



ACT Government Gazette

Gazetted Notices for the week beginning 25 January 2018

VACANCIES

Calvary Health Care ACT (Public)

Patient Flow Unit

Patient Flow Unit Manager

Registered Nurse Level 4 Grade 3 \$130,586, Canberra (PN: TBA)

Gazetted: 25 January 2018

Closing Date: 29 January 2018

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

Reference Number: 16463

Contact Officer: Tami Murrells Tami.Murrells@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

Corporate Services

Training Initiatives

CRN Creation and Timetabling Administrator

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 33011)

Gazetted: 31 January 2018

Closing Date: 14 February 2018

Details: As part of the Australian Apprenticeships Project an opportunity exists to fill the position of CRN Creation and Timetabling Administrator. The CRN and Timetabling Administrator will supervise staff and oversee the training of processing staff and specialist support staff in the operations and techniques of the team. Liaise with all levels of internal stakeholders in various departments across Canberra Institute of Technology (CIT) and manage work flow, have attention to detail and monitor compliance and quality assurance. The successful applicant will demonstrate professionalism, be customer centric, work collaboratively, be trusted and accountable for own actions. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Note: This is a temporary position available for a period of 12 months 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: Brigitta Buck (02) 6207 3747 brigitta.buck@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 and Financial Group

Financial Framework Management and Insurance

Insurance Team

Policy Officer/Senior Policy Officer

Administrative Services Officer Class 6/Senior Officer Grade C \$79,824 - \$108,140, Canberra (PN: 10972)

Gazetted: 31 January 2018

Closing Date: 15 February 2018

Details: The Financial Framework Management and Insurance Branch in the Chief Minister, Treasury and Economic Development Directorate is seeking an enthusiastic Policy Officer/Senior Policy Officer to work as part of a small project team to help implement the outcome of the ACT Government's first deliberative democracy process, which aims to improve the Compulsory Third Party (CTP) Insurance scheme. The role is exciting and varied and will include preparing legislative drafting instructions, considering operational policy issues, establishing new policies and procedures, contributing to communications materials and strategies, preparing Ministerial documents, and working to identify IT system requirements. Applicants should have a demonstrated ability to understand Cabinet, legislative and government processes and undertake policy formulation and advice. They should possess high level communication skills, and have a proven ability to work independently and as part of a small team under tight timeframes. Applicants do not need to have a background of directly working in CTP insurance. We are looking for applicants who possess relevant qualifications with high level transferable skills, and an interest and enthusiasm for the work that we are doing. 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: This is a temporary position available for a period of six months with the possibility of extension. This position is available at either the ASO6 or SOGC classification dependent on the experience and/or qualifications of the successful applicant.

Contact Officer: Cecilia Willis (02) 6207 0292 cecilia.willis@act.gov.au

**Infrastructure Finance and Advisory Division
Operations**

Governance and Contracts

Governance Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 33687)

Gazetted: 30 January 2018

Closing Date: 13 February 2018

Details: The Governance and Contracts Branch within Infrastructure Finance and Capital Works Division (IFCW) has an exciting opportunity for a highly organised, enthusiastic and experienced individual to support the establishment of a whole-of-government governance support function. You will be a confident minute taker and provide governance and secretariat support to a range of Executive-led ACT Government Committees. In this role you will also assist in the implementation of a range of governance and administrative processes including, but not limited to, the development of templates, compliance assurance, records management and other governance structures. 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.

Contact Officer: Kylie Bailey (02) 6205 4570 kylie.bailey@act.gov.au

**Commercial Services and Infrastructure
Infrastructure, Finance and Capital Works**

Governance and Contracts

Prequalification Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 04564)

Gazetted: 31 January 2018

Closing Date: 14 February 2018

Details: Infrastructure, Finance and Capital Works (IFCW) administers eight prequalification schemes for the construction industry. The primary schemes are the National Prequalification Schemes for Civil, Road and Bridge and Construction, Non Residential. IFCW also manages the Industrial Relations and Employment Obligations Strategy (IRE) within this team. The Prequalification Officer position (the position) is part of a small team. The position reports directly to a SOGC and ultimately to the Senior Manager, Contracts and Prequalification. The primary duties of this position will be to assess prequalification and IRE applications.

Eligibility/Other Requirements: Relevant qualifications and experience, and a background in the construction industry or related fields is desirable.

Note: Selection may be determined by written application only.

Contact Officer: Noel Bradfield (02) 6207 7154 noel.bradfield@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.

Long Service Leave Authority

Compliance Team

Compliance Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 55810)

Gazetted: 30 January 2018

Closing Date: 13 February 2018

Details: The role of the Compliance Officer is to provide assistance to clients by undertaking activities including compliance education, maintaining accurate and up to date records in the Authority's employer and employee registers, conducting employer/site visits and other external audit activities as required. The Authority provides staff with flexible working arrangements, access to a range of roles and training that is tailored to their career goals. Staff working within the Authority are expected to demonstrate quality customer service and team work skills, be willing to continuously improve, be outcome focused and accountable for their actions. Further information relating to the ACT Long Service Leave Authority can be found at <http://www.actleave.act.gov.au/>
Eligibility/Other Requirements: Current driver's licence. Willingness to travel to construction sites and employer premises. Willingness to undertake asbestos and white card training courses.

Contact Officer: Draga Roncevic (02) 6247 3900 dragica.roncevic@actleave.act.gov.au

Long Service Leave Authority

Operation's Team

Customer Service Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 16198)

Gazetted: 30 January 2018

Closing Date: 6 February 2018

Details: The Operations team is a central point of contact for inquiries from employers and employees relating to registrations, returns, claims and compliance matters including the notification of outstanding fees and penalties. The team has the responsibility to ensure that employers and workers for each covered industry are registered and employer's quarterly returns are processed correctly and paid in accordance with the legislation. The Authority provides staff with flexible working arrangements, access to a range of roles and training that is tailored to their career goals. Staff working within the Authority are expected to demonstrate quality customer service and team work skills, be willing to continuously improve, be outcome focused and accountable for their actions. Further information relating to the ACT Long Service Leave Authority can be found at <http://www.actleave.act.gov.au/>

Eligibility/Other Requirements: Current driver's licence. Highly desirable – Applicants must demonstrate experience dealing with customers and have excellent customer service skills.

Contact Officer: Onny Ivy (02) 6247 3900 onny.ivy@actleave.act.gov.au

Shared Services

Partnership Services Group

Service Desk

HR/Finance Service Desk Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 39860, several)

Gazetted: 31 January 2018

Closing Date: 14 February 2018

Details: The Shared Services Service Desk is seeking applications from experienced customer service officers to join the HR/Finance Service Desk team. These positions require demonstrated skills and experience in the following areas: Provide a high level of customer service in responding to customer enquiries on the telephone and via email, actively contributing to achievement of key performance indicators. Provide expert advice and guidance on HR legislation, policies and ACT conditions of service to customers and Shared Services colleagues. Provide advice on financial policies and procedures, including APIAS (Invoice Automation), invoices and payments. Create and maintain records by inputting data into Service Desk systems accurately, within agreed timeframes and in

accordance with Service Desk processes. Contribute to the maintenance of effective personnel records by inputting data into HR systems. 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.

Eligibility/Other Requirements: Ability to obtain an ACT Government baseline security clearance.

Note: A merit list may be established to fill vacancies at level over the next twelve months. There are two permanent positions available and a number of temporary positions which will be filled based on the order of merit. Responses to the criteria should be limited to a maximum of two A4 pages.

Contact Officer: Corey Stinson (02) 6205 4618 corey.stinson@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.

