisational skills, effective communication and interpersonal skills and the ability to multi-task in an evolving dynamic environment.

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

Contact Officer: Heather Thomas (02) 6205 9544 heather.thomas@act.gov.au

Shared Services ICT

Business Development

Online Systems

Senior Online Systems Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 00442)

Gazetted: 06 July 2015

Closing Date: 20 July 2015

Details: Shared Services ICT is seeking individuals interested in working in a dynamic and fast paced team which is responsible for providing online services to the whole of ACT Government. The primary responsibility of this role is to develop and maintain websites for various clients using Squiz Matrix. A key function of the role is to liaise with various stakeholders and provide the associated support services, including requirements elicitation, design guidance and training.

Note: This temporary position is available 27 July 2015 until 30 June 2016.

Contact Officer: Peter Bridgfoot (02) 6205 0267 peter.bridgfoot@act.gov.au

Access Canberra

Customer Coordination Services

Customer Service Integration

Customer Service Integration Analyst

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 48045, several)

Gazetted: 03 July 2015

Closing Date: 10 July 2015

Details: Access Canberra, Customer Coordination Services are seeking applications from individuals to fill the role of Customer Service Integration Analyst. The Customer Coordination Services team plans, designs, re-engineers, delivers and coordinates customer services across online, phone, email and face to face channels. Duties include managing self-services including the ACT Government Customer Relationship Management system, ACT Government booking system and multiple websites.

Eligibility/Other Requirements: Competency in CSS3, HTML5 and JavaScript (jQuery library). Desirable to have skills in PHP, SQL and Funnelback search engine.

Note: Temporary position(s) available 12 August 2015 to 25 September 2015 with a possibility of extension of up to six months.

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

Applications should be sent to the contact officer.

Contact Officer: Vladislav Munteanu (02) 6205 5460 vladislav.munteanu@act.gov.au

Policy and Cabinet

Strategic Policy and Cabinet

Senior Policy Officer

Administrative Services Officer Class 6/Senior Officer Grade C \$75,209 - \$101,888, Canberra (PN: 33766)

Gazetted: 03 July 2015

Closing Date: 10 July 2015

Details: The Chief Minister, Treasury and Economic Development Directorate is seeking a highly motivated and appropriately skilled person to undertake the role of Senior Policy Officer. The successful applicant will have high-level capacity to provide strategic policy direction and advice, deliver major policy and project outcomes and have effective communication, representation and liaison skills. The position supports the ACT Government's regional engagement activities and works closely with all ACT Government Directorates.

Eligibility/Other Requirements: Relevant tertiary qualifications along with demonstrated experience in managing engagement across a range of internal and external stakeholders is highly desirable.

Notes: This is a temporary position available for six months with the possibility of extension. This position is available at either the Administrative Service Officer Level 6 or Senior Officer Grade C classification dependent on the skills, qualifications and experience of the successful applicant. This recruitment process may be based on application and referee reports only.

Contact Officer: Sara Burns (02) 6205 5347 sara.burns@act.gov.au

Access Canberra

Registration and Fair Trading

Background Screening

Senior Risk Assessment Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 25126, several)

Gazetted: 07 July 2015

Closing Date: 14 July 2015

Details: Under the limited direction of the Senior Manager, Registrations and Background Screening: Supervise staff as required and provide training where necessary; Issue and monitor work flows and report on activities and outcomes; Undertake complex risk assessments under the Working with Vulnerable People Risk Assessment Guidelines; Deal appropriately with confidential and sensitive information; Provide assistance analysing complex registrations under the Working with Vulnerable People scheme; Assist the Manager of the unit to achieve outcomes through leading designated programs and maintaining the ACT's statutory obligations under various legislations; Contribute to Access Canberra operations and perform other duties as directed; Maintain records in accordance with the *Territory Records Act 2002*; and Contribute to workplace diversity, participative work practices and promote Occupational Health and Safety principles.

Eligibility/Other Requirements: Current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to -

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

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

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

Applications should be sent to the contact officer.

Contact Officer: Katrina Fleck (02) 6205 8415 katrina.fleck@act.gov

Land Development

Urban Infill

Project Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 35827)

Gazetted: 02 July 2015

Closing Date: 9 July 2015

Details: The position of Project Officer will provide support to senior management in the activities of land development and land release including obtaining necessary approvals; preparing and implementing project procurements including coordinating minor civil engineering and major landscape; design, planning and related documentation and preparing, managing and monitoring consultant briefs and project budgets.

Eligibility/Other Requirements: An understanding/working knowledge of urban development and land release including design, documentation and implementation are desirable.

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

Contact Officer: Nicholas Hudson (02) 6205 5451 nicholas.hudson@act.gov.au

Policy and Cabinet

Cabinet Office

Cabinet Support Officer

Cabinet Liaison Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 32282)

Gazetted: 02 July 2015

Closing Date: 16 July 2015

Details: The ACT Cabinet Office serves the Chief Minister, ACT Executive, and the Chief Minister, Treasury, and Economic Development Directorate in relation to Cabinet. The Cabinet Liaison Officer provides coordination and operational support to the Chief Minister, the ACT Executive, the Chief Minister, Treasury and Economic Development Directorate and the ACT Public Service in relation to Cabinet. Applicants should have strong communication, organisational, and liaison skills.

