



ACT Government Gazette

Gazetted Notices for the week beginning 24 October 2013

VACANCIES

ACT Auditor General's Office

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

Performance Audits and Professional Services

Performance Audits

Senior Manager

Audit Band 2 (Senior Manager) \$106,219 - \$123,208, Canberra (PN: 25226)

Gazetted: 24 October 2013

Closing Date: 7 November 2013

Details: The Auditor General's Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. We need people with: good communication and interpersonal skills; the ability to objectively analyse issues, evaluate evidence and write sound reports that can withstand public scrutiny; and the highest levels of personal integrity. As a Senior Audit Manager you will receive a salary between \$106,219 to \$123,208 (plus an employer superannuation contribution) depending on your skills and experience. Join our team today for a rewarding career.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. Applicants must be eligible for Baseline Vetting.

Notes: The position is temporary for a 12 month term but may be filled on a permanent basis. Shortlisted applicants will be asked to nominate three referees who can be contacted by the panel.

Contact Officer: Dr David Hughes (02) 6207 0818 david.hughes@act.gov.au

ACT Teacher Quality Institute

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 Teacher Quality Institute

Business System Project Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 33254)

Gazetted: 24 October 2013

Closing Date: 31 October 2013

Details: Provide business system development and project support for the ACT Teacher Quality Institute.

Notes: This is a temporary position available till 31 December 2015.

Contact Officer: Carol Rohead (02) 620 59283 carol.rohead@act.gov.au

Calvary Health Care ACT (Public)

Executive

Director of Medical Services

Senior Staff Specialist \$199,231, Canberra (PN: 8028)

Gazetted: 29 October 2013

Closing Date: 15 November 2013

As part of the Executive Team, the Director of Medical Services (DMS) provides leadership management and strategic direction for the delivery of Medical Services and Clinical Governance at Calvary Health Care ACT, including clinical audit and review, clinical quality projects and patient satisfaction. In support of Little Company of

Mary (LCM) Health Care's philosophy, mission and values, the DMS participates as part of the Calvary Health Care ACT Executive team and Little Company of Mary Health Care (LCMHC) to deliver strategic and operational goals for the Public and Private Hospital. The DMS works with the CEO to develop and maintain positive relationships with representatives from government agencies on matters that impact on the performance management of Calvary Health Care ACT and, in particular, to work collaboratively in the provision of public health services in the ACT and local NSW region.

Responsibilities will include: Recognize and develop clinical opportunities and relationships, which may benefit Calvary Health Care ACT and the ACT community;

Develop strategies to attain divisional goals, balancing short and long term perspectives; Be pro-active in introducing relevant change in a timely and appropriate manner;

Plan for and effectively manage resources, including financial resources, and Recognize opportunities and suggest innovative proposals and initiate action that may, after assessment, involve risk taking;

Prioritise work, set specific work standards and achieve results, and measure accomplishments against work goals;

Set a task/plan and persist with it until objectives are achieved or are no longer reasonably attainable, and accept a high level of personal responsibility for the effective completion of tasks;

Provide Executive oversight and direction in facility-based research activities, specifically in the activities of the Calvary Human Research and Ethics Committee. Work in collaboration with the Dean of the ANU Medical School or his/her Calvary representative, to develop and facilitate the educational opportunities and horizons of the ANU Medical School;

Work with the Director of Finance, Departmental Directors and Divisional Chairman in the development and control of budgets and expenditure that appropriately reflect service outputs and available funding; and

Participate in the development and implementation of Little Company of Mary (LCM) National strategies relating to operational activities of the Private and Public Hospitals, including the National Integrated Risk Management Plan.

For further enquiries please contact: Ray Dennis, CEO Ph: (02) 6201 6101 email: ray.dennis@calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria

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

Human Resources

Recruitment Officer

Administrative Services Officer Class 2 \$46,372 - \$51,422., Canberra (PN: 7161)

Gazetted: 25 October 2013

Closing Date: 18 November 2013

The HR Department is looking for a dynamic team member with strong ability to work effectively and focus on quality customer service. Expected start date - Early December 2013 for maternity leave cover for 6 months with a view to possible extended tenure.

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

Response to the selection criteria questions (Please refer to the Position Description); Current CV and cover letter outlining why you believe you are suitable for this role; and Names and contact details for 2 professional referees.

The successful candidate will be able to demonstrate: General knowledge of the ACT Public Service employment legislation, policies, practices and procedures or an ability to acquire such knowledge quickly; Demonstrated ability to work with computerised personnel management systems or the ability to acquire these skills quickly; Ability to work to meet tight deadlines, accurately, with attention to detail and under minimal supervision; Strong ability to work as an effective team member and focus on quality customer service; and Well developed written and verbal communication skills.

The expectations of this temporary full-time position are outlined in the Position Description. For further enquiries please contact Kalpana Palaniyappa, Recruitment Manager Ph: (02) 6201 6928 Email: kalpana.p@calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria

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

Canberra Institute of Technology

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

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

Centres

Building Technology and Design

Building Technology and Design Management

Director

Teacher Band 3 \$123,760, Canberra (PN: 14844)

Gazetted: 29 October 2013

Closing Date: 12 November 2013

Details: Provide Education Leadership and effective supervision of teaching and general staff within a changing Vocational Education and Training (VET) environment. Drive engagement of staff within the College to ensure the College maintains its viability and relevance in a rapidly changing environment, manage the College to achieve agreed performance measures. Liaise across Colleges and engage with external stakeholders to deliver innovative educational programs and promote Canberra Institute of Technology (CIT) as a quality provider of VET. Develop, implement and review the College Business Plan, including monitoring performance measures and outcomes and ensure high quality customer service to students, internal and external stakeholders and apply relevant legislation, agreements, CIT policies, practices and principles.

Eligibility/Other Requirements: Mandatory Qualifications: All Teacher Band 3 staff are required to hold: A Training and Assessment Certificate IV level (such as TAE4110 or equivalent) and; an Advanced Diploma in Adult Education (or equivalent) and; appropriate Industry Competencies. Highly Desirable Qualifications: It is highly desirable that all Teacher Band 3 staff hold a minimum of: a Bachelor Degree in Education, Management or a relevant industry specialisation. Mandatory Industry Experience: All Teacher Band 3 Teachers are required to have relevant industry experience.

Notes: This is a temporary position available from 1 December 2013 to 30 June 2014 with the possibility of extension.

Contact Officer: Carolyn Grayson (02) 6207 4957 carolyn.grayson@cit.edu.au

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

Corporate Services

Student Management Systems

Banner System Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 24150)

Gazetted: 30 October 2013

Closing Date: 13 November 2013

Details: Canberra Institute of Technology is seeking an individual to provide professional and educational leadership to drive Institute-wide excellence in learning and teaching technologies with an emphasis on student information management.

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

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

Corporate Services

Student Management Systems

Banner Business/Functional Analyst

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 11472, several)

Gazetted: 30 October 2013

Closing Date: 6 November 2013

Details: Two opportunities exist in the Canberra Institute of Technology (CIT) Student Information Management System team. Working with an Oracle (Banner) database you will be required to use your SQL tools skills to provide assistance and advice to staff across CIT. This role will include assisting in designing and implementing testing procedures and implementing changes to the system. This is an ideal position to further develop your skills as a business/functional analyst.