Shared Services

Finance and Payroll

Accounts Payable

Accounts Payable Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 07591, several)

Gazetted: 31 January 2018

Closing Date: 14 February 2018

Details: An exciting opportunity exists within the Accounts Payable team for enthusiastic and motivated individuals who are keen to work in a dynamic, busy and challenging environment. The Accounts Payable team have several Administrative Services Officer Class 3 (ASO3) vacancies available. The team is experiencing some exciting changes in the work environment which will provide some great opportunities for people with the relevant skills. These positions support the Senior Accounts Payable Officers and are responsible for delivering high level customer service to internal and external stakeholders. The successful candidates must possess excellent communication skills and strong analytical capabilities. 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.

Contact Officer: Tash Grant (02) 6205 4066 tash.grant@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.

Access Canberra

Licence and Registration

Transport Licensing

Client Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 37065, several)

Gazetted: 30 January 2018

Closing Date: 13 February 2018

Details: Do you have great people skills, the ability to be a valued member of the team and a desire to help clients in a regulatory environment? This could be the job you are looking for. Client Officer is a demanding, yet rewarding position that provides the opportunity to work across different areas of the Transport Licensing team. The successful applicants will deal with specialised driver licence and registration functions, adjudicate traffic camera offences, review parking and traffic camera infringement disputes and work with clients that need assistance in managing their infringement notices. So if you enjoy a busy work place that offers variety and encourages team members to find solutions for clients please consider applying. 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.

Contact Officer: Rebecca Wilson (02) 6207 7155 rebecca.wilson@act.gov.au

Enterprise Canberra

Tourism and Events

EventsACT

Group Manager, Major Events, Acquisition and Development

Senior Officer Grade A \$137,415, Canberra (PN: 11728)

Gazetted: 25 January 2018

Closing Date: 5 February 2018

Details: Events ACT is seeking an experienced, highly motivated and driven individual to take on a new and exciting opportunity to lead and manage its major event activities, including the attraction and acquisition of new major events and development of existing events. Leading a portfolio of existing major events including Floriade and Enlighten, they will lead the implementation of the 2025 Major Events Strategy for the ACT and play a key role in building and developing the major event calendar for Canberra. As a representative of the Senior Management Team they will actively contribute to strategic planning and business planning activities for events and tourism in Canberra. They will have a strong business and commercial acumen and will thrive in a fast paced and dynamic work environment. As a leader and team member they will exhibit and promote values and behaviours essential for a high performing team. Working with the Director to lead, develop and sustain a positive workplace culture they will focus on achieving high quality and positive work outcomes.

Contact Officer: Jo Verden (02) 6205 1983 jo.verden@act.gov.au

Enterprise Canberra

Skills Canberra

Engagement and Client Services

Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 04410)

Gazetted: 25 January 2018

Closing Date: 8 February 2018

Details: Skills Canberra is seeking an experienced leader who is a successful negotiator and expert in building and maintaining stakeholder relationships. The successful applicant will have extensive experience managing programs and projects and will also have an understanding of current issues and relevant legislation related to the vocational education and training sector.

Notes: This is a temporary position available for 1 March 2018 until 14 December 2018 with the possibility of extension. Selection may be based on application only.

Contact Officer: Alice Clements (02) 6205 2578 alice.clements@act.gov.au

Shared Services

Partnership Services

Business Improvement, Performance and Analysis

Business Improvement Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 35358)

Gazetted: 29 January 2018

Closing Date: 12 February 2018

Details: Shared Services provides corporate services to the ACT Government, including ICT, HR and Finance. The quality and delivery of these services is under constant review to ensure they are delivered as efficiently and effectively as possible. The role of Business Improvement Manager plays a key part in working with business areas in Shared Services to critically examine services and the processes behind them in order to drive continual improvement. The successful candidate for this role will have excellent analytical, communication and problem solving skills and experience in improving business processes for the benefit of customers. A tenacious, self-motivated and flexible approach will be required for this role as business improvement is an agile and innovative environment. 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: Formal training in process improvement techniques such as 6Sigma would be beneficial but is not essential.

This is an exciting new role which offers the successful applicant a chance to make a real difference to the delivery of corporate services within ACT Government. Applications are welcomed from candidates wishing to work full-

time or part-time hours (25 or more per week). Please state working hours preference on email included with application. The salary noted will be paid pro-rata for part-time hours.

Contact Officer: Claire Harper (02) 6205 4254 claire.harper@act.gov.au

Shared Services

Business Application Management

Shared Services ICT

DTE Provisioning and Management Coordinator

Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 26725)

Gazetted: 31 January 2018

Closing Date: 14 February 2018

Details: We seek a motivated person to manage the ICT Development and Test environments used to support Project and BAU work on ACT Health applications. The person will work closely with ICT and Health staff to ensure that the environments are always resourced to ensure Project and Business As Usual (BAU) work requirements can be met and to assist project and BAU teams to schedule and meet access requirements. The role will also assist in migrating applications between environments. The position will also be called on to deliver BAU changes and minor projects. The work is varied, fast paced and requires a person with experience in Service Assert and Configuration Management and who has excellent communication and reporting 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.

Contact Officer: Mick Hassan (02) 6205 0208 mick.hassan@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

Children, Youth and Families

Children and Families

Child Development Service

Psychologist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 36139, several)

Gazetted: 31 January 2018

Closing Date: 14 February 2018

Details: The Psychologist will provide clinical services within a community based, multidisciplinary team within the Child Development Service. The Psychologist will be involved in providing assessment of children who have been referred for Autism Spectrum Disorder (ASD) assessment (including consideration of possible differentials) and may also provide assessment of children's development. The Psychologist will also support children's movement through the service system and provide advice and expertise in clinical decision making to plan service delivery, programming and policy development. Professionals at this level are expected to exercise independent professional judgement required in solving problems and managing complex cases where principles, procedures, techniques and methods require expansion, adaptation or modification.

Eligibility/Other Requirements: Essential: Relevant tertiary qualifications in psychology to include full registration with Australian Health Practitioner Regulation Agency (AHPRA). At least three years recent practice experience working with children and their carers or families. A current driver's licence. Highly Desirable: Demonstrated experience in a broad range of early intervention clinical service delivery areas within a multidisciplinary team, including recent experience in Autism Spectrum Disorder Assessment. Demonstrated experience in providing leadership and or the relevant skills and abilities required to supervise allied health professionals, professional officers and staff in community based services.

Note: These are temporary positions available from February 2018 until December 2018. Part-time and full-time positions will be considered.

Contact Officer: Michelle Simon (02) 6205 1277 michelle.simon@act.gov.au

Children, Youth and Families

Children and Families

Child Development Service

Psychologist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 36172, several)

Gazetted: 31 January 2018

Closing Date: 14 February 2018

Details: The Psychologist will provide clinical services within a community based, multidisciplinary team within the Child Development Service. The Psychologist will be involved in providing assessment of children who have been referred for Autism Spectrum Disorder (ASD) assessment (including consideration of possible differentials) and may also provide assessment of children's development. The psychologist will support children's movement through the service system.

Eligibility/Other Requirements: Essentials: Relevant tertiary qualifications in psychology to include full registration with Australian Health Practitioner Regulation Agency (AHPRA). At least twelve months of experience working as a psychologist. A current driver's licence.

Note: These are temporary positions available from February 2018 until December 2018. Part-time and full-time positions will be considered. Salary noted will be paid pro rata for part-time hours.

Contact Officer: Michelle Simon (02) 6205 3567 michelle.simon@act.gov.au

Director of Public Prosecutions

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

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

Witness Liaison Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 07315)

Gazetted: 29 January 2018

Closing Date: 12 February 2018

Details: The role of the Witness Liaison Officer is to act as a bridge between vulnerable witnesses and their family members on the one hand, and prosecutors on the other. The role provides support and information to vulnerable witnesses to ensure they are able to understand, and fully participate in, court proceedings. Witness Liaison Officers will also liaise with other agencies to ensure that vulnerable witnesses receive the support they require and the information they need.