Contact Officer: David Ferguson (02) 6207 5989 david.ferguson@act.gov.au

Corporate

Human Resources

Human Resource Advisor

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 14517)

Gazetted: 08 July 2015

Closing Date: 15 July 2015

Details: Chief Minister, Treasury and Economic Development (CMTED) is seeking an experienced HR professional to join Corporate Human Resources (HR) as a Human Resource Advisor. The position will operate as part of a small outcome focussed team that performs a broad range of strategic HR functions for the Directorate. The successful applicant will have broad generalist HR experience, including knowledge and experience in the delivery of work health and safety and wellbeing outcomes. They will enjoy working in a dynamic and complex environment and be able to work confidently both autonomously and collegiately.

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

Contact Officer: Leanne Martens (02) 6205 0290 leanne.martens@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**

Housing and Community Services

Housing ACT

Policy and Participation

Assistant Manager

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 10060)

Gazetted: 08 July 2015

Closing Date: 15 July 2015

Details: Housing ACT is seeking an experienced policy officer to support the management of the Policy and Participation Team and the achievement of its responsibilities. The successful applicant will be responsible for policy development, providing policy and program advice, preparation of briefings, policy papers and submissions. The occupant will also undertake projects, program development and provide support for the preparation of briefing material for inter-governmental meetings. This position is responsible to the Senior Manager, Policy and Participation. Eligibility/Other Requirements: An understanding and knowledge, or the ability to quickly acquire, of Housing and Community Services and its role, functions and services.

Note: This temporary position is available until 31 December 2015 with the possibility of extension.

Contact Officer: Tim Arkley-Smith (02) 6207 9335 tim.arkleymith@act.gov.au

Housing and Community Services

Housing ACT

Policy and Participation

Senior Policy Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 11230)

Gazetted: 08 July 2015

Closing Date: 15 July 2015

Details: Housing ACT is seeking an experienced policy officer to support to work its Policy and Participation Team and support the achievement of its responsibilities. The successful applicant will be responsible for policy development, providing policy and program advice, preparation of briefings, policy papers and submissions. The occupant will undertake projects, program development and provide support for the preparation of briefing material for inter-governmental meetings. The position will also support and coordinate the Housing ACT Joint Champions Group, which is the primary mechanism for the branch to consult with public housing tenants.

Eligibility/Other Requirements: An understanding and knowledge, or the ability to quickly acquire, of Housing and Community Services and its role, functions and services.

Note: This temporary position is available until 31 December 2015 with the possibility of extension.

Contact Officer: Tim Arkley-Smith (02) 6207 9335 tim.arkleymith@act.gov.au

Office for Children, Youth and Family Support

Child and Youth Protection Services

Child and Youth Protection Services Practice and Performance

IMS Project Officer

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 18431)

Gazetted: 03 July 2015

Closing Date: 13 July 2015

Details: The IMS Project Officer role is focussed on contributing to projects that support the operation, or continuous improvement, of Child and Youth Protection Services (CYPS). This will be done primarily through managing and updating the CYPS Knowledge Portal through identifying gaps in policies and procedures and developing strategies and processes to improve CYPS practice and maintain legislative compliance.

Eligibility/Other Requirements: Current driver's licence essential. Experience and/or desire to work in a community services environment. Relevant tertiary qualifications in Project Management or related discipline desirable. Experience working with IT systems including knowledge portals and client databases.

Notes: An order of merit established from this process may be used to fill future permanent and temporary vacancies at level over the next 12 months. Selection may be based on written application and referee reports only. This position is being readvertised previous applicants will need to re-apply. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Shantha Siva (02) 6205 3875 ISSProject@act.gov.au

Housing and Community Services

Housing ACT

Housing Initiatives

Operational Services Support Officer

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 31772)

Gazetted: 08 July 2015

Closing Date: 22 July 2015

Details: The Operational Services Unit is a sub group of Housing Initiatives and is responsible for providing support services to Housing ACT including managing compensation matters and secretariat services for the Housing and Tenancy Review Panel and other review mechanisms. The occupant of this position will be required to undertake research, prepare briefs and documentation associated with legal and administrative matters, coordinate various panels, provide secretariat support and liaise with clients, their legal representatives and the ACT Civil and Administrative Tribunal. We are looking for an enthusiastic and highly motivated person who has sound oral and written communication skills with a high level of accuracy and attention to detail is well organised and able to meet tight deadlines.

Eligibility/Other Requirements: Experience in using a range of IT business and office applications. Current driver's licence desirable.

Note: An order of merit will be established from this process and may be used to fill future permanent and temporary vacancies at level over the next 12 months. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to

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

Contact Officer: Christopher Adkins (02) 6205 3804 christopher.adkins@act.gov.au

Education and Training

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

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

Office of the Deputy Director-General

Training and Tertiary Education

Skills Reform – Business Forecasting Unit

Statistical Analyst

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 34940)

Gazetted: 06 July 2015

Closing Date: 13 July 2015

Details: Training and Tertiary Education branch is seeking a Statistical Analyst to provide high level support and advice to staff on complex data issues, proposals and concepts. The successful applicant will be able to collect and analyse

Vocational Education and Training (VET) statistics to inform evidenced based recommendations. Proven experience in statistical modelling is also essential to the development and of the forecasting industry need and entitlement (FINE) model and ACT Skills Needs List. The successful applicant will have a comprehensive understanding of tertiary education and training systems, current VET reforms, relevant legislation and current issues.

Eligibility/Other Requirements: Relevant tertiary qualifications in economics, actuarial studies, statistics or related disciplines.

Note: This temporary position is available until 30 June 2017. This position may be filled from application and referee reports only. Please submit one referee report with application.