Eligibility/Other Requirements: Experience with Banner, Student Information Management System highly regarded.

Notes: These positions are temporary until 25 December 2013, with the possibility of extension.
Contact Officer: Lucy Marchant (02) 6207 4956 lucy.marchant@cit.edu.au

Corporate Services

Facilities

Project Support Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 18193)

Gazetted: 25 October 2013

Closing Date: 8 November 2013

Details: Canberra Institute of Technology (CIT) is seeking an individual to coordinate support services for the following Institute business systems: Document Reproduction and Office System, Staff Photocopy Full-Cost Recovery System, CIT Print Facility, CIT Card Capture System, CIT Student Pay Photocopy System, CIT Student Pay Network Printing System and CIT Asset Management System. Manage all aspects of system end-user support requirements and system liaison with external vendors.

Eligibility/Other Requirements: Knowledge and understanding of the Institute's corporate business systems and projects. Be prepared to undertake some form of Project Management training. Knowledge and understanding of the role of Information Communication Technology (ICT) in an educational and/or government environment would all be desirable.

Contact Officer: Ivan Radic (02) 6207 3521 ivan.radic@cit.edu.au

CIT Business and Tourism

Management and Business

Management Teacher

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 51547)

Gazetted: 28 October 2013

Closing Date: 11 November 2013

Details: Teach vocational and tertiary programs as required by the College Director and the Head of Department up to the number of hours prescribed in the relevant industrial award. Counsel and advise students on their programs of study and other issues relevant to their effective participation in courses offered by the program area, assist in scheduling of classes and re-enrolment and enrolment processes for the College. Design and implement assessment instruments, maintain student records including complete and detailed records of relevant student assessments and performance for a range of on the job and off the job situations.

Eligibility/Other Requirements: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the Teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment; and appropriate industry competencies demonstrated by the following qualifications: Bachelor Degree or equivalent in a Business, Human Resources, Management, Marketing or other relevant discipline. Post Graduate Qualifications in a Business, Human Resources, Management, Marketing or other relevant discipline. All Teacher Band 1.7 and Teacher Band 1.8 teachers, in addition to the above, are required to hold an Advanced Diploma in Adult Vocational Education (or equivalent).

Contact Officer: Judy Dickinson (02) 6207 3198 judy.dickinson@cit.edu.au

CIT Business and Tourism

Management and Business

Project Management Teacher

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 51516, several)

Gazetted: 30 October 2013

Closing Date: 13 November 2013

Details: Teach on vocational and tertiary programs as required by the College Director and the Head of Department up to the number of hours prescribed in the relevant industrial award. Counsel and advise students on their programs of study and other issues relevant to their effective participation in courses offered by the program area, assist in scheduling of classes and re-enrolment and enrolment processes for the College. Design and implement assessment instruments, maintain student records including complete and detailed records of relevant student assessments and performance for a range of on the job and off the job situations.

Eligibility/Other Requirements: Mandatory Qualifications: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the Teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment; and Appropriate Industry Competencies demonstrated by the following qualifications: Bachelor Degree or Post Graduate Qualifications in a Project Management or other relevant discipline. Certification in project management methodologies, such as PRINCE 2, or demonstrable experience in executing methodologies in the workplace. All Teacher Band 1.7 and Teacher Band 1.8 teachers, in addition to the above, are required to hold an: Advanced Diploma in Adult Vocational Education (or equivalent). Mandatory Industry Experience: All Teacher Band 1 teachers are required to have relevant industry experience.

Contact Officer: Judy Dickinson (02) 6207 3198 judy.dickinson@cit.edu.au

Trade Skills and Vocational Learning

Culinary and Electronics

Culinary Teacher

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 51158)

Gazetted: 25 October 2013

Closing Date: 8 November 2013

Details: The Canberra Institute of Technology is a multi-discipline, multi campus educational facility catering for the vocational, educational and training needs of the ACT and surrounding regions. Applications are invited from qualified, experienced and energetic people to apply for teaching position in the Culinary Skills Department. The position requires the application of quality teaching practice, educational administration and student support for its Commercial Cookery program.

Eligibility/Other Requirements: All Teacher Band 1 teachers will hold: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the Teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment; and must hold Food Handling/ Food Safety qualifications. Appropriate industry competencies demonstrated by the following qualifications: Certificate III Commercial Cookery and; Certificate III Bakery and or; Certificate III Patisserie All Teacher Band 1.7 and Teacher Band 1.8 teachers, in addition to the above, are required to hold an: Advanced Diploma in Adult Vocational Education (or equivalent).

Note: This is a temporary position available for a period of two years with the possibility of extension. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working With Vulnerable people registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Tony Mudge (02) 6207 3228 tony.mudge@cit.edu.au

Chief Minister and Treasury

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

Workforce Capability and Governance

Corporate Management

Senior Human Resources Manager

Senior Officer Grade A \$123,208, Canberra (PN: 31951)

Gazetted: 30 October 2013

Closing Date: 13 November 2013

Details: ACT Chief Minister and Treasury Directorate is seeking to appoint an experienced and self motivated Senior Human Resources Manager to lead a small team. Applicants should have demonstrated experience in leading the development and implementation of strategic HR policies and programs and exceptional customer relations skills.

Contact Officer: Sue Hall (02) 6207 0569 sue.hall@act.gov.au

Workforce Capability and Governance

Executive Unit

Executive Assistant

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 55307)

Gazetted: 25 October 2013

Closing Date: 1 November 2013

Details: An opportunity exists for an enthusiastic person to be part of the executive unit within Workforce Capability and Governance Division. The successful applicant will provide high level administrative support to the Deputy Director-General and to the Division. The successful applicant will demonstrate well developed organisational and administrative skills, including sound decision making skills, with the proven ability to work under pressure, prioritise work and meet deadlines under minimal supervision

Note: Applications are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in relation to the selection criteria and the position duty statement, contact details of at least two referees and a current curriculum vitae. This is a temporary position for the period of six months with the possibility of permanency.

Contact Officer: Andrew Kefford (02) 6205 0213 andrew.kefford@act.gov.au

Commerce and Works

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

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

Shared Services ICT

Business Development

Business Analysis and Customer Engagement

Shared Services ICT Engagement Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 16337)

Gazetted: 25 October 2013

Closing Date: 8 November 2013

Details: The Business Development Branch is looking for an ICT Engagement Manager to join a small group providing a range of professional services to ACT Government directorates. We are looking for someone who has experience in ICT business development and engagement, is able to deliver multiple high-quality outcomes in tight timeframes and possesses excellent communication skills.

Eligibility/Other Requirements: A minimum of two years experience in ICT related fields.

Notes: This is a temporary vacancy for the period of 12 months. The position may be filled on the basis of application and referee reports only.

Contact Officer: Jessica Ho (02) 6205 0048 jessica.ho@act.gov.au

Shared Services ICT

Operations

Platform Systems

Windows Server Technician

Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 05137)

Gazetted: 24 October 2013

Closing Date: 8 November 2013

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

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

Note: Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant. Please contact the contacting officer for further information.