Eligibility/Other Requirements: The successful candidate will be required to undergo a criminal record check. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a temporary position available until 5 February 2019.

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

Legal

Supervising Lawyer Criminal Confiscation of Criminal Assets (COCA)

Prosecutor Grade 4 \$135,936 - \$145,737, Canberra (PN: 42941)

Gazetted: 30 January 2018

Closing Date: 22 February 2018

Details: The successful applicant will be an experienced litigator responsible for the management of the Criminal Confiscation of Criminal Assets (COCA) team within the Office of the Director of Public Prosecutions (ODPP). You will also take the lead role in personally conducting complex litigation as counsel in the COCA area. You will be a high performing self-starter with experience as a manager in a legal practice and the ability to develop a small team of staff in support of both the team and broader office outcomes.

Note: This is a temporary position available until 26 February 2020. 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: Anthony Williamson (02) 6207 5399 anthony.williamson@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

School Performance and Improvement

Tuggeranong Network

Charles Conder Primary School

Building Services Officer 1

General Service Officer Level 3/4 \$47,087 - \$51,420, Canberra (PN: 11573)

Gazetted: 25 January 2018

Closing Date: 8 February 2018

Details: Charles Conder Primary School is seeking a highly enthusiastic person with a broad set of skills for the position of Building Services Officer. The successful applicant will play an integral role in the school community. The successful applicant will maintain school buildings and grounds in a clean and tidy condition with a regard to safety and security hazards; complete emergency and other repairs to a high standard and ensure this standard when organising and overseeing emergency repairs; undertake relevant administrative tasks as required; ensure compliance with risk management and safety documentation requirements. The successful applicant should demonstrate a willingness to work with the school community to achieve sustainability initiatives. The successful applicant will follow direction, work to a dead-line and be all round handyman with a team member focus. This role requires the ability to access need, prioritise tasks and work with the Business manager and Principal. The duties of this position require a high degree of manual activity. An appropriate level of functional physical fitness is required.

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

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/3093/kw/Asbestos%20awareness%20training.

Mandatory Training in other WHS procedures will be required during employment: for example Working at Heights, Sharps. Desirable: A current First Aid certificate.

Note: This is a temporary position available for eight months with the possibility of extension. The successful applicant may be selected from application and referee reports only.

Contact Officer: Jason Walmsley 0428 875 636 jason.walmsley@ed.act.edu.au

School Performance and Improvement

School Improvement

School Operations

Assistant Manager - Operations

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 35962)

Gazetted: 29 January 2018

Closing Date: 12 February 2018

Details: The School Improvement Branch is seeking an experienced and highly motivated person to join the School Operations Team as Assistant Manager. The School Operations Team provides operational support to the Directors, School Improvement and 87 ACT public schools; including appeals, liaison and incident management. The successful candidate will possess high level communication skills with the ability to interact with a wide range of people. Experience working in a complex, fast-paced environment with multiple stakeholders is desirable. This role includes the regular preparation of a range of material including incident reports, ministerials and correspondence. Some supervision of staff may be required.

Contact Officer: Melanie Bezeal (02) 6207 1416 melanie.bezeal@act.gov.au

Environment, Planning and Sustainable Development

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

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

Environment

Catchment Management and Water Policy

Catchment Management

Policy Support Officer – Water and Catchments

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 35702)

Gazetted: 31 January 2018

Closing Date: 21 February 2018

Details: Environment Planning and Sustainable Development Directorate (EPSDD) are seeking a professional officer to be responsible for the provision of high level secretariat and administrative support to the ACT Government's cross directorate and Inter-jurisdictional governance groups (the Directors General Water Group and the ACT and Region Catchment Management Coordination Group). The officer will build and manage stakeholder relationships related to the governance groups. They will have the capacity to provide high-level research, review and quality assurance of written material such as agendas and agenda papers, communiqués, minutes, promotional material and any other documents related to the governance groups. As part of the Catchment and Water Policy team they will assist with the development of high quality policy documents, ministerial correspondence and cabinet material as required. They will provide project management support to the development of a number of work programs as required. They will support the section in the delivery of the ACT's long term water strategy objectives, water resources policy and catchment management policy and direction. The successful applicant will contribute to the achievement of corporate objectives and the implementation of financial and administrative requirements. In undertaking their duties, the successful applicant will cooperate closely with other ACT Directorates and Icon Water in undertaking activities relevant to policy development for integrated water resource management, water quality objectives and data collection.

Note: This is a temporary position available until December 2019 with the possibility of an extension pending available funding.

Contact Officer: Chris Glennon 0400 242 497 chris.glennon@act.gov.au

Planning Delivery

Office of the Surveyor-General and Land Information

GIS Officer

Technical Officer Level 3 \$69,148 - \$78,145, Canberra (PN: 13105)

Gazetted: 29 January 2018

Closing Date: 12 February 2018

Details: The Office of the Surveyor-General and Land Information is seeking an experienced Geographic Information System (GIS) professional to join a team to redevelop ACT's Spatial Data Management System (SDMS). The successful candidate will be highly motivated and technically minded, with an eye for detail. The employee will need to hold skills in GIS (ideally in ESRI, FME and python or the ability to learn) and demonstrate their capability to self-manage and communicate effectively.

Eligibility/Other Requirements: Degree, associate diploma or certificate in mapping, cartography or land information or extensive experience in closely related field.

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

Contact Officer: Kristy Van Putten (02) 6205 3628 kristy.vanputten@act.gov.au

Planning Delivery

Office of the Surveyor-General and Land Information

GIS Officer

Technical Officer Level 2 \$59,230 - \$67,825, Canberra (PN: 39162)

Gazetted: 29 January 2018

Closing Date: 12 February 2018

Details: The Office of the Surveyor-General and Land Information is seeking a Geographic Information System (GIS) professional to join a team to redevelop ACT's Spatial Data Management System (SDMS). The successful candidate will be highly motivated and technically minded, with an eye for detail. The employee will need to hold skills in GIS (ideally in ESRI, FME and python or the ability to learn) and demonstrate their capability to self-manage and communicate effectively.

Eligibility/Other Requirements: Associate diploma or certificate in Mapping, Cartography or Land Information or extensive experience in closely related field.

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

Contact Officer: Kristy Van Putten (02) 6207 6028 kristy.vanputten@act.gov.au

Sustainability and Climate Change

Executive

Executive Director, Climate Change and Sustainability

Executive Level 2.4 \$256,039 - \$267,315 depending on current superannuation arrangements, Canberra (PN: E692)

Gazetted: 31 January 2018

Closing Date: 19 February 2018

Details:

A City with Zero Net Emissions by 2050.

A City powered by 100% renewable energy by 2020.

A Government that is carbon neutral by 2020.

We're looking for an executive to deliver on this ambition.

Our focus is to lead the nation in achieving sustainable outcomes.

Your work would directly contribute to Canberra becoming a liveable and sustainable city.

This is an opportunity to work with a terrific team that puts the citizen first and listens to the community with enthusiasm.

The Executive Director will lead the Climate Change and Sustainability arm of the Environment, Planning and Sustainable Development Directorate in delivering high quality and valued services across government and to the community in the areas of:

Energy Markets and Renewables;

Climate Change;

Sustainability Programs;

Energy Efficiency Improvement Scheme; and

Carbon Neutral Government Program

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

Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly

Remuneration: The position attracts a remuneration package ranging from \$256,039 to \$267,315 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$205,013.