Contact Officer: Patrick Bent (02) 6205 7052 patrick.bent@act.gov.au

Office for Schools

Belconnen Network

University of Canberra High School Kaleen

Mathematics / Science Classroom Teacher

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 02083)

Gazetted: 03 July 2015

Closing Date: 27 July 2015

Details: Teach Science and Mathematics (desirable) to Years 7 to 10 including students with diverse learning needs. Skill sets supporting the development of STEM desirable. Commitment to a whole school learning team approach to literacy and numeracy, differentiation and wellbeing and skill set in these areas desirable. Willingness to work in innovative ways. Capacity to teach in other KLA's desirable. Other duties as directed by the Principal.

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).

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

Contact Officer: Denis Dickinson (02) 6205 5811 denis.dickinson@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.

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

Pathology

Anatomical Pathology

Anatomical Pathologist

Specialist/Senior Specialist \$147,465-\$181,976

Senior Specialist \$199,231, Canberra (PN: 23840)

Gazetted: 09 July 2015

Closing Date: 16 July 2015

The Position: Applications are invited for the above position from qualified medical graduates who have or are eligible for specialist medical registration with Australian Health Professionals Registration Authority (AHPRA). Fellowship of the Royal College of Pathologists of Australasia (FRCPA) or equivalent is essential. This position, funded by ACT Health, is to assist in delivery of the Anatomical Pathology curriculum to the Graduate Medical Program at the Australian National University Medical School (ANUMS). The successful applicant will be involved in medical school teaching and

research (0.5 FTE) and clinical Anatomical Pathology service work (0.4 FTE). There will be no after hours on call duties. The position provides an opportunity to an Anatomical Pathologist to gain career job satisfaction from being involved with combination of medical school teaching, research and clinical diagnostic work. For younger applicants this is an opportunity to develop expertise in one of the areas of perinatal and placental pathology, breast, dermatopathology or gastrointestinal pathology in the Department. The Department of Anatomical Pathology is part of ACT Pathology, the supplier of pathology services to Canberra Hospital, Calvary Hospital and the community in the ACT region. The Department provides pathology services to ACT Breast Screen. There are 9 other Anatomical Pathologists and 6 registrar positions. The Department promotes a collegial and flexible work environment. There are over 24,000 surgical pathology and 10,000 cytopathology accessions. Facilities for a wide range of immunohistochemistry, electron microscopy, flow cytometry, molecular pathology and liquid cytology are present on site. As well as Anatomical Pathology there are departments of Microbiology, Haematology, Chemical Pathology and Immunopathology within ACT Pathology, which are directed by Specialist Pathologists and a molecular genetics laboratory.

Salary, Remuneration and Conditions:

Staff Specialist Bands 1-5: \$147,465-\$181,976

Senior Specialist: \$199,231

Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries.

Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$242,052 - \$320,753

Eligibility/Other Requirements: Registered as a specialist medical practitioner with the Australian Health Practitioner Regulation Agency (AHPRA). Fellowship of the Royal College of Pathologists of Australasia (FRCPA) or equivalent.

Note: The employment contract will be 2 years in the first instance with the possibility of extension.

Contact Officer: Dr Sanjiv Jain (02) 6244 2869 Or Professor Jane Dahlstrom (02) 6244 2867

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, 123 Carruthers Street CURTIN ACT 2605

Population Health

Health Protection Service

Environmental Health Program

Manager/Senior Policy Officer Environmental Health Policy and Projects

Health Professional Level 5 \$111,478 - \$125,497, Canberra (PN: 24302)

Gazetted: 09 July 2015

Closing Date: 16 July 2015

Details: The Health Protection Service has a Manager/Senior Policy Officer position available in the Environmental Health Policy and Projects team. The position offers an opportunity to plan and develop high level policy to protect public health in a dynamic and changing environment. The position will suit a health professional with the demonstrated ability to lead the development, review and implementation of policy, legislation and programs at the Territory and national levels in relation to food regulation and general environmental health issues.

Eligibility/Other Requirements: Tertiary qualification: Science Degree in a health related field is necessary.

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

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

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

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

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

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

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Contact Officer: Vojkan Stefanovic (02) 6205 1727

Canberra Hospital and Health Services

Women, Youth and Children

Women and Babies

Clinical Midwife Consultant for Birthing

Registered Nurse Level 3.2 \$107,764, Canberra (PN: 22392)

Gazetted: 09 July 2015

Closing Date: 16 July 2015

Details: The Birthing Unit at the Centenary Hospital for Women and Children, Canberra Hospital is seeking an experienced leader with a demonstrated record of professional achievement, able to manage resources and have a collaborative consultative management approach to running a Birthing Unit. The successful applicant will provide leadership for midwives in all aspects of clinical practice, models of care, professional development, education, research, teaching, workforce planning and a quality work environment. The Midwife should be committed to women centred care which is multidisciplinary, process and outcome focused based on best practice, enabling a cohesive team approach.

Eligibility/Other Requirements: Registered or eligible for registration as a Midwife with the Australian Health Practitioner Regulation Agency (AHPRA).

Notes: This position is a temporary position available for six months commencing in September and may be extended.

The successful applicant may be selected based on selection criteria and referee reports only.