Contact Officer: Michelle George (02) 6207 1274 michelle.george@act.gov.au

Shared Services ICT

Operations

Storage and Backup

Team Member

Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 04566)

Gazetted: 24 October 2013

Closing Date: 8 November 2013

Details: Shared Services ICT are seeking an appropriately skilled and experienced person to join the Storage and Backup Team as a Backup Administrator. The successful candidate will be required to assist in the management and monitoring of the backup regime for ACT Government agencies and Whole of Government applications. As well as assisting with the monitoring and administration of the ACT Government SAN and Network Attached Storage (NAS) systems.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. The successful applicant will be required to participate in a duty roster to perform after hours support for the ACT Government data backup and storage systems. Current driver's licence is highly desirable. Specific experience with Hewlett Packard DataProtector 7.x would be an advantage. Specific experience with EMC and HITACHI based fibre Channel Storage Area Networks would be an advantage. Relevant degree, diploma, vocational or industry certificate is highly desirable and/or relevant employment experience.

Note: The successful applicant will be required to have or be able to attain a security clearance at the protected level.

Contact Officer: Ash Rutledge (02) 6207 5293 ash.rutledge@act.gov.au

Community Services

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

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

Office for Children, Youth and Family Support

Business Support

Complaints Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 33116)

Gazetted: 28 October 2013

Closing Date: 11 November 2013

Details: Applications are invited for the position of the Complaints Manager in Business Support, Office for Children, Youth and Family Support (OCYFS). This position operates within a dynamic and customer oriented area, focused on delivering high level support and coordination services across a range of functions of OCYFS. The Complaints Manager will be responsible for leading a small team, undertaking early assessment and resolution, investigation and review, drafting and preparing correspondence in alignment with the Community Services Directorate policy. The successful applicant will have demonstrated ability to analyse systemic issues and provide high level advice to the Executive. The position will also undertake strategic policy development as part of quality improvement.

Eligibility/Other Requirements: Highly desirable: An appropriate qualification in a Human Services field and a sound knowledge of best practice in delivery of services for children and families and the functions of the Office for Children, Youth and Family Support.

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

Contact Officer: Janet Plater (02) 6205 9225 janet.plater@act.gov.au

**Office for Children, Youth and Family Support
Care and Protection Services
Care and Protection Worker**

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 07429, several)

Gazetted: 30 October 2013

Closing Date: 22 November 2013

Details: The Community Services Directorate are seeking qualified Social Workers to fill several vacancies at the Health Professional 3 Level. The position entails the delivery of quality services to children and families in accordance with the objectives and statutory responsibilities of the *Children and Young People Act 2008*. You will be responsible for the provision of culturally appropriate casework, intervention and referral services to children and families using a range of techniques and maintain accurate case records consistent with case management requirements. The key practices principles care and protection work to are: child centred, family focused, culturally competent and strengths and evidence based.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. Social Work, Psychology, Social Welfare, Social Science or related discipline. At least two (2) years' experience working with children, youth and/or families in a social work/case management role. Current driver's licence.

Note: Applications must be sent to cpsrecruitment@act.gov.au and jobs@act.gov.au. Positions are subject to a six month probation period. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working With Vulnerable people registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people.
Contact Officer: Glenn McLeod (02) 6205 5389 glenn.mcleod@act.gov.au

Housing and Community Services

**Office of the Executive Director
Executive Support Unit**

Administrative Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 12942)

Gazetted: 29 October 2013

Closing Date: 5 November 2013

Details: The Executive Support Unit co-ordinates and manages Government and Executive business for Housing and Community Services and artsACT. The team supports the work of the Housing and Community Services Executive and is a customer oriented unit focused on delivering high level support and coordination of services. We are seeking an officer with high level administrative and organisational skills. The position works to the Manager, Executive Support Unit and assists in the co-ordination of Ministerial and Government business for Housing and Community Services and artsACT.

Eligibility/Other Requirements: A good knowledge and understanding of ACT Government business processes and familiarity with the TRIM electronic tracking system.

Notes: This position is an anticipated vacancy and will be available asap for temporary filling for up to six months. Selection may be by application only.

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

Applications should be sent to the contact officer.

Contact Officer: Sue McInnes (02) 6207 1396 sue.mcinnis@act.gov.au

**Office for Children, Youth and Family Support
Care and Protection Services
Caseworker**

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 00608, several)

Gazetted: 30 October 2013

Closing Date: 22 November 2013

Details: The Community Services Directorate are seeking qualified Social Workers to fill several vacancies at the Health Professional 2 Level. The position entails the delivery of quality services to children and families in accordance with the objectives and statutory responsibilities of the *Children and Young People Act 2008*. You will

be responsible for assisting in the provision of culturally appropriate casework, intervention and referral services to children and families using a range of techniques and to maintain accurate case records consistent with case management requirements. The key practices principles care and protection work to are: child centred, family focused, culturally competent and strengths and evidence based.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. Social Work, Psychology, Social Welfare, Social Science or related discipline. At least one (1) year's experience working with children, youth and/or families in a social work/case management role. Current driver's licence.

Note: Applications must be sent to cpsrecruitment@act.gov.au and jobs@act.gov.au. Positions are subject to a six month probation period. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working With Vulnerable people registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Glenn McLeod (02) 6205 5389 glenn.mcleod@act.gov.au

Housing and Community Services

Office of the Executive Director

Executive Support Unit

Administrative Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 11642)

Gazetted: 29 October 2013

Closing Date: 5 November 2013

Details: The Executive Support Unit co-ordinates and manages Government and Executive business for Housing and Community Services and artsACT. The team supports the work of the Housing and Community Services Executive and is a customer oriented unit focused on delivering high level support and coordination of services. The position works to the Manager, Executive Support Unit and assists in the provision of executive assistance to the Senior Director Asset Management and supports the work of the Unit.

Eligibility/Other Requirements: Familiarity with an electronic tracking system such as TRIM would be an advantage.

Notes: This position is available asap for temporary filling for up to six months.

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

Applications should be sent to the contact officer.

Contact Officer: Sue McInnes (02) 6207 1396 sue.mcinnnes@act.gov.au

Office for Children, Youth and Family Support

Care and Protection Services

Caseworker

Health Professional Level 1 \$50,899 - \$65,424, Canberra (PN: 07860, several)

Gazetted: 30 October 2013

Closing Date: 22 November 2013

Details: The Community Services Directorate are seeking qualified Social Workers to fill several vacancies at the Health Professional 1 Level. The position involves the delivery of quality services to children and families in accordance with the objectives and statutory responsibilities of the *Children and Young People Act 2008*. You will be responsible for assisting in the provision of culturally appropriate casework, intervention and referral services to children and families using a range of techniques and the maintenance of accurate case records consistent with case management requirements. Core care and protection training will be provided.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. Social Work, Psychology, Social Welfare, Social Science or related discipline. Current driver's licence.

Note: Applications must be sent to cpsrecruitment@act.gov.au and jobs@act.gov.au. Positions are subject to a six month probation period. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working With Vulnerable people registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Glenn McLeod (02) 6205 5389 glenn.mcleod@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

Programming

CTC Education Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 3561)

Gazetted: 29 October 2013

Closing Date: 12 November 2013

Details: We are looking for a bright Performing Arts professional with at least ten years experience and a degree in the Performing Arts discipline. The role will position the centre with other arts organisations at the centre of arts education in Canberra and ultimately with national performing arts organisations as an arts educator on the national level. The successful applicant will have exceptional administrative and organisational skills as well as demonstrated experience in producing events.