Contact Officer: further information about the position is available from Geoffrey

Rutledge geoffrey.rutledge@act.gov.au (02) 6207 5001

Planning Delivery

Office of the Surveyor-General and Land Information

Project Manager – SDMS Redevelopment, Land Information Section

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 39161)

Gazetted: 29 January 2018

Closing Date: 12 February 2018

Details: The Office of the Surveyor-General and Land Information has an exciting opportunity for a highly skilled and innovative spatial/ICT/surveying specialist to lead a team of professional and technical staff to undertake the redevelopment of the ACT's Spatial Data Management System (SDMS). The successful candidate will need to demonstrate that they are an agent of change with strong leadership and project management skills. The position requires a broad range of technical skills with an emphasis on database management and ensuring data integrity.

Eligibility/Other Requirements: Degree or Diploma in Spatial Science or related qualification. Proven project management capability and outcome delivery. Experience related to digital cadastral information is highly desirable.

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

Contact Officer: Kristy Van Putten (02) 6205 3628 kristy.vanputten@act.gov.au

Planning Delivery

Office of the Surveyor-General

Deputy Surveyor-General

Senior Professional Officer Grade B \$118,319 - \$133,197, Canberra (PN: 15199)

Gazetted: 29 January 2018

Closing Date: 12 February 2018

Details: The Office of the Surveyor-General and Land Information has an exciting opportunity for a highly skilled and innovative surveying specialist to lead a team of professional and technical staff in the provision of surveying services, particularly cadastral surveying, and land information management services. The successful candidate will need to demonstrate strong leadership skills and have detailed knowledge of the policies, legislation, technical requirements and guidelines for procuring and delivering these services. The position is directly responsible for managing the provision of services identified in the ACT Legislation - *Surveyors Act 2007*.

Eligibility/Other Requirements: Registered Surveyor. Knowledge of, or experience with, geographic information systems would be an advantage.

Contact Officer: Kristy Van Putten (02) 6205 3628 kristy.vanputten@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

Clinical

Assistant Director of Nursing - Division of Medicine - Inpatient

Registered Nurse Level 4.3 \$130,586, Canberra (PN: 16234)

Gazetted: 01 February 2018

Closing Date: 8 February 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 Assistant Director of Nursing – Inpatient Wards, will actively manage and coordinate the delivery of nursing services and patient flow within the medical ward areas.

Eligibility/Other Requirements: Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency and holds or is working towards a higher degree is mandatory. Recent high level operational management experience is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary full-time position available for a period of 6 to 12 months with the possibility of extension.

Contact Officer: Jenny Hegarty (02) 6244 2265 jenny.hegarty@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women, Youth and Children Community Health Programs

Maternal Child Health Nurse, Community Health program

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22672, several)

Gazetted: 01 February 2018

Closing Date: 15 February 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. Women, Youth and Children division, Community Health Programs deliver a range of primary health care community-based services to children, families and women. Services are delivered within a multi-disciplinary context and include Maternal and Child Health, Women's Health, Allied Health, Immunisation, and School Health. Maternal and Child Health (MACH) services include: lactation support, parent education and support; assessment and screening; early identification and referral; and the delivery of public health programs such as childhood immunisation. 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. 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: Maternal and Child Health nurses support the National Framework for Universal Child and Family Health services. MACH Nurses adhere to the Competency Standards (Victoria). These domains are: Legal, professional and ethical practice; promotion of child and family health and wellbeing through knowledge and practice; promotion of maternal and child health within the context of public health policy and knowledge development and research. Maternal and Child Health (MACH) nurses support families by working in the model of Family Partnership to provide support, information and health advice within a multidisciplinary context. All MACH Nurses deliver services across the ACT from health centre locations to outreach clinic sites.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); post graduate qualifications in Child and Family Health or equivalent and hold a current driver's licence. Desirable: Qualifications and recent experience in midwifery/paediatrics or related primary health setting are highly desirable; Family Partnership Model Training (or commitment to complete training); Circle of security Training and International Board Certified Lactation Consultant. 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: There are several full-time and part-time permanent positions available for filling

Contact Officer: Judy Warwick (02) 6205 1815 judith.warwick@act.gov.au

Canberra Hospital and Health Services

Medicine

Resources

Senior Sleep Scientist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 32937)

Gazetted: 01 February 2018

Closing Date: 15 February 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 Sleep Disorders Unit, which is part of the Department of Respiratory and Sleep Medicine and based in the Division of Medicine, provides 24 hour clinical laboratory services to patients in sleep physiological measurement. The Senior Sleep Scientist role involves evening, overnight and day shifts on a rotating roster basis as part of a multidisciplinary team. The role, working in conjunction with the Team Leader, oversees high quality services in keeping with national accreditation standards in conducting diagnostic and therapeutic polysomnography interventions directly to patients.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications or equivalent in health science/human physiology and eligibility for membership of the appropriate professional organisation; must hold a current driver's licence; significant and relevant experience working in clinical sleep measurement and be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Post-graduate qualifications in Sleep Medicine and/or professional credential from the Board of Registered Polysomnographic

Technologists. 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 and comply with ACT Health credentialing requirements for allied health professionals.

Note: This is a permanent full-time position. The position will be required to undertake shift work - able to work up to a 12 hour overnight shift as part of a rotational roster and may be required to participate in overtime and on call.

Contact Officer: Derek Figurski (02) 6244 2066 derek.figurski@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

Child and Adolescent Mental Health Services

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 21514)

Gazetted: 01 February 2018

Closing Date: 8 February 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. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS); Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to Health Professional Level 1 and Health Professional Level 2 clinicians. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy; registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA); eligibility for professional membership of Occupational Therapy Australia and current driver's licence. For Psychology: Be registered or be eligible for general registration with Australian Health Practitioner Regulation Agency (AHPRA) and current driver's licence. Highly Desirable: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. For Social Work: Degree in Social Work; eligibility for membership of the Australian Association of Social Workers; registration or eligibility for registration under the *Working with Vulnerable People Act 2011* and current drivers licence. Highly desirable for all disciplines: Minimum of three years (ideal five years) post qualification and experience in working with children and young people. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is a temporary position available for a period of six months with the possibility of extension. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Melina Tsembis (02) 6205 1050 melina.tsembis@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Clinical/Forensic Psychologist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 37524)

Gazetted: 01 February 2018

Closing Date: 15 February 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. Mental Health, Justice Health, Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people, who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Speciality Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services. Overview of the work area and position: The Dhulwa Mental Health Unit (DMHU) is a secure mental health inpatient unit operated by Justice Health Services, on behalf of ACT Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS). It offers a contemporary, evidence based service, providing high quality mental health care that is guided by principles of Recovery. The Dhulwa Mental Health Unit will provide a safe and structured environment with 24 hour clinical support for people with moderate to severe mental illness who cannot be safely cared for in a less restrictive environment. This will include mental health consumers who are, or who are at risk of becoming, involved with the criminal justice system. The service aims to provide dynamic and collaborative Recovery-informed care actively involving the individual, their carers, and other key partner services. All staff have a responsibility to maintain the safety and security of consumers, staff and visitors within this secure environment. At this level it is expected that you will be able to provide high quality psychological assessments and interventions to complex mental health consumers under minimal supervision. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at Health Professional Level 2 and 1, and support the Therapy Manager in service development processes. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists. Eligibility/Other Requirements: Mandatory: Be registered or eligible for general registration with the Psychology Board of Australia; Hold an area of practice endorsement in either clinical or forensic psychology; Minimum of three years (ideal five years) post-qualification experience as a psychologist in a related field (i.e., mental health/criminal justice/disability/drug and alcohol). Desirable: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students; experience in a psychiatric inpatient setting; experience or training in behaviour modification and/or clinical risk assessment and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Gillian Sharp (02) 6207 9326 gillian.sharp@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women, Youth and Children Community Health Programs

SKIP Child Obesity Service Coordinator

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 21549)

Gazetted: 01 February 2018

Closing Date: 8 February 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. Overview of the work area and position: School Kids Intervention Program (SKIP) is an interprofessional, family-centred service for children aged 4 to 12 years with overweight or obesity. SKIP operates half a day a week at Belconnen Community Health Centre. It is delivered under a partnership model in which shared decision making, client empowerment and respectful and sensitive care are central to achieving outcomes. SKIP offers a single point of contact for ACT clients through the provision of integrated medical, dietetic and exercise physiology assessment and advice. Under the direction of the WYCCHP Nutrition manager, you will manage the day to day activities of the SKIP service inclusive of the development and management of service processes to support the delivery of best practice.