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

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

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Contact Officer: Penny Maher (02) 6142 6142

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Nursing

CNC Rehabilitation Independent Living Unit

Registered Nurse Level 3.1 \$95,326 - \$99,249, Canberra (PN: 29122)

Gazetted: 09 July 2015

Closing Date: 16 July 2015

Details: Applications are invited from enthusiastic, experienced Registered Nurses with excellent communication, leadership and management skills to fill the role of the Clinical Nurse Consultant (CNC) of the Rehabilitation

Independent Living Unit (RILU). The role is a composite one including clinical, financial and HR management and offers an exciting opportunity to be part of a motivated and committed multidisciplinary team.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Qualifications or experience in rehabilitation and management desirable.

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

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

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Contact Officer: Marianne Bellew 0434 674 442

Canberra Hospital and Health Services

Medicine

Chronic Disease

Chronic Obstructive Pulmonary Disease Nurse

Registered Nurse Level 3.1 \$95,326 - \$99,249, Canberra (PN: 11913)

Gazetted: 09 July 2015

Closing Date: 23 July 2015

Details: The Division of Medicine is seeking an enthusiastic, innovative and experienced Registered Nurse who is committed in making a difference through the coordination and management of patients with Chronic Obstructive Pulmonary Disease (COPD). This is a rewarding and exciting position that would suit someone with a strong knowledge base and experience working with patients who have chronic lung conditions. The COPD specialist nurse will be a member of the Chronic Care Program at Canberra Hospital and work closely with other members of the multidisciplinary team to provide a patient centred service for patients, their families and carers in the community, the acute care setting and outpatient clinics. This position will also provide education and support for health professional staff of any discipline caring for patients with COPD.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Holds a current driver's licence. It is desirable that the applicant holds or is working towards relevant tertiary qualifications.

Notes: This is a permanent, full time position working Monday-Friday based at Canberra Hospital. The successful applicant may be required to be registered under the Working with Vulnerable People (Background Checking) Act 2011.

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

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

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Contact Officer: Elizabeth Forbes (02) 6174 5289

Canberra Hospital and Health Services

Medical

Gastroenterology

Ward 9a Gastroenterology

Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 22414, several)

Gazetted: 09 July 2015

Closing Date: 16 July 2015

Details: An exciting opportunity exists for motivated, enthusiastic and suitably qualified Registered Nurses to join the dynamic team on Ward 9a Gastroenterology in the Registered Nurse Level 2 role.

Eligibility/Other Requirements: Registered or eligible for registration as a Registered Nurse/Midwife with the Australian Health Practitioners Regulation Agency (AHPRA). A Registered Nurse or Midwife with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field, or a Registered Nurse or Midwife who holds a post-basic qualification eligible for recognition through remuneration of a qualification allowance, and 12 months FTE experience in the relevant field is highly desirable.

Notes: Several positions exist, full-time and part-time hours will be considered.

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

Applications should include a written statement of claims addressing the below selection criteria, up to date curriculum vitae and two written professional references.

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

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Contact Officer: Cathy Clift (02) 6244 2265

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation Allied Health

Occupational Therapist

Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 02809, several)

Gazetted: 09 July 2015

Closing Date: 23 July 2015

Details: An exciting opportunity exists for an enthusiastic and suitably qualified senior Occupational Therapist to work within the Rehabilitation and Aged Care Occupational Therapy team to fill a permanent vacancy. The position will provide clinical services across hospital and community in rehab and/or aged care settings. The position will work within a rotation program across these services at times. The successful applicant will have support from a very experienced team of clinicians, as well as direct clinical supervision from the Health Professional Officer 4 Occupational Therapist.

Eligibility/Other Requirements: Recognised Occupational Therapy Degree or Diploma. Current Australian Health Practitioner Regulation Agency registration and current driver's licence.

Notes: In addition to the one permanent position, there will also be an upcoming temporary position available for 12 months, with the possibility of extension that will be filled from this recruitment round. This position may be required to participate in overtime, on call, and/or rotation roster.

Applicants are strongly encouraged to contact the contact officer to discuss the position.

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

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

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

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Contact Officer: Tegan Reid (02) 6244 2904

Canberra Hospital and Health Services

Deputy Director General Canberra Hospital and Health Services

ACT Chief Nurse

Personal Assistant to ACT Chief Nurse

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 16101)

Gazetted: 09 July 2015

Closing Date: 16 July 2015

Details: Applications are sought from enthusiastic and professional individuals to fill the position of Personal Assistant to the ACT Chief Nurse. This highly demanding position requires a high level of organisation and time management skills and the ability to liaise effectively with officers at all levels including members of the government, professional bodies and the general public.

Eligibility/Other Requirements: Previous experience working in a health-related role is highly desirable.

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

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

To complete your application you must prepare responses to the selection criteria (maximum three pages) and upload this as part of your application.

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

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Contact Officer: Veronica Croome (02) 6244 2722

Canberra Hospital and Health Services

Medicine

Pharmacy

Rotational Pharmacist

Health Professional Level 2 \$58,212 - \$79,912, Canberra (PN: 33533, several)

Gazetted: 09 July 2015

Closing Date: 23 July 2015

Details: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of over 45 Pharmacists. Due to an expansion of services we are currently recruiting five Rotational Pharmacist positions. Duties include the following on a rotational basis: Provision of clinical pharmacy services to inpatients as part of a multi-disciplinary team including specialised areas such as intensive care, emergency medicine, paediatrics, neonatology, renal, oncology and mental health. Provision of pharmacy services from the dispensary, sterile production, and chemotherapy production, and provision of quality use of medicines services.