Eligibility/Other Requirements: Degree in Performing Arts discipline.

Notes: Applicants must address the selection criteria. This temporary position is available asap, initially for a 12 month contract with the possibility of extension.

Applications should be sent to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email trudy.collins@act.gov.au.

Contact Officer: Gill Hugonnet (02) 6243 5708 gill.hugonnet@act.gov.au

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

Land Development, Strategy and Finance

Strategic Finance

Finance Systems and Policy

Systems Developer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 32958)

Gazetted: 25 October 2013

Closing Date: 8 November 2013

Details: The Strategic Finance Branch seeks a highly experienced financial and business systems developer to support and develop its key ICT systems; TM1, Oracle and land development databases. The role includes business and systems analysis and developing effective solutions to meet evolving business needs.

Eligibility/Other Requirements: Completion or substantial progression towards tertiary qualifications in finance, business or ICT, and TM1 solutions development accreditation.

Note: This position is temporary for a fixed term period of up to two years.

Contact Officer: Ed Senti (02) 6205 0120 edward.senti@act.gov.au

Land Development Strategy and Finance

Infrastructure and Capital Works

Executive Unit

Executive Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 32274)

Gazetted: 25 October 2013

Closing Date: 8 November 2013

Details: The Economic Development Directorate (EDD) is seeking an enthusiastic and highly motivated person for the role of Executive Officer to the Executive Director Infrastructure and Capital Works. This position will provide high level administrative and Secretariat support to the Executive Director including organising and prioritising workflow and diary management, high level coordination (both within the Directorate and with Ministers Offices) and ensuring the efficient day to day running of the Branch. The role also requires the occupant to be able to take on a range of broader administrative responsibilities including: undertake minor research and project roles when

required; carry out Secretariat responsibilities for a range of committees Chaired by the Executive Director; provide support to the broader Infrastructure and Capital Works team as required; maintain effective liaison between other offices within EDD, other directorates and external organisations.

Eligibility/Other Requirements: Well developed organisational and communication skills are essential. Experience in similar roles, expenditure tracking/reporting and the use of TRIM (or similar document management/tracking database) is desirable.

Contact Officer: Hamish McNulty (02) 6205 9674 hamish.mcnulty@act.gov.au

Tourism, Events and Sport

Sport and Recreation Services

ACT Academy of Sport

Head of Strength and Conditioning and Athlete Rehabilitation

Professional Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 15089)

Gazetted: 28 October 2013

Closing Date: 8 November 2013

Details: Sport and Recreation Services is seeking an enthusiastic and dynamic person to join our ACT Academy of Sport (ACTAS) team as the Head of Strength and Conditioning and Athlete Rehabilitation. The successful applicant will be part of a team delivering strength and conditioning and rehabilitation services to approximately 150 talented athletes across eight sport programs and the Individual Athlete Program.

Eligibility/Other Requirements: A university degree or comparable qualification in the relevant areas of human movement, sport science or other related discipline. Level 2 accreditation with the Australian Strength and Conditioning Association. A minimum of five years experience managing staff and delivering physical preparation, conditioning and rehabilitation services in a high performance sport environment.

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

Contact Officer: Dave Clarke (02) 6207 3203 davej.clarke@act.gov.au

Education and Training

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

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

Learning, Teaching and Student Engagement

Aboriginal and Torres Strait Islander and Student Engagement

Director, ATSI and Student Engagement

Executive Level 1.3 \$205,030 to \$216,153 depending on current superannuation arrangements, Canberra (PN: E307)

Gazetted: 25 October 2013

Closing Date: 8 November 2013

Details: The Director Aboriginal and Torres Strait Islander (ATSI) and Student Engagement provides strategic leadership in the development and delivery of support services to Aboriginal and Torres Strait Islander students, those with social, emotional, behavioural difficulties and students with a disability. The position provides system leadership to support the provision of safe, supportive and inclusive school environments. The Director leads key stakeholder processes and forums and administers funding to schools for provision of education support for students with additional support needs, especially those with a disability or disengaged from schooling.

Note: The successful applicant will be engaged under a performance based contract (up to five years) with an attractive remuneration package ranging from \$205,030 to \$216,153 depending on current superannuation arrangements, including a cash component of \$164,787. Employer provided benefits include superannuation, a privately plated car and parking. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working With Vulnerable people registration refer to -

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

Contact Officer: Stephen Gniel (02) 6205 9172 stephen.gniel@act.gov.au

Office for Schools
Belconnen Network
Melba Copland Secondary School
Deputy Principal
School Leader B \$118,502, Canberra (PN: 04129)

Gazetted: 25 October 2013

Closing Date: 8 November 2013

Details: Support the Principal to develop and achieve whole-school goals and implement the school plan in conjunction with the leadership team. Assist the Principal to manage the human, financial and physical resources of the college campus to achieve optimal social and educational outcomes for all students.

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

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

Contact Officer: Michael Battenally (02) 6205 6711 michael.battenally@ed.act.edu.au

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

Office for Schools
Belconnen Network
Hawker College
Deputy Principal
School Leader B \$118,502, Canberra (PN: 04130)

Gazetted: 24 October 2013

Closing Date: 7 November 2013

Details: Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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

Note: This is a temporary position available from 28 January 2014 to 26 January 2015. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working With Vulnerable people registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Peter Sollis (02) 6205 4477 peter.sollis@ed.act.edu.au

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

Office for Schools
Belconnen Network
Macgregor Primary School
Deputy Principal
School Leader B \$118,502, Canberra (PN: 04025)

Gazetted: 24 October 2013

Closing Date: 7 November 2013

Details: Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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

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

Contact Officer: Lana Read (02) 6205 7511 lana.read@ed.act.edu.au

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

Office for Schools

North Canberra/Gungahlin Network

Majura Primary School

Executive Teacher

School Leader C \$101,775, Canberra (PN: 33752)

Gazetted: 24 October 2013

Closing Date: 7 November 2013

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

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

Note: This is a temporary position available from 28 January 2014 to 26 January 2015. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working With Vulnerable people registration refer to -

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

Contact Officer: Lindy Beeley (02) 6205 5711 lindy.beeley@ed.act.edu.au

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

Office for Schools

North Canberra/Gungahlin Network

Majura Primary School

Executive Teacher

School Leader C \$101,775, Canberra (PN: 19318)

Gazetted: 25 October 2013

Closing Date: 8 November 2013

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

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

Notes: Only Education and Training Directorate permanent School Leader Officers at the substantive level of this position are eligible to apply. Prior to commencing in this role, a current registration issued under *the Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working With Vulnerable people registration refer to -

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

Contact Officer: Lindy Beeley (02) 6205 5711 lindy.beeley@ed.act.edu.au.