Eligibility/Other Requirements: Mandatory: degree or diploma in a health profession and be registered with the Australian Health Practitioner Regulation Agency (AHPRA) or for health professions not regulated by National Law be eligible for membership of the relevant professional association; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. 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 professionals and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: Applications are invited from suitably qualified health professionals to fill a temporary part-time vacancy at 14:42 hours per week (0.4FTE) in the SKIP child obesity service for a period of 12 months. Availability to work on Thursdays is essential.

Contact Officer: Pip Golley (02) 6205 1073 pip.golley@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Program

Intake Worker

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 28452)

Gazetted: 01 February 2018

Closing Date: 15 February 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. Mental Health, Justice Health and Alcohol and Drug Services provides health services directly and collaboratively with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Client and carer participation is encouraged in all aspects of service planning and delivery. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings, including peoples home. These services include: Alcohol and Drug Services; Adult Acute Mental Health Services ACT Wide Mental Health Services; Adult Community Mental Health Services; Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services. Overview of the work area and position: The Alcohol and Drug Service is a

multidisciplinary service within the ACT Health providing a range of specialist services for people affected by alcohol and other drug use. The Counselling and Treatment Service, Alcohol and Drug Service is a part of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is a contemporary, evidence based service providing high quality care, guided by principles of harm minimisation. The Alcohol and Drug Service's Counselling and Treatment Service (CTS) is a free outpatient government service that provides counselling and central telephone intake assessment services for all programs offered by Alcohol and Drug Services as well as information and referral to other local and interstate alcohol and other drug treatment services. The role includes: Providing point of entry and helpline telephone and intake assessment services for all programs offered by the Alcohol and Drug Service. Provide information and referral to other local and interstate alcohol and other drug treatment services. Provide intake assessment appointments for people who walk-in wanting to access Alcohol and Drug Services. Assist in the facilitation of group services provided by CTS. Apply knowledge, skills, judgement and initiative in the delivery of routine services.

Eligibility/Other Requirements: Relevant tertiary qualifications highly desirable. Certificate IV in Alcohol and Other Drug Studies; or a tertiary Qualification with 4 Core competencies in AOD studies or working towards this achievement required. Previous experience working in AOD services highly desirable. Desirable: Current driver's licence. Please note prior to commencement successful candidates will be required to: be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Undergo a pre-employment Police check. Comply with ACT Health occupational screening requirements related to immunisation.

Note: This is a part-time position at 29:24 hours per week. This position maybe required to participate in an overtime, on call and/or rotation roster.

Contact Officer: Suzanne Smith (02) 6207 5761 suzanne.c.smith@act.gov.au

Corporate

Health Information Services

Health Infrastructure Service Recurrent

Personal Assistant

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 27980)

Gazetted: 01 February 2018

Closing Date: 8 February 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. Health Infrastructure Services directs and manages ACT Health's infrastructure program, being responsible for the Better Infrastructure Fund and Facilities Management.

Overview of the work area and position: The Personal Assistant is responsible for providing high level administrative support to the Executive Director, Health Infrastructure Services. The position supports the Executive Director on day-to-day matters, and is part of the Executive support team with the Executive Officer, Health Infrastructure Services. The position reports to and is supervised by the Executive Officer, Health Infrastructure Services.

Eligibility/Other Requirements: Recent experience providing high level support to an Executive Director is highly desirable. 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 six months with the possibility of extension and/or permanency.

Contact Officer: Natalie Bale (02) 6205 4977 natalie.bale@act.gov.au

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Cancer Nursing

Service Coordinator

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 37796)

Gazetted: 01 February 2018

Closing Date: 8 February 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. An exciting opportunity exists for highly motivated and

organised individuals with a high passion for high quality administrative support and customer service, with the possibility of extension or permanency. The Service Coordinator will form part of the Cancer Administrative Leadership Team and will be responsible for coordinating support to one of four clinical streams within the Cancer Services. Overview of the work area and position: Cancer Services are divided into four clinical streams: Medical Oncology, Radiation Oncology, Haematology and Immunology. Each of the clinical streams is supported by a Service Coordinator. The Service Coordinator will be responsible for leading a small team in providing director support to the clinical director and stream and liaising with other relevant administration staff across the Centre in ensuring the provision of high quality administrative support to clinicians in achieving customer focuses patient care.

Eligibility/Other Requirements: 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: This is a temporary position available for a period of three months.

Contact Officer: Caroline McIntyre (02) 6174 8536 caroline.mcintyre@act.gov.au

Population Health

Health Protection Service

ACT Government Analytical Laboratory

Media Preparation Officer

Technical Officer Level 1 \$54,720 - \$57,369, Canberra (PN: 24701)

Gazetted: 01 February 2018

Closing Date: 8 February 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: ACTGAL comprises the three following functional units and currently holds a Quality Management System certified to AS ISO 9001. Toxicology and Forensic Chemistry: The Toxicology and Forensic Chemistry Unit is accredited to ISO 17025 in the field of Forensic Science. The unit provides analytical support for forensic investigations relating to drugs and poisons and expert opinion to relevant ACT courts. Specifically the service provided includes: Toxicology to support: Coronial investigations; ACT legislation including the Road Transport Act and drug treatment programs. Forensic chemistry to support: Controlled substances legislation and clandestine Laboratory Investigations. Environmental Chemistry: The Environmental Chemistry unit is accredited to ISO 17025 in the field of Chemical Testing and provides the following services: Monitoring of ambient air quality in the ACT for compliance with the Ambient Air Quality National Environmental Protection Measure and asbestos identification and fibre counting on a fee for service basis. Microbiology: The Microbiology Unit is accredited to ISO 17025 in the field of Biological Testing and provides the following services: Regulatory microbiological analysis as required under various ACT Acts and regulations in partnership with Environmental Health identify sources of food poisoning and microbiological analysis of food and water on a fee for service basis.

Eligibility/Other Requirements: Must hold a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary full-time position available for a period of nine months with the possibility of extension and/or permanency.

Contact Officer: Victoria Wansink (02) 6205 9105 victoria.wansink@act.gov.au

Canberra Hospital and Health Services

Population Health Protection and Prevention

Health Protection Service/ACTGAL

Health Service Officer - Microbiology

Health Service Officer Level 3 \$48,385 - \$49,958, Canberra (PN: 23703)

Gazetted: 01 February 2018

Closing Date: 8 February 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: ACTGAL comprises the three following functional units and currently holds a Quality Management System certified to AS

ISO 9001. Toxicology and Forensic Chemistry: The Toxicology and Forensic Chemistry Unit is accredited to ISO 17025 in the field of Forensic Science. The unit provides analytical support for forensic investigations relating to drugs and poisons and expert opinion to relevant ACT courts. Specifically the service provided includes: Toxicology to support: coronial investigations; ACT legislation including the *Road Transport Act* and drug treatment programs. Forensic chemistry to support: controlled substances legislation and Clandestine Laboratory Investigations.

Environmental Chemistry: The Environmental Chemistry unit is accredited to ISO 17025 in the field of Chemical Testing and provides the following services: Monitoring of ambient air quality in the ACT for compliance with the Ambient Air Quality National Environmental Protection Measure. Asbestos identification and fibre counting on a fee for service basis.