Eligibility/Other Qualifications: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

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

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

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

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Contact Officer: Cathi Metcalf (02) 6244 2121

Population Health

Health Protection Service

ACT Government Analytical Laboratory

Analytical Chemist

Health Professional Level 1 \$54,591 - \$69,555, Canberra (PN: 04759, expected vacancy)

Gazetted: 09 July 2015

Closing Date: 23 July 2015

Details: The occupant of this position will be required to assist with asbestos identification, airborne asbestos fibre counting, the ambient air monitoring program in accordance with the Ambient Air National Environment Protection Measure and other defined projects, perform chemical and/or other analyses and carry out investigations of samples. Participate in the operation of the quality system. Prepare reports and correspondence; participate in the development of methodology and techniques. As required, liaise with or provide advice to directorate staff and other government directorates/authorities.

Eligibility/Other Requirements: Degree in Science preferably with a major in Chemistry, or other approved qualification. Current driver's licence.

Note: The Environmental Chemistry Unit is a National Association of Testing Authority (NATA) accredited laboratory for the chemical testing of air and operates the Australian Capital Territory's Air Quality Monitoring Program. The unit also performs environmental chemical analysis including the identification of asbestos and airborne asbestos fibre counting as required.

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

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

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Contact Officer: Ian Firkins-Fox (02) 6205 8718 ian.fox@act.gov.au

Canberra Hospital and Health Services

Critical Care

Critical Care Administration

Critical Care Administrative Support Officer

Administrative Services Officer Class 2 \$49,927 - \$55,130, Canberra (PN: 29042)

Gazetted: 09 July 2015

Closing Date: 16 July 2015

Details: Expression of Interest (EOI) Administrative Support Officer, Division of Critical Care. A temporary vacancy exists for an Administrative Service Officer, Division of Critical Care, Clerical Team. This is a great opportunity to develop your skills in a busy clinical office environment. We are seeking a dynamic and enthusiastic individual to provide administrative support and assist with the day-to-day activities of: Emergency Department; Intensive Care Unit; Demand Management Unit; and Capital Region Retrieval Service. Applicants will need to be professional and have excellent communication, organisational and time management skills while adhering to ACT Health confidentiality policies and procedures. The applicant must have the ability to liaise effectively with staff at all levels.

Notes: This is a temporary full-time position available for six months with the possibility of extension commencing as soon as possible. Applicants are requested to provide a brief Expression of Interest, maximum four pages related to the selection criteria, a resume and the contact details of one current referee report. Selection may be based on application and referee reports only.

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

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

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

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Contact Officer: Daniel Ingram (02) 6244 4500

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

Legislation, Policy and Programs

Civil Law

Senior Policy Officer

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 35620)

Gazetted: 02 July 2015

Closing Date: 9 July 2015

Details: Applications are sought for the position of Senior Policy Officer, Civil Law, Legislation, Policy and Programs. The Civil Law Team administers a wide range of legislation and provides legal policy advice in a wide range of areas, including courts and tribunals, residential tenancies, unit titles, relationship laws, privacy and human rights.

Applications are sought from people who are able to demonstrate high level skills in project management, experience in conducting public consultation and development of Legal Policy and Legislation.

Eligibility/Other Requirements: Legal Qualifications and experience developing Legislation is highly desirable.

Contact Officer: Pam Jenkins (02) 6207 0595 pam.jenkins@act.gov.au

Public Advocate of the ACT

Public Advocacy

Mental Health and Forensic

Advocate

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 19652, expected vacancy)

Gazetted: 07 July 2015

Closing Date: 22 July 2015

Details: An exciting opportunity has arisen at the Public Advocate of the ACT, involving the provision of statutory advocacy and representation for people in both the mental health and justice systems in the ACT. It is a diverse and challenging role underpinned by rewarding opportunities to make a real difference. Duties: The successful applicant will be required to assist the Senior Advocate, Mental Health and Forensic administer functions of the *Public Advocate Act 2005* and relevant mental health legislation relating to the provision of advocacy for individuals involved with the mental health and the justice systems. Particular focus will be on undertaking the compliance and monitoring functions of the Public Advocate in the mental health area. The person will be expected to provide high-level advice to the Senior Advocate, to provide individual advocacy, to liaise with service providers, to represent the Public Advocate at Tribunals and in Court, as well as to prepare appropriate reports and undertake projects (where required). The

successful applicant will need to have demonstrated knowledge, understanding and experience in mental health service provision. The applicant must have the capacity to provide advocacy on behalf of mental health consumers, forensic patients and for young people involved with mental health services.

Eligibility/Other Requirements: Tertiary qualifications in a relevant discipline such as Psychology, Social Work, Human Services and/or related disciplines are highly desirable.

Note: This is a temporary position available from 1 August 2015 to 29 July 2015 with a possibility of permanency from this process. This is a position of trust and applicants must be aware of confidentiality and privacy provisions. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp.

Contact Officer: Christina Thompson (02) 6207 0707 christina.thompson@act.gov.au

Emergency Services Agency

ACT Fire and Rescue

Workforce Support Officer

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 33252)

Gazetted: 06 July 2015

Closing Date: 13 July 2015

Details: The Workforce Support Officer is responsible for recording time and attendance for all ACT Fire and Rescue (ACTFR) staff into KRONOS, the Workforce Management Tool and maintain the accuracy and integrity of data contained in KRONOS. This position also provides administrative support to ACTFR personnel.

Eligibility/Other Requirements: Experience in the use of KRONOS, the Workforce Management Tool or similar application is highly desirable.