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

Office for Schools

North Canberra/Gungahlin Network

Harrison School

Executive Teacher

School Leader C \$101,775, Canberra (PN: 16682)

Gazetted: 30 October 2013

Closing Date: 13 November 2013

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

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

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

Contact Officer: Dennis Yarrington (02) 6142 2200 dennis.yarrington@ed.act.edu.au

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

Office for Schools

Belconnen Network

Florey Primary School

Executive Teacher

School Leader C \$101,775, Canberra (PN: 03767)

Gazetted: 24 October 2013

Closing Date: 7 November 2013

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

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

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

Contact Officer: Felicity Bruce (02) 6205 8011 felicity.bruce@ed.act.edu.au

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

Office for Schools

Tuggeranong Network

Caroline Chisholm School

Executive Teacher

School Leader C \$101,775, Canberra (PN: 02058)

Gazetted: 24 October 2013

Closing Date: 7 November 2013

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

Eligibility/Other Requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

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

Contact Officer: Wendy Wurfel (02) 6205 7277 wendy.wurfel@ed.act.edu.au

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

Office for Schools

North Canberra/Gungahlin Network

Neville Bonner Primary School

Executive Teacher

School Leader C \$101,775, Canberra (PN: 30934)

Gazetted: 30 October 2013

Closing Date: 13 November 2013

Details: An exciting opportunity exists to join the leadership team of a new and innovative primary school (P-Yr 6). Neville Bonner Primary School opened in term 1 2013. Central to the school's curriculum is its Aboriginal and Torres Strait Islander Cultural and Learning Centre within the environment centre. The school values learning in and through the Arts. The building of community with an underpinning focus on respectful relationships practice is a key ethos of the school. The school is seeking an executive teacher who is an outstanding educational practitioner focussed on high level student engagement and outcomes, with particular expertise in building the pedagogical practice and curriculum knowledge of teaching staff.

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

Contact Officer: Fran Dawning (02) 6242 1201 fran.dawning@ed.act.edu.au

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

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

Office for Schools

North Canberra/Gungahlin Network

Neville Bonner Primary School

Executive Teacher

School Leader C \$101,775, Canberra (PN: 30933)

Gazetted: 29 October 2013

Closing Date: 12 November 2013

Details: An exciting opportunity exists to join the Leadership Team of a new and innovative Primary School (P-Yr 6). Neville Bonner Primary School opened in Term 1 2013. Central to the School's curriculum is its Aboriginal and Torres Strait Islander Cultural and Learning Centre within the environment centre. The School values learning in and through the Arts. The building of community with an underpinning focus on respectful relationships practice is a key ethos of the School. The School is seeking an Executive Teacher who is an outstanding educational practitioner focussed on high level student engagement and outcomes, with particular expertise in building the pedagogical practice and curriculum knowledge of teaching staff.

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

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

Contact Officer: Fran Dawning (02) 6242 1201 fran.dawning@ed.act.edu.au

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

**Office for Schools
Belconnen Network
University of Canberra High School Kaleen
Executive Teacher-English/SoSE
School Leader C \$101,775, Canberra (PN: 02614)**

Gazetted: 24 October 2013

Closing Date: 7 November 2013

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

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

Contact Officer: Denis Dickinson (02) 6205 5811 denis.dickinson@ed.act.edu.au

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

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

**Office for Schools
Tuggeranong Network
Namadgi School
Finance Officer
Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 32970)**

Gazetted: 24 October 2013

Closing Date: 7 November 2013

Details: An opportunity exists for an enthusiastic person to be part of the Namadgi School, Preschool to Year 10 administration team. The successful applicant will provide high level financial support including accountability for the ordering of resources, invoices and payments, debtors, excursions and external hirers of the 14 building facility. The successful applicant will have a proven ability to meet deadlines and show a high level of accuracy.

Eligibility/Other Requirements: Desirable: A thorough understanding of financial management and affiliated computer systems desirable. Current First Aid certificate, or willingness to undertake appropriate training.

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

Contact Officer: Annette Lazarus (02) 6142 0900 annette.lazarus@ed.act.edu.au

**Tertiary Education and Performance
Training and Tertiary Education
Business Processes and Systems
System Support Officer
Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 33268)**

Gazetted: 28 October 2013

Closing Date: 4 November 2013

Details: The Directorate requires the services of an Officer with proven ability to develop test plans and to execute user acceptance testing. The Officer will work in the project team responsible for the development and implementation of the new ACT VET Administration System (known as AVETARS). In this role the successful candidate will also analyse data produced in the test environment to provide advice on both functionality and data migration. Applicants must be a team player with strong communication skills, with experience in development of business and user requirements for software development projects.

Note: This is a temporary position available ASAP till 31 January 2014 with the possibility of extension

Contact Officer: Gillian Dean (02) 6207 4015 gillian.dean@act.gov.au

Office for Schools

Belconnen Network

Evatt Primary School

Building Service Officer 3

General Service Officer Level 8 \$56,611 - \$59,939, Canberra (PN: 01533)

Gazetted: 30 October 2013

Closing Date: 13 November 2013

Details: Evatt Primary School is a P-6 school who is seeking a highly organised and energetic person with a broad set of skills for the position of Building Services Officer. This position also includes assuming responsibility for the school buildings, furniture, fittings and equipment. The Officer would assume responsibility for the school and preschool building maintenance including but not limited to: undertake regular inspections to determine priorities, coordinate and complete required work to the buildings, fixtures, fittings, furniture and equipment or organising and overseeing work, develop, coordinate and implement annual maintenance program, manage the school's maintenance programs, supervise contractors, initiate and implement strategies to improve outcomes.

Eligibility/Other Requirements: Desirable: An industry recognised trade qualification or equivalent work experience. A current first aid certificate.

Notes: 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 www.ors.act.gov.au.

Contact Officer: Jo Davies (02) 6205 5999 jo.davies@ed.act.edu.au

Office for Schools

Belconnen Network

Evatt Primary School

LOTE teacher

Classroom Teacher \$55,775 - \$88,184, Canberra (PN: 04190)

Gazetted: 28 October 2013

Closing Date: 11 November 2013

Details: Evatt School is a P - 6 school in North West Belconnen. We are looking for a Teacher of Japanese commencing in January 2014. The applicant will speak fluent Japanese and have the capacity to develop in students an understanding and recognition of Asia and Australia's engagement with Asia in line with the capabilities expressed in the Australian Curriculum. The program will ensure that students learn about and engage with Japanese cultures in ways that recognise commonalities and differences, create connections with others and cultivate mutual respect. The successful applicant will work across the school from Kindergarten to Year 6 over three days per week. This is a new position and an exciting opportunity for the successful applicant to develop and shape the program.

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

Notes: This is a part-time position available at 22:05 hours per week. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

For further information on Working With Vulnerable people registration refer to -

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

Contact Officer: Susan Skinner (02) 6205 5999 susan.skinner@ed.act.edu.au

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

Office for Schools

North/Gungahlin Network

Palmerston District Primary

Building Services Officer

General Service Officer Level 6 \$48,163 - \$50,446, Canberra (PN: 01520)

Gazetted: 24 October 2013

Closing Date: 31 October 2013

Details: Palmerston District Primary School is seeking a highly enthusiastic and energetic person with a broad set of skills for the position of Building Services Officer. The successful applicant will maintain school buildings and grounds in a clean and tidy condition with regard to safety and security hazards; complete emergency and other repairs to trade/industry 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.