Microbiology. The Microbiology Unit is accredited to ISO 17025 in the field of Biological Testing and provides the following services: regulatory microbiological analysis as required under various ACT Acts and regulations; in partnership with Environmental Health identify sources of food poisoning and microbiological analysis of food and water on a fee for service basis.

Eligibility/Other Requirements: Must hold a current driver's licence. Please note 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 nine months.

Contact Officer: Deborah Denehy (02) 6205 8707 deborah.denehy@act.gov.au

Innovation

Policy and Stakeholder Relations

Mental Health Policy

Lifespan Implementation Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 03735)

Gazetted: 01 February 2018

Closing Date: 15 February 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 Policy and Stakeholder Relations Branch (P&SR) is responsible for providing advice to ACT Health and the ACT Government on strategic health policy issues of national, territory-wide and health-sector-wide importance and inter-governmental issues. P&SR assists other areas of the ACT Health with the policy development process and with liaison and negotiations with the government, non-government and private sectors as required.

The breadth of policy development and implementation provided within the branch includes workforce, aged care, chronic disease, primary care, women, youth and child health, drug and alcohol, home and community care, mental health, multicultural health and Aboriginal and Torres Strait Islander health. Policy within the health system includes: structure; financing; workforce; legislative framework; market economics; safety and quality; health indicators; and social determinates. Policy within the health system also intersects with Education, Justice and the National Disability Insurance Scheme (NDIS). Policy within the health system aligns ACT government priorities with the real health needs of the community and is inclusive of Aboriginal and Torres Strait Islander people, people who are culturally and linguistically diverse (CALD), lesbian, gay, bisexual, transgender and intersex (LGBTI) and people with disabilities including mental illness. Overview of the work area and position: The Lifespan Implementation Manager role sits within the Mental Health Policy Unit, P&SR and will work towards implementing the Lifespan Suicide Prevention Framework for ACT Health, across government and community sector service system. The Lifespan Implementation Manager will require subject matter expertise in suicide prevention and leading change (change management). In addition to this, the role will require strong written and interpersonal communication skills and exemplary time management skills with a demonstrated ability to apply sound professional judgement to respond to governmental priorities.

Eligibility/Other Requirements: Desirable: Subject matter expertise in suicide prevention and/or related fields; relevant tertiary qualifications or equivalent in either clinical, operational management or policy development and experience in data analysis within a health care environment. 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 three years.

Contact Officer: Kali Aiesi (02) 6207 2012 kali.aiesi@act.gov.au

Corporate

Deputy Director General Corporate

Office of the Deputy Director-General

Executive Officer, Office of the Deputy Director-General

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 26489)

Gazetted: 01 February 2018

Closing Date: 8 February 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 Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. This includes the provision of financial and business support services, and maintaining physical and technological infrastructure for the ACT's public hospitals and health services. The Corporate Division consists of the following Branches: Business Support Services; Digital Solutions Division; Health Infrastructure Services and Strategic Finance.

Overview of the work area and position: The Deputy Director-General, Corporate, oversees and manages the above mentioned Branches. The Deputy Director-General is supported by a Business Manager, Executive Officer and Personal Assistant. As the Executive Officer, you will use your knowledge and skills to provide administrative support in a high pressure working environment. The Executive Officer will work closely with the Deputy Director-General and Business Manager to manage the day to day operations and workflow of the office. The main duties include allocating, tracking, coordination and preparation of high level government business including briefings and correspondence, internal minutes, Cabinet submissions and Assembly material.

Eligibility/Other Requirements: Desirable: Previous experience working in a senior executive level office; knowledge and experience in utilising the HP Records Manager (TRIM) electronic documents and records management system. Prior to commencement successful candidates will be required to undergo a pre-employment National Police check.

Note: This is a temporary vacancy available for an expected 12 months with the possibility of extension.

Contact Officer: Sallyanne Pini (02) 6205 4689 sallyanne.pini@act.gov.au

Justice and Community Safety

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

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

ACT Corrective Services

Custodial Operations

AMC Executive Support Team

Audio Visual Link Coordination Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 39858)

Gazetted: 29 January 2018

Closing Date: 13 February 2018

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for a highly motivated and career-oriented person to fill the position of Audio Visual Link Coordination Officer (ASO4), within the AMC Executive Support Team. The successful applicant will coordinate the Audio Visual Link (AVL) bookings for the Alexander Maconochie Centre (AMC), which includes liaising with external agencies, Correctional Officers and other AMC based staff. It may also require contact with detainees within the AMC. The successful applicant will be required to create and maintain registers and prepare related reports and documentation including incident reporting, time out of cells, visits and complaints from stakeholders. Further to this, you will be responsible for providing record management including maintaining current files, sourcing files for investigation, copying files for legal purposes, FOI requests and Human Rights Commission enquiries. In addition, the successful applicant will provide office management and administrative support by assisting with the preparation of a range of correspondence and providing reception and telephone services for the General Manager's office. To be successful, you will demonstrate strong administrative capability, excellent time management, demonstrated ability to manage personal work priorities, possess strong interpersonal, organisational and communication skills.

Eligibility/Other Requirements: The successful candidate may be required to undergo a criminal record check.

Current registration issued under the *Working with Vulnerable People (Background Check) Act 2011*. For further

information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Current driver's licence is desirable. How to Apply: To apply, applicants are required to submit four items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified selection criteria; (3) a current resume; and (4) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all four items.

Contact Officer: Jessica Horua (02) 6207 6861 jessica.horua@act.gov.au

Corrective Services

Community Based Corrections

Probation and Parole

General Manager (Community Corrections)

Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements, Canberra (PN: E704)

Gazetted: 31 January 2018

Closing Date: 7 February 2018

Details: The ACT Justice and Community Safety Directorate are seeking applications for the role of General Manager (Community Corrections). The ACT Government is committed to providing a corrective services system in the ACT that reflects the most modern practices consistent with meeting its aims of promoting rehabilitation, reducing recidivism, protecting human rights and maintaining security.

The General Manager (Community Corrections) is key to supporting the Executive Director, ACT Corrective Services in delivering all aspects of Community Corrections and Release Planning operations. The position works alongside the General Manager, Custodial Operations to provide high quality integrated corrective services within the ACT. The position provides leadership to approximately 80 (FTE) staff and is held accountable for effective management of an annual operational budget of approximately \$5m.

The General Manager applies specialised professional knowledge and experience to lead and respond to the complexities surrounding community corrections within the ACT. The position is responsible for leading and driving all aspects of community corrections and release planning.

Note: This is a long-term temporary contract available for a period of up to five years.

Remuneration: The position attracts a remuneration package ranging from \$228,037 to \$237,944 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$180,124.

How to Apply: Applications to be submitted via au.hudson.com quoting ref.#4B/26210 and will consist of an updated CV and cover letter outlining suitability. For a confidential discussion, please call Rebecca Bauer in Hudson Brisbane on (07) 3258 8305 or email rebecca.bauer@hudson.com for more information.

Emergency Services Agency

ACT Ambulance Service

Support Services

Team Leader Operations Support

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 21949)

Gazetted: 29 January 2018

Closing Date: 12 February 2018

Details: The ACT Ambulance Service (ACTAS) is seeking a motivated officer to lead the Operations Support section to support service delivery. The successful candidate will, under the general direction of the Operations Manager Planning and Capability proactively lead a small team to; identify opportunities to improve the effectiveness, flexibility, efficiency and capability of ACTAS, co-ordinate the operational readiness of ACTAS equipment for emergencies and incidents, undertake the Project Officer/Procurement Liaison Officer role for new equipment including oversight integration into operations and provide operational support to complex major incidents, including the deployment, establishment and operation of specialist vehicles and equipment.