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

Contact Officer: Peter McGinley (02) 6207 8128 peter.mcginley@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.

Corporate

Governance

Governance, Coordination and Reporting

Coordination and Administration Officer

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 24705)

Gazetted: 03 July 2015

Closing Date: 10 July 2015

Details: Governance is seeking a Coordination and Administration Officer for their team who can capture and report on all government, Budget, Parliamentary and Election Commitments related to the Justice and Community Safety (JACS) portfolio plus provide a range of coordination services across the Directorate. This includes administrative assistance to the Governance, Coordination and Reporting section in the management of whole-of-directorate contributions to ACT Government plans and reports. They will need to regularly update share point and the Government Directory for JACS. Another responsibility is to coordinate weekly briefings for FOI, OMB and HRC plus undertake research, coordination/preparation of briefings/correspondence/other documents and upload briefings into TRIM as required whilst maintaining records in accordance with the *Territory Records Act 2002*. The successful applicant will also have to complete other tasks as directed by the Manager of Governance, Coordination and Reporting.

Note: This is a temporary position available 17 July 2015 to 7 September 2015.

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

Applications should be sent to the contact officer.

Contact Officer: Kaye Yen (02) 6207 5066 kaye.yen@act.gov.au

Territory and Municipal Services

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

Corporate and Business Enterprises

Capital Linen Service

Quality Safety and Training Manager

Capital Linen Service Band 8 \$94,653 - \$101,888, Canberra (PN: 35654)

Gazetted: 06 July 2015

Closing Date: 13 July 2015

Details: Capital Linen Service is seeking an appropriately skilled and experienced person to permanently fill the role of Quality Safety and Training Manager. The role includes the management of Capital Linen Service's Quality Management System with a key focus on safety, legislative and regulatory compliance in addition to the development and ongoing management of Capital Linen Service's Competency and Training Framework. Further details of the role are contained within the position description. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Notes: Selection for this position may be based on application and referee reports only.

Contact Officer: Daniel Childs (02) 6213 3204 daniel.childs@act.gov.au

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

Parks and Territory Services

Parks and Conservation Service

Ranger in Charge

Technical Officer Level 4 \$75,209 - \$86,075, Canberra (PN: 09903, several)

Gazetted: 06 July 2015

Closing Date: 20 July 2015

Details: The ACT Parks and Conservation Service (PCS) are seeking dynamic and experienced candidates keen to contribute to conservation land management in the ACT. PCS is responsible for land management in a diverse range of situations, from urban reserves through to remote wilderness national parks. The Ranger In Charge is responsible for the supervision of staff in the coordination and delivery of a broad range of conservation and land management programs. The position is outcome focused and liaises closely with the District Management Team in ensuring the efficient delivery of a coordinated program of works, adhering to the development of operational works and risk management plans. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Relevant Tertiary qualifications in Natural and Cultural Resource Management / Park Management are highly desirable. The successful applicant will be required to undertake incident management duties, work a shift roster, work at any location throughout the reserve estate and wear a uniform. Manual driver's licence essential.

Note: A Technical Officer Level 4 order of merit list will be established from this process that may be used to fill for short term (temporary), long term (up to five years) and permanent vacancies (current and expected over the next 12 months).

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

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

Parks and Territory Services

Parks and Conservation Service

Wildlife Team Leader

Technical Officer Level 3 \$65,150 - \$73,627, Canberra (PN: 17880, several)

Gazetted: 06 July 2015

Closing Date: 20 July 2015

Details: The ACT Parks and Conservation Service (PCS) are seeking dynamic and experienced candidates keen to lead wildlife conservation initiatives at Tidbinbilla Nature Reserve (TNR). TNR hosts a range of threatened species recovery projects. The team leader is responsible for the coordination, management and delivery of a diverse range of threatened species projects with multiple stakeholders, significant public engagement and visitor interaction themes. The team leader is also responsible for the supervision and management of staff. The position is outcome focused and liaises closely with the TNR Management Team to ensure the efficient delivery of a coordinated program of works. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Qualifications in Biology, Natural Resource Management, Environmental Science or similar are highly desirable. The successful applicant will be required to work a shift roster, undertake incident management duties, work at any location throughout the reserve estate and wear a uniform. Manual driver's licence essential.

Note: A Technical Officer Level 3 order of merit list will be established from this process that may be used to fill for short term (temporary), long term (up to five years) and permanent vacancies (current and expected over the next 12 months).

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

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

Infrastructure, Roads and Public Transport

Asset Information

Spatial Technical Officer

Technical Officer Technical Officer Level 3 \$65,150 - \$73,627, Canberra (PN: 15599)

Gazetted: 07 July 2015

Closing Date: 14 July 2015

Details: Asset Information and Management Services are seeking applications from individuals to fill the role of Spatial Technical Officer. The Spatial Infrastructure Team delivers high quality services, systems and advice to support the Directorate in achieving its policy and program outcomes and deliverables. The position is a subject matter specialist responsible for solution delivery of the integration of spatial and related information. Major clients include Roads ACT; Parks and Territory Services; Finance, Roads and Public Transport; Heritage and ACT NoWaste.

Eligibility/Other Requirements: Experience in the use of ESRI Geographic Information Systems and Safe software in particular FME (desirable). Tertiary qualifications in Government, Business, Project Management or a related field (desirable).

Notes: This is a temporary position available from 13 July until 2 October 2015.

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

Applications should be sent to the contact officer.