Eligibility/Other Requirements: Desirable: A current First Aid certificate.

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

Contact Officer: Sonya Campbell (02) 6205 7241 sonya.campbell@ed.act.edu.au

Environment 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

Planning Delivery

Impact Code and Estate Assessment

Technical Coordinator

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 30463)

Gazetted: 28 October 2013

Closing Date: 4 November 2013

Details: The Environment and Sustainable Development Directorate is seeking a dynamic and experienced Technical Coordinator to work within the Impact Code and Estate Assessment section to work closely with the current Senior Manager to assist with the management and coordination of development assessment, estate assessment or impact assessment officers. The successful applicant will be required to lead, mentor, coach and support members of the team to ensure the effective management of Development Application, Environmental Impact Statements (EIS) or Estate Development Plan (EDP) processes subject to the obligations imposed by legislation, the Territory Plan, approved operating procedures and work instructions.

Eligibility/Other Requirements: Qualifications in Environmental Science, Planning or Law as well as significant work experience in Environmental Regulation and Government are highly desirable.

Notes: Selection may be based on application and Referee Reports only.

Contact Officer: Jim Corrigan (02) 6207 3520 jim.corrigan@act.gov.au

Policy

Nature Conservation Policy

Conservation Planning and Research

Senior Fauna Ecologist

Senior Professional Officer Grade C \$89,786 - \$96,809, Canberra (PN: 15236)

Gazetted: 24 October 2013

Closing Date: 31 October 2013

Details: The Conservation Planning and Research Team is seeking a highly motivated individual to fill the role of Senior Fauna Ecologist. The successful candidate will be part of a group of wildlife ecologists and conservation planners delivering quality scientific advice for nature conservation in the ACT. The primary focus of the position is to provide advice to government on matters relating to wildlife including threatened terrestrial fauna, and to manage and undertake ecological studies to assist the government in its conservation, planning and land management responsibilities.

Eligibility/Other Requirements: 1. Tertiary qualifications in a field of environmental management or biological science, preferably including studies in ecology and conservation of terrestrial fauna and ecosystems. 2. A current manual drivers licence. 3. A willingness to work independently in the field, outside normal hours in remote locations and in adverse weather conditions.

Notes: This temporary position is available 4 December 2013 until 4 April 2014. The successful applicant will be appointed as either a Professional Officer Level 2, or a Senior Professional Officer Level C, depending on qualifications and experience.

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

Applications should be sent to the contact officer. Selection will be through interview or application only.

Contact Officer: Margaret Kitchin (02) 6207 7623 Margaret.Kitchin@act.gov.au

Planning Delivery

Lease Administration

Assessment Leasing Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 13602)

Gazetted: 24 October 2013

Closing Date: 7 November 2013

Details: Lease Administration is seeking a highly motivated individual to fill the role of Administrative/Assessment Officer. The successful applicant will possess experience in, or the capacity to gain knowledge of, lease administration and will have the demonstrated ability to manage a high volume individual workload in a customer focused work environment.

Eligibility/Other Requirements: Relevant experience in the administration of leases, licensing, land management or equivalent is desirable.

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

Contact Officer: Irma Sare (02) 6207 1896 irma.sare@act.gov.au

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

Health

Selection documentation for the following positions may be downloaded from

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

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

Canberra Hospital and Health Services

Division of Medicine

AMS Administration

Director of Physician Education

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

Senior Specialist \$199,231, Canberra (PN: 32983)

Gazetted: 31 October 2013

Closing Date: 7 November 2013

The Position: This is a fractional temporary staff specialist position (0.2FTE). The position provides senior oversight, support and mentoring for Physician Readiness for Expert Practice (PREP) Trainees. The successful candidate will support and uphold the values of physician training and education in the Canberra Network Training Program, ensuring excellence and integrity in the mentoring and education of physician training across the Canberra Hospital campus. The position will report to the Network Director of Physician Education in relation to training and education matters and to the Clinical Director of Medicine on administrative matters.

Salary, Remuneration and Conditions:

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

Senior Specialist: \$199,231

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

Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$240,687 - \$319,085

Contact Officer: Dr Walter Abhayaratna (02) 6244 3442 walter.abhayarantna@act.gov.au

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

Canberra Hospital and Health Services

Capital Region Cancer Services

Cancer Nursing

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$101,556, Canberra (PN: 22383)

Gazetted: 31 October 2013

Closing Date: 7 November 2013

Details: The successful applicant will be part of a multidisciplinary team providing assessment and clinical management to consumers with Cancer Disease in the acute hospital setting. The position involves Human Resource management of the Nursing Team and will involve working on models of care. The applicant will be highly motivated to engage in consultation, support and educative practices with families, carers and other Agencies.

Eligibility/Other Requirements: Registered or eligible to register with the Australian Health Practitioner Regulation Agency.

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Denise Breust (02) 6244 2881

Canberra Hospital and Health Services

Critical Care and Imaging

Emergency

Clinical Support Nurse

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 27030)

Gazetted: 31 October 2013

Closing Date: 14 November 2013

Details: An exciting opportunity is now available for an experienced and motivated Registered Nurse to work as the Clinical Support Nurse within a dynamic team in the Emergency Department. This position includes leading the planning, development, implementation and evaluation of learning programs within the Emergency Department ensuring ongoing professional development programs meet the demonstrated need of the Emergency Department. Applicants who have recent experience in clinical support nursing and are looking for a challenging and rewarding position are encouraged to apply.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency.

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Megan Wall (02) 6174 5815

Director General Reports

Financial Management

Revenue and Financial Support

Admissions Administration Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 11643)

Gazetted: 31 October 2013

Closing Date: 14 November 2013

Details: Manage a team responsible for admission administration for the Canberra Hospital and Health Services (CH&HS), private patient liaison and provision of acute care certificates. Participate in the development of policies and procedures governing the process of admissions and related activity at the CH&HS. Provide training of admission staff at the CH&HS. This will include the facilitation and delivery of presentations to large audiences.

Eligibility/Other Requirements: An in-depth knowledge of, and experience with, hospital patient information, admission and billing systems and a detailed understanding of the principles and practices of private health insurance would be a distinct advantage.

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Applicants must quote the above position number when applying. Selection may be based on application and referee reports only.

Contact Officer: Clare Crawford (02) 6244 2008

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Wards

Clinical Development Nurse

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 29941)

Gazetted: 31 October 2013

Closing Date: 7 November 2013

Details: Applications are invited from innovative and committed Registered Nurses with clinical competence in Urology/Vascular nursing to undertake the exciting role of Clinical Development Nurse. In this role you are actively contributing to the professional development and learning of Nurses/Midwives in the workplace. The applicant will have operational responsibility to the Clinical Nurse Consultant and professional responsibility to the Clinical Development Nurse Coordinator. Applicants will be required to demonstrate experience in clinical teaching and a sound knowledge of adult learning principles to support ongoing clinical education, precept new and junior staff, mandatory skills assessment and competency assessment processes within the clinical practice setting of the Urology/Vascular Ward. The applicant should demonstrate a willingness to be part of a vibrant and committed organisation that represents a set of values to allow for the provision of high quality health care. Applicants will be given opportunities for further development to assist them in this role.