Eligibility/Other Requirements: Mandatory: Current Light Rigid (LR) driver's licence or interstate equivalent. 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. Desirable: Cert IV in Frontline Management (or equivalent qualification). Incident and Emergency Management Qualifications, preference AAIMS.

Work Place Health and Safety/Risk Management Qualifications. Previous recent experience working within an Ambulance Service environment.

Contact Officer: Jon Wood (02) 6205 4822 jon.wood@act.gov.au

Transport Canberra and City Services

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

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

Transport Canberra

Fleet Services

Administration Support Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 37173, several)

Gazetted: 25 January 2018

Closing Date: 8 February 2018

Details: Transport Canberra is seeking an Administrative Support Officer to join the ACTION Fleet Services team. You will be required to work under the direction of the Workshop Manager and work in partnership with members of the Workshop and Fleet Services team. The Administrative Support Officer will provide administration and support to the Workshop Manager and Workshop team to assist in the day-to-day running of the workshops. 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: Experience in working with an industrial workforce would be an advantage. Drivers licence (C-class) is mandatory.

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

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: Liz Aguilera (02) 6207 3190 liz.aguilera@act.gov.au

Transport Canberra

Commercial

Commercial

Commercial Manager

Senior Officer Grade A \$137,415, Canberra (PN: 39843)

Gazetted: 25 January 2018

Closing Date: 12 February 2018

Details: Transport Canberra Commercial division plays a significant role in ensuring the ACT Government meets its objectives for public transportation in Canberra. Those objectives are to be met in a manner which provides modern, reliable public transportation choices to the ACT community which are financially sustainable. The Commercial Manager will work under the broad direction of the Director, Commercial and will be required to exercise a reasonable amount of self leadership and management. The position is responsible for the day to day commercial management of the Light Rail Stage 1 from Gungahlin to the City, currently under construction. The Commercial Manager is expected to liaise closely with staff and project advisors across TCCS and within the ACT Government. The position also engages closely with members of the Canberra Metro consortium.

Eligibility/Other Requirements: Tertiary qualifications in Business Administration, Contract Management, Law or a related discipline or equivalent experience is required.

Contact Officer: Ashley Cahif (02) 6205 1212 ashley.cahif@act.gov.au

Finance, Legal and Sustainability

Finance

Finance

Manager, Budgets and Performance Reporting

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 13652)

Gazetted: 29 January 2018

Closing Date: 19 February 2018

Details: The Finance Branch is led by the Chief Financial Officer (CFO) and is a branch within the Finance, Legal and Sustainability Division. This position is located at 496 Northbourne Avenue. This position is a manager role leading a small team of finance professionals to deliver the internal and external budgets of the Directorate, provide appropriation and cash management services to the Directorate and coordinate the Directorate's performance reporting.

Eligibility/Other Requirements: Professional Accounting Qualifications; Tertiary qualifications in Accounting or Commerce; Permanent Resident of Australia.

Contact Officer: Andrew Pedersen (02) 6207 5389 andrew.pedersen@act.gov.au

Transport Canberra

Transport Canberra Commercial

Finance

Assistant Manager Finance

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: A20246)

Gazetted: 31 January 2018

Closing Date: 14 February 2018

Details: Transport Canberra is seeking applications from self motivated finance employees with experience in preparation of financial statements, budgets and management accounting reports and analysis for both internal and external stakeholders. The successful applicant will also be required to assist with the preparation of monthly and annual financial reports, provide financial analysis and costing, monitor financial compliance and provide high level advice to management. Well developed organisational skills as well as adaptability in a dynamic environment are also an advantage.

Eligibility/Other Requirements: Tertiary qualifications in a Finance related field is highly desirable.

Contact Officer: Erica Wark (02) 6207 8222 erica.wark@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

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

Ocean Wilson 848-67268, Section 68(1), 29 January 2018

Chief Minister, Treasury and Economic Development

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

Madilaine Bustos 853-70106, Section 68(1), 24 January 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Natasha Cklamovska 853-73091, Section 68(1), 5 February 2018

Information Technology Officer Class 1 \$64,616 - \$73,554

Henry Clark 844-85016, Section 68(1), 29 January 2018

Note: This appointment is made in accordance with Section N22.8 of the ACT Public Sector Technical and Other Professional Enterprise Agreement 2013-2017.

Graduate Administrative Assistant \$66,656 - \$68,699

Cameron Dawson 853-73278, Section 68(1), 5 February 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Thomas Doyle 853-73286, Section 68(1), 5 February 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Jason Gannon 853-73083, Section 68(1), 5 February 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Georgia Ghirardello 853-73841, Section 68(1), 5 February 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Ruth Gilbert 853-73112, Section 68(1), 5 February 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Benjamin Goodwin 853-73075, Section 68(1), 5 February 2018

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

Catherine Haskins 853-77260, Section 68(1), 29 January 2018

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

Peter Hawke 846-97887, Section 68(1), 24 January 2018

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

Thomas Hicks 853-58211, Section 68(1), 29 January 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Alice Hoang 853-73104, Section 68(1), 5 February 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Shwu Miin Leow 853-73331, Section 68(1), 5 February 2018

Cadet – Practical Training \$47,088 - \$51,800

Roszanna Madden 853-77092, Section 68(1), 25 January 2018

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

Courtney Miners 853-47731, Section 68(1), 29 January 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Efe Momoh 853-73307, Section 68(1), 5 February 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Robert Overton-Clarke 853-73120, Section 68(1), 5 February 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Oliver Palmer 853-76110, Section 68(1), 5 February 2018

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

Stacey Partridge 853-73817, Section 68(1), 29 January 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Phuong Dung Pham 853-73200, Section 68(1), 5 February 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Yi Chang Ren 853-73294, Section 68(1), 5 February 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Sonia Sadrani 853-73198, Section 68(1), 5 February 2018

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

Nicole Sillis 853-70085, Section 68(1), 24 January 2018

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

Scott Stokes 853-70333, Section 68(1), 29 January 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Budsarin Traidecha 853-73243, Section 68(1), 5 February 2018

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

Anthea Wall 816-32893, Section 68(1), 29 January 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Eddy Webster 853-75580, Section 68(1), 5 February 2018

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

Alexandra West 835-90340, Section 68(1), 25 January 2018

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

Rachel Wilkie 853-76604, Section 68(1), 1 February 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Ivan Xie 853-73251, Section 68(1), 5 February 2018

Community Services

Graduate Administrative Assistant \$66,656 - \$68,699

Wing Nam Daphne Fung 853-73374, Section 68(1), 5 February 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Casey Hanrahan 853-74692, Section 68(1), 5 February 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Elise Hart 853-73315, Section 68(1), 5 February 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Sowon Kim 853-74684, Section 68(1), 5 February 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Amelia Smith-Koppie 853-73366, Section 68(1), 5 February 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Ashleigh Winnell 853-73323, Section 68(1), 5 February 2018

Director of Public Prosecutions

Paralegal Grade 3 \$68,699 - \$72,175

Maclaren Wall 853-47301, Section 68(1), 24 January 2018

Education

Graduate Administrative Assistant \$66,656 - \$68,699

Kate Bartlett 853-73462, Section 68(1), 5 February 2018

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

Vicki Page 853-76786, Section 68(1), 22 January 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Nicole Stokes 853-73470, Section 68(1), 5 February 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Thomas Vandyk 853-73489, Section 68(1), 5 February 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Christopher Warren 853-73454, Section 68(1), 5 February 2018

Environment, Planning and Sustainable Development

Graduate Administrative Assistant \$66,656 - \$68,699

Savannah Daoud-Opit 853-74449, Section 68(1), 5 February 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Mitchell Goodfellow 853-73550, Section 68(1), 5 February 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Lee-Chelle Haines 853-73534, Section 68(1), 5 February 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Eliza Larson 853-73542, Section 68(1), 5 February 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Peter Rowed 853-75310, Section 68(1), 5 February 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Sarah Young 853-73526, Section 68(1), 5 February 2018