Contact Officer: Chris Comer (02) 6207 6557 chris.comer@act.gov.au

Parks and Conservation Services

National Parks and Catchments

Tidbinbilla Nature Reserve

Indigenous Ranger

Park Ranger 2 \$62,802 - \$68,002, Canberra (PN: 12314)

Gazetted: 02 July 2015

Closing Date: 29 July 2015

Details: The ACT Parks and Conservation Service is seeking an Indigenous Ranger to undertake interpretation, land management and wildlife conservation work at Tidbinbilla Nature Reserve (TNR). TNR is an important place for indigenous cultural heritage and there is increasing demand to protect, maintain and interpret that heritage for visitors. The Indigenous Ranger is central to that work. TNR is known as a leader in threatened species recovery programs, as well as having ongoing invasive plant and animal control and natural resource management programs. Rangers contribute to the delivery of a diverse range of these projects with multiple stakeholders and significant public engagement and visitor interaction themes. This position is outcome focused but also has an emphasis on teamwork and flexibility. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. People from an Aboriginal or Torres Strait Islander background are encouraged to apply for this indigenous identified position.

Eligibility/Other Requirements: This is an Indigenous identified position. The successful applicant will be required to undertake incident management duties, work a shift roster and wear a uniform. Manual driver's licence essential.

Note: Suitable candidates will be placed on an Order of Merit list which will be used to fill positions at level both permanent as well as temporary vacancies with possibility of further extension. The Order of Merit list is valid for a twelve month period. Selection may be based on applications and referee reports only.

Contact Officer: Kieran Lawton (02) 6205 8963 kieran.lawton@act.gov.au

Parks and City Services

ACT Parks and Conservation Service

Parks and Conservation Ranger

Park Ranger 1 \$56,568 - \$60,880 plus weekend penalties, rostered overtime and superannuation, Canberra (PN: 14592, several)

Gazetted: 08 July 2015

Closing Date: 23 July 2015

Details: ACT Parks and Conservation Service is responsible for planning and conservation management of national parks and nature reserves. We protect and conserve the natural resources of the ACT, promote appropriate recreational, educational and scientific use of our conservation estate. Under Supervision Park and Conservation Park Rangers are responsible for the delivery of a broad range of basic conservation and natural resource land management programs in various ACT parks and reserves. Candidates should ideally possess a knowledge of, and/or experience in natural and cultural resource and/or rural lands management. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Applicants are required to address the Selection Criteria along with providing an updated resume. Applicants must be willing and physically capable to undertake incident management duties, including participation in fire standby, fire suppression and fire training. Tertiary qualifications in natural and/or cultural resource and/or land management are desirable, although not a requirement. All applicants are required to hold a current driver's licence. Applicants would be expected to communicate effectively with park visitors and refer public enquiries as necessary, wear a uniform and undergo regular structured training.

Notes: There are permanent, long and short-term temporary employment opportunities available and an order of merit list will be created from this process that may be used for short-term temporary, long-term up to five years and permanent vacancies at level, current and expected over the next 12 months. Selection may be based on consideration of written application and referee reports only.

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

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

Parks and Territory Services

Parks and Conservation Services

Wildlife Officer

Technical Officer Level 1 \$51,556 - \$54,052, Canberra (PN: 40973, several)

Gazetted: 06 July 2015

Closing Date: 20 July 2015

Details: The ACT Parks and Conservation Service (PCS) are seeking dynamic and experienced team players to contribute to wildlife conservation initiatives at Tidbinbilla Nature Reserve (TNR). TNR hosts a range of threatened species recovery projects. The wildlife officer contributes to delivery of a diverse range of threatened species projects with multiple stakeholders, as well as significant public engagement and visitor interaction themes. The position is outcome focused, but also has an emphasis on teamwork and flexibility. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Qualifications in Biology, Natural Resource Management, Environmental Science or similar are highly desirable. The successful applicant will be required to undertake incident management duties, work a shift roster where applicable, work at any location throughout the reserve estate and wear a uniform. Manual driver's licence essential.

Note: A Technical Officer Level 1 order of merit list will be established from this process that may be used to fill for short term (temporary), long term (up to five years) and permanent vacancies (current and expected over the next 12 months).

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

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

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 3 \$56,568 - \$60,880

Roberto Monge 836-02807, Section 68(1), 6 July 2015

Administrative Services Officer Class 3 \$56,568 - \$60,880

Erin Scott 846-88681, Section 68(1), 6 July 2015

Community Services

Health Professional Level 2 \$58,212 - \$79,912

Heidi Dolan 844-02428, Section 68(1), 8 July 2015

Senior Officer Grade C \$94,653 - \$101,888

Craig Rose 844-03447, Section 68(1), 3 July 2015

Health

Health Professional Level 2 \$58,212 - \$79,912

Olessia Brouwer 844-33718, Section 68(1), 6 July 2015

Administrative Services Officer Class 2/3 \$49,927 - \$60,880

Kayla Cooper 831-22934, Section 68(1), 3 July 2015

Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade)