Eligibility/Other Requirements: Registered or eligible to register as a General Nurse with the ACT Nursing and Midwifery Board (APHRA).

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Lorraine Erikson (02) 6244 3648, pager 50880

Canberra Hospital and Health Services

Women, Youth and Children

Women and Babies

Maternity Assessment Unit Midwife

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 33256, several)

Gazetted: 31 October 2013

Closing Date: 7 November 2013

Details: Two new permanent Midwifery positions have been created to coordinate and provide evidence based care for women who present to Centenary Hospital for Women and Children for assessment during their pregnancy and postnatal period in accordance with the Maternity Assessment Unit (MAU) Standard Operating Procedure (SOP). This role encompasses clinical service provision, participation in guideline development, education and research. The two positions are to cover the morning and afternoon shifts finishing at 2000.

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

Note: To be considered for this position, please provide a CV with two nominated referees and a response to the selection criterion. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Penny Maher (02) 6174 7392

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Rehabilitation
Senior Physiotherapist**

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 28442)

Gazetted: 31 October 2013

Closing Date: 14 November 2013

Details: A suitably qualified Senior Physiotherapist has the opportunity to temporarily join Rehabilitation, Aged and Community Care (RACC), a Division within ACT Health. RACC is the main provider of aged care and rehabilitation services for the ACT. We offer services to adult clients who present with a range of neurological, vascular and orthopaedic impairments. The successful applicant will have the opportunity to provide physiotherapy services to the patients of our Sub-Acute Inpatient Rehabilitation Unit (12B), our acute care of the elderly ward (11A), our rehabilitation clients attending the Rehabilitation Independent Living Unit (RILU) and our Community Rehabilitation Team (CRT). More than one HP3 position may be appointed using this recruitment round. Appointment may be decided on written applications alone. We offer excellent supervision and support from our dedicated Team Clinical Educator. Opportunities for student, new graduate and assistant supervision are plentiful. Regular team meetings and education sessions keep team members connected and current in their evidence based practice.

Eligibility/Other Requirements: An appropriate Degree or Diploma in Physiotherapy or recognised equivalent qualification. Current driver's licence. Registered with the Physiotherapy Board of Australia, AHPRA.

Notes: This is a full-time temporary position, available from 13 January 2014 to 6 June 2014 with the possibility of extension and/or permanency from this process. This position may be required to participate in an overtime, on call, and/or rotation roster. To apply you will need to submit a written application containing an up to date Curriculum Vitae, a statement addressing each of the Selection Criteria, and written references from two referees. An order of merit will be established from this selection process that may be used to fill permanent and temporary positions at level over the next 12 months. Selection may be based on application and referee reports only. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Judy Stone (02) 6174 5662

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

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 20405)

Gazetted: 31 October 2013

Closing Date: 14 November 2013

Details: An exciting opportunity exists to join a dynamic team of Speech Pathologists in ACT Health, Rehabilitation Aged and Community Care (RACC), providing multidisciplinary rehabilitation services to adults with acquired communication and swallowing disorders across a range of settings. The position is permanent full-time. The successful applicant will have the opportunity to work in a supported team environment, with close links to the wider speech pathology community. RACC offers strong support for professional development. Duties include provision of speech pathology services to aged care and rehabilitation caseloads, participation in quality improvement activities, clinical supervision of staff and students.

Eligibility/Other Requirements: Mandatory qualifications apply. Degree or Diploma in Speech Pathology from a recognised tertiary institution and eligibility for Practising Membership of the Speech Pathology Association of Australia. Current driver's licence.

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Trang Nguyen (02) 6244 2230

Canberra Hospital and Health Services

Medicine

Chronic Disease

Project and Research Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 17069)

Gazetted: 31 October 2013

Closing Date: 7 November 2013

Details: A temporary position for a Project Officer is available within the Chronic Disease Management Unit (CDMU). CDMU is located at 123 Carruthers St, Curtin and is a multidisciplinary team, established in 2010 to lead service development in Chronic Disease Management. We are looking for a suitably experienced and organised administrator to join the CDMU for this period. The successful applicant must have excellent communication skills and the ability to work flexibly within a multidisciplinary team. This position may also be suitable for a Health Professional looking to expand their CV.

Eligibility/Other Requirements: Relevant tertiary qualifications in a field relating to health or project management and/or equivalent knowledge skills and experience.

Note: This is a temporary position available from October 2013 until June 2014. The position is full-time however part-time will be considered.

Contact Officer: Claire Pearce (02) 6207 9290 or Lauren Blyton (02) 6207 6833

Director General Reports

Population Health

Health Promotion and Grants

Project Officer, Social Marketing

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 24191)

Gazetted: 31 October 2013

Closing Date: 14 November 2013

Details: The position of Project Officer, Social Marketing has become available with the ACT Health Directorate's Health Improvement Branch. This position is responsible for developing, implementing and evaluating social marketing activities in partnership with key internal and external stakeholders. It would be suited to someone with relevant social marketing and/or marketing communications experience interested in working in a health promotion setting.

Eligibility/Other Requirements: A tertiary qualification or experience in social marketing, marketing communications, public health and/or related disciplines is desirable. Candidates with experience in digital marketing, along with high level communication skills, the ability to prioritise and meet deadlines whilst demonstrating accuracy and attention to detail will be highly regarded.

Note: This is a temporary position available for a period of six months with the possibility of extension. Full-time is preferred, however part-time may be considered. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Susie Leydon (02) 6205 1422

Canberra Hospital and Health Services

Women, Youth and Children

Child, Youth and Women's Health Program

Maternal and Child Health Community Health Programs Nurse

Registered Nurse Level 1 \$55,567 - \$75,084, Canberra (PN: 11957)

Gazetted: 31 October 2013

Closing Date: 7 November 2013

Details: The Community Health Programs is pleased to offer a supportive Professional Development opportunity for suitably qualified and experienced nurses and midwives who aspire to work as a Maternal and Child Health Nurse in the Community. These temporary positions prepare Nurses/Midwives for autonomous practice within Maternal and Child Health. The pathway maps out the required learning, individual needs and demonstration of competence against the speciality professional standards.

Eligibility/Other Requirements: Registered Nurse/Midwife with The Australian Health Practitioner Regulation Agency (AHPRA) or eligibility for registration and hold a current driver's licence. Holds or will hold postgraduate

qualifications in Maternal, Child or Family Health. Qualifications and experience in midwifery or paediatrics are highly desirable.

Note: This is a temporary position available until 23 May 2014. Temporary transfer at substantive level will be considered. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Leanne Albrecht (02) 6205 2753

Canberra Hospital and Health Services

Medicine

Renal

Enrolled Nurse

Enrolled Nurse Level 2 \$54,667, Canberra (PN: 31848, several)

Gazetted: 31 October 2013

Closing Date: 7 November 2013

Details: Applications are invited from experienced Endorsed Enrolled Nurses interested to joining the Canberra Community Dialysis Centre (CCDC) team. CCDC is a busy unit providing a service to patients over three shifts, six days a week. CCDC aims to provide maintenance haemodialysis for our clients in a friendly and welcoming environment. We are seeking a motivated and enthusiastic nurses who will bring their special talents to our team. Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Demonstrated minimum three years full time equivalent post enrolment experience, including six months of practice within the relevant field of practice.