Health

Graduate Administrative Assistant \$66,656 - \$68,699

Aaron Adams 853-73403, Section 68(1), 5 February 2018

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

Michelle Boxx 853-59644, Section 68(1), 23 January 2018

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

Sophie Dale 848-21366, Section 68(1), 22 February 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Kristina Derrick 853-74537, Section 68(1), 5 February 2018

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

Lauren Dobson 845-04002, Section 68(1), 6 February 2018

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

Kate Donohoe 845-04432, Section 68(1), 22 January 2018

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

Emma Dorrian 845-03181, Section 68(1), 19 January 2018

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

Heidi Ford 845-04264, Section 68(1), 6 February 2018

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

Jovita Gutierrez 846-99970, Section 68(1), 23 February 2018

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

Grace Hancock 845-03667, Section 68(1), 22 February 2018

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

Jenna Heffernan 845-03464, Section 68(1), 6 February 2018

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

Nina Janssen 853-75628, Section 68(1), 22 January 2018

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

Ashka Jolly 853-76938, Section 68(1), 12 February 2018

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

Amy Jordan 848-85159, Section 68(1), 1 February 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Akram Khan 853-73446, Section 68(1), 5 February 2018

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

Anna Kinnane 848-84359, Section 68(1), 22 February 2018

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

Sandra Martins 845-034808, Section 68(1), 6 February 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Bradley Maxwell 853-73438, Section 68(1), 5 February 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Dalton McWha 853-73390, Section 68(1), 5 February 2018

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

Jodi Miller 853-76962, Section 68(1), 8 February 2018

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

Lauren Roberts 848-21390, Section 68(1), 15 February 2018

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

Esther Senga 850-41644, Section 68(1), 19 January 2018

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

Britt Shephard 845-03405, Section 68(1), 22 February 2018

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

Emma Stockley 845-03923, Section 68(1), 6 February 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Surya Suresh 853-73411, Section 68(1), 5 February 2018

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

Liliana Wong 853-76698, Section 68(1), 1 February 2018

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

Lisa York 848-21278, Section 68(1), 25 January 2018

Justice and Community Safety

FB1 (FF 4th Class in Training) \$69,301

Robert Briggs 853-76073, Section 68(1), 29 January 2018

FB1 (FF 4th Class in Training) \$69,301

Timothy Briggs 853-75927, Section 68(1), 29 January 2018

Ambulance Paramedic \$70,647 - \$79,475 plus penalties

Jennifer Emily Crewdson 853-74879, Section 68(1), 5 February 2018

Ambulance Paramedic \$70,647 - \$79,475 plus penalties

Samantha de Smet 853-74908, Section 68(1), 5 February 2018

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

Virginia Fielding 853-69412, Section 68(1), 25 January 2018

FB1 (FF 4th Class in Training) \$69,301

Ryan Goodall 853-76209, Section 68(1), 29 January 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Seriden Hall 853-73585, Section 68(1), 5 February 2018

FB1 (FF 4th Class in Training) \$69,301

Blain Hayward 853-76217, Section 68(1), 29 January 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Rick Jensen 853-76567, Section 68(1), 5 February 2018

FB1 (FF 4th Class in Training) \$69,301

Nathan Lawson 853-76233, Section 68(1), 29 January 2018

FB1 (FF 4th Class in Training) \$69,301

Richard Lloyd 853-76241, Section 68(1), 29 January 2018

FB1 (FF 4th Class in Training) \$69,301

Andrew McKendrick 853-76268, Section 68(1), 29 January 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Claudia McKeough-Green 853-73622, Section 68(1), 5 February 2018

FB1 (FF 4th Class in Training) \$69,301

Mark Parsons 853-76129, Section 68(1), 29 January 2018

Ambulance Paramedic \$70,647 - \$79,475 plus penalties

Samuel Perillo 853-74916, Section 68(1), 5 February 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Thi Thanh Thuy Pham 853-73964, Section 68(1), 5 February 2018

FB1 (FF 4th Class in Training) \$69,301

Jeremy Powell 848-21497, Section 68(1), 29 January 2018

FB1 (FF 4th Class in Training) \$69,301

Felicity Roantree 853-76276, Section 68(1), 29 January 2018

FB1 (FF 4th Class in Training) \$69,301

Jake Roarty 853-76727, Section 68(1), 29 January 2018

FB1 (FF 4th Class in Training) \$69,301

Dagmar Schade 848-82839, Section 68(1), 29 January 2018

FB1 (FF 4th Class in Training) \$69,301

Justin Southwell 853-76348, Section 68(1), 29 January 2018

Ambulance Paramedic \$70,647 - \$79,475 plus penalties

Matthew Storey 853-75353, Section 68(1), 5 February 2018

FB1 (FF 4th Class in Training) \$69,301

Troy Ticehurst 848-81318, Section 68(1), 29 January 2018

Ambulance Paramedic \$70,647 - \$79,475 plus penalties

Rebecca Jane Townsend 853-74887, Section 68(1), 5 February 2018

FB1 (FF 4th Class in Training) \$69,301

Catherine Wells 853-76284, Section 68(1), 29 January 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Zonghan Wu 853-73614, Section 68(1), 5 February 2018

Transport Canberra and City Services

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

Rachael Dawes 848-81369, Section 68(1), 29 January 2018

General Service Officer Level 3/4 \$47,087 - \$51,420

Michael Andrew Drake 848-66257, Section 68(1), 24 January 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Si Hyun Kim 853-73630, Section 68(1), 5 February 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Tahniah Littlejohn 853-73665, Section 68(1), 5 February 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Samuel Miller 853-73657, Section 68(1), 5 February 2018

Graduate Administrative Assistant \$66,656 - \$68,699

Madelin Strupitis-Haddrick 853-73649, Section 68(1), 5 February 2018

PROMOTIONS

ACT Audit Office

Financial Audit

Saman Mahaarachchi: 788-26048

From: Audit Band 2 \$103,576 - \$143,264

ACT Audit Office

To: †Audit Band 2 - Audit Manager \$103,575 - \$111,677

ACT Audit Office, Canberra (PN. 16027) (Gazetted 24 October 2017)

Chief Minister, Treasury and Economic Development

Infrastructure Finance and Capital Works

Executive Support

Operations and Contracts and Governance

Natalia Fraszczak: 846-88630

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

Community Services Directorate

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 12936) (Gazetted 24 November 2017)

Enterprise Canberra

Office of the Deputy Director-General

Strategic Coordination and Policy

Anneliese Morgan: 787-13449

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 39874) (Gazetted 13 October 2017)

Shared Services

Finance and Payroll Services

Payroll Services

Sharyn Perrett: 795-50274

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. 09387) (Gazetted 23 March 2017)

Health

Population Health

Health Protection Service

Faith Bvirakare: 844-83707

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

Health

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

Health, Canberra (PN. 29637) (Gazetted 21 September 2017)

Suburban Land Agency

Urban Projects, Sales and Marketing

Sales and Marketing

Lama El-Hassan: 846-91274

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

Suburban Land Agency, Canberra (PN. 39615) (Gazetted 17 November 2017)

Greenfield

Katrina Jagarinec: 835-90236

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

Suburban Land Agency

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

Suburban Land Agency, Canberra (PN. 45189) (Gazetted 22 November 2017)

CORRIGENDA

Health

Administrative Services Officer Class 4 \$60,039 - \$64,616

Kristofer Gutierrez: 846-88999 Section 68(1) 11 January 2018

Originally notified in Gazette of 11 January 2018, amendment to start date.

Correct gazette date 1 February 2018.