Ngair Cramp 845-20117, Section 68(1), 3 August 2015

Health Professional Level 2 \$58,212 - \$79,912

Stephanie Cumming 844-32539, Section 68(1), 1 August 2015

Health Professional Level 2 \$58,212 - \$79,912

Lyndsie Dickman 842-88469, Section 68(1), 2 July 2015

Administrative Services Officer Class 3 \$56,568 - \$60,880

Kristofer Gutierrez 846-88999, Section 68(1), 27 July 2015

Registered Nurse Level 1 \$59,874 - \$79,980

Ernest Gutu 834-44319, Section 68(1), 1 July 2015

Health Professional Level 1 \$54,591 - \$69,555

Michelle Ingham 846-88550, Section 68(1), 3 August 2015

Health Professional Level 2 \$58,212 - \$79,912

Dannielle Kurr 845-20942, Section 68(1), 13 July 2015

Administrative Services Officer Class 6 \$75,209 - \$86,075

Neale Andrew Roberts 846-88745, Section 68(1), 6 July 2015

Justice and Community Safety

Administrative Services Officer Class 6 \$75,209 - \$86,075

Jimmy Emery 846-85683, Section 68(1), 29 June 2015

Administrative Services Officer Class 6 \$75,209 - \$86,075

Karen Holl 836-09566, Section 68(1), 1 July 2015

Territory and Municipal Services

Bus Operator \$69,202

Gregory Roberts 140-960, Section 68(1), 6 July 2015

Bus Operator \$69,202

Christopher Swan 140-518, Section 68(1), 6 July 2015

TRANSFERS

Community Services

Lucy Konda: 817-92571

From: Classroom Teacher \$57,169 - \$90,388
Education and Training
To: Administrative Services Officer Class 5 \$69,797 - \$73,881
Community Services, Canberra (PN. 27137) (Gazetted 29 April 2015)

Health

Emilie Clark: 842-89410

From: Health Professional Level 2 \$58,212 - \$79,912
Health
To: Health Professional Level 2 \$58,212 - \$79,912
Health, Canberra (PN. 22995) (Gazetted 23 April 2015)

Simone Nahon: 735-37239

From: Registered Nurse Level 2 \$83,146 - \$88,125
Health
To: Registered Nurse Level 2 \$83,146 - \$88,125
Health, Canberra (PN. 24065) (Gazetted 23 April 2015)

Anita Shakya: 827-43157

From: Registered Nurse Level 2 \$83,146 - \$88,125
Health
To: Registered Nurse Level 2 \$83,146 - \$88,125
Health, Canberra (PN. 17898) (Gazetted 30 April 2015)

Anne Wilson: 795-54507

From: Registered Nurse Level 2 \$83,146
Health
To: Registered Nurse Level 2 \$83,146 - \$88,125
Health, Canberra (PN. 10539) (Gazetted 7 May 2015)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Shared Services

Business Application Management

Territory and Municipal Services ICT

Donald Phillip Horan: 713-74632

From: Administrative Services Officer Class 6 \$75,209 - \$86,075
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade C \$94,653 - \$101,888
Chief Minister, Treasury and Economic Development, Canberra (PN. 17667) (Gazetted 14 May 2015)

Community Services

Office for Children, Youth and Family Support

Statutory Services

Claire Foster: 844-01513

From: Health Professional Level 2 \$58,212 - \$79,912

Community Services

To: Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade)

Community Services, Canberra (PN. 27431) (Gazetted 11 September 2014)

Health

Population Health

Health Protection Service

Pharmaceutical

Adam Duffy: 829-67740

From: Administrative Services Officer Class 6 \$75,209 - \$86,075

Health

To: †Health Professional Level 4 \$94,653 - \$101,888

Health, Canberra (PN. 23945) (Gazetted 17 March 2015)

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Todd Kaye: 835-84303

From: Health Professional Level 4 \$94,653 - \$101,888

Health

To: †Health Professional Level 6 \$129,470

Health, Canberra (PN. 28426) (Gazetted 9 April 2015)

Canberra Hospital and Health Services

Pathology

Cytogenetics

Fiona Webb: 830-79630

From: Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade)

Health

To: †Health Professional Level 4 \$94,653 - \$101,888

Health, Canberra (PN. 21255) (Gazetted 21 May 2015)

Canberra Hospital and Health Services

Surgery and Oral Health

Dental Health Program

Natalie Zantis: 787-18418

From: Dental Receptionist \$49,932 - \$55,133

Health

To: Administrative Services Officer Class 3 \$56,568 - \$60,880

Health, Canberra (PN. 26590) (Gazetted 18 June 2015)

Justice and Community Safety

ACT Law Courts and Tribunal

ACT Civil and Administrative Tribunal

Sarah Karchinsky: 835-83802

From: Administrative Service Officer Class 3 \$56,568 - \$60,880

Justice and Community Safety

To: Administrative Service Officer Class 4 \$62,802 - \$68,002

Justice and Community Safety, Canberra (PN: 43308) (Gazetted 5 March 2015)

Territory and Municipal Services

Parks and City Services

Parks and Conservation Service

Fire, Forests and Roads

Rebecca Blundell: 757-53381

From: Professional Officer Class 2 \$75,209 - \$86,075

Territory and Municipal Services

To: †Senior Professional Officer Grade C \$94,653 - \$101,888

Territory and Municipal Services, Canberra (PN. 29595) (Gazetted 4 July 2014)

CORRIGENDA

Territory and Municipal Services

Parks and City Services

City Services

Place Management

Bruce McGowan: 827-31340

From: General Service Officer Level 3/4 \$44,365 - \$48,446

Territory and Municipal Services

To: †General Service Officer Level 5/6 \$49,180 - \$54,124

Territory and Municipal Services, Canberra (PN. 32445) (Gazetted 26 March 2015)

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

Note: This promotion published in the Gazette of 2 July 2015 has been declined by the employee.