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Joyce Thanabal (02) 6244 4279

Canberra Hospital and Health Services

Operational Support

Executive Director of Medical Services

Medical Officer Support Unit, Administrative Support

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 00919)

Gazetted: 31 October 2013

Closing Date: 07 November 2013

Details: The Medical Officer Support Unit (MOSU) provides efficient, reliable and high quality recruitment, education, rostering and support service to the Junior Medical Officers of the ACT Government Health Directorate. We are seeking a motivated person who is keen to learn and is customer focussed to provide reception/general office administrative duties to support the broader operations of the MOSU staff.

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Selection may be based on CV, response to Selection Criteria and referee reports only.

Contact Officer: Janelle Corey (02) 6244 2507

Strategy and Corporate

Business and Infrastructure

Strategic Support

Store Officer

Health Service Officer Level 4 \$43,599 - \$45,346, Canberra (PN: 20631, several)

Gazetted: 31 October 2013

Closing Date: 7 November 2013

Details: The Supply Services Unit forms part of the Logistic Support Section within the Business and Infrastructure Branch of ACT Government - Health, delivering customer focused supply chain solutions to the Directorate. These advertised vacant positions report to the Store Supervisors. The successful candidates will be required to work

within the Supply Services Unit at the Canberra Hospital and warehouse at Mitchell. To be successful in this position you will need to have proven experience in all aspects of stores management (ie: issues, receipts, picking, stocktaking) in a large warehouse environment operating in a computerised inventory control system.

Eligibility/Other Requirements: Current driver's licence.

Note: Selection may be based on written applications and referee reports only. Please ensure all necessary attachments are lodged with your application. These positions may be located at either the Mitchell Supply Warehouse or the Canberra Hospital. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Kanchana Marasinghe (02) 6205 0807

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 Emergency Services Agency

Operations

ACT Ambulance Service

Operations Manager

Ambulance Manager Level 2 \$111,231 - \$117,150, Canberra (PN: 09192)

Gazetted: 24 October 2013

Closing Date: 11 November 2013

Details: The Operations Manager is a senior member of the Operations Team reporting to the General Manager (Operations). Applicants will be selected on their demonstrated abilities to lead and manage material, human and financial resources in key portfolio areas including Emergency and Non-emergency Ambulance Operations, Events and Planning, Special Operations and Communications. To succeed in this role you will require a demonstrated ability to make sound decisions under pressure, lead and manage a team in a changing and challenging work environment and develop positive working relationships with a range of stakeholders. The position may require on-call duties and some shift work.

Eligibility/Other Requirements: Mandatory: Current driver's licence; Diploma of Paramedical Science (Ambulance) or equivalent; Current Authority to Practice at Paramedic level. Desirable: Certificate IV in Frontline Management (or equivalent qualification).

Notes: Reasonable relocation expenses are available to assist with relocation to the Australian Capital Territory.

The position is entitled to salary packaging with a fringe benefits tax-free threshold up to \$9095.00.

Contact Officer: Matthew Smith (02) 6207 8127 matt.smith@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.

Emergency Services Agency

Risk and Planning

Emergency Management Policy Officer

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 33269)

Gazetted: 28 October 2013

Closing Date: 11 November 2013

Details: An exciting opportunity exists within the Emergency Services Agency (ESA) for an enthusiastic officer to be considered for this Emergency Management Policy role. The successful applicant will be part of the dynamic Emergency Management, Risk and Spatial Services Section of the ESA. Reporting to the Senior Manager, the successful applicant will be responsible for ensuring the development and delivery of emergency management plans and framework across the ESA in accordance with the *Emergencies Act 2004* and the ACT Emergency Plan. The successful applicant will also be responsible for developing policy and procedure associated with specific Emergency Management Plans in addition to contributing to the development of effective Emergency Management arrangements for the ACT. The role will also be required to provide technical advice and policy advice on broader (EM) issues affecting the ESA. This role will also support exercises to test joint planning and

coordination arrangements between ESA, ACT Government and external stakeholders, and will be required to represent the ESA at various government fora. In the event of an emergency the occupant of this role may also be involved in Emergency Management response and recovery actions as part of the ACT Emergency Coordination Centre. The successful applicant for this role will have excellent demonstrated communication and liaison skills and the ability to build and maintain relationships with a variety of key stakeholders.

Note: This is a temporary position available from 1 November 2013 until 31 October 2014.

Contact Officer: Nick Lhuede (02) 6207 8606 nick.lhuede@act.gov.au

ACT Law Courts and Tribunal

Corporate and Strategic Services

Security, Sheriff's and Facilities Management

Sheriff's Office, Security and Facilities Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 31357)

Gazetted: 28 October 2013

Closing Date: 14 November 2013

Details: The ACT Law Courts and Tribunal Administration is seeking an organised self motivated person to manage a range of support services to ACT Law Courts and Tribunal. The successful applicant will be managing the Sheriff's Office, facilities maintenance and provision of court security services. The position is required to liaise with various stakeholders and investigate business process improvements, which will include implementation of appropriate solutions to meet existing and anticipated corporate support needs for internal and external clients. The successful applicant will work under limited supervision, leading and managing a team of staff and contractors, to deliver business unit outcomes.

Eligibility/Other Requirements: Relevant tertiary qualifications or experience in areas aligned to the duties of the position and Selection Criteria would be highly regarded.

Notes: Applicants should address each of the selection criteria in 450 words or less. When addressing the Criteria, applicants should ensure responses are framed to best reflect an ability to perform highly in this position.

Contact Officer: Richard Pender (02) 6207 5170 richard.pender@act.gov.au

Office of Regulatory Services

Road User Services

Licence and Registration

Medical Monitoring Supervisor

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 12565)

Gazetted: 30 October 2013

Closing Date: 6 November 2013

Details: Under the general direction of the Manager Licence and Registration: Provide leadership in providing high quality service to customers when assessing and investigating medical issues of licence holders and other licence and motor vehicle registration matters. Liaise with medical professionals as needed via phone or in writing in a proactive and timely manner. Produce and process correspondence in an accurate, timely manner. Enter and retrieve information from databases in an accurate, timely manner. Supervise a small team and provide on the job training in processes and procedures, operation of on-line computer systems and office software. Manage the resolution of difficult or complex enquiries and complaints with tact and discretion, and escalate matters as necessary.

Notes: This is a temporary position until 27 May 2014 with the possibility of extension. All criteria's must be answered within a 2 page response.

Contact Officer: Diana Sollazzo (02) 6207 7063 diana.sollazzo@act.gov.au

ACT Law Courts and Tribunal

Registry Operations

Registry Support Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 42389, several)

Gazetted: 30 October 2013

Closing Date: 13 November 2013

Details: The ACT Law Courts and Tribunal Administration is seeking enthusiastic and energetic people to undertake the role of Registry Support Officer in a busy unit that deals with a variety of tasks relating to Court and Tribunal jurisdictions. They must be flexible, have a helpful approach, be able to work under pressure and meet deadlines. Responsibilities include processing court and tribunal documentation and liaising with clients to manage enquiries and correspondence relating to Court practices and procedures, providing in court assistance and exercising the statutory appointment of a Deputy Registrar as required.

Notes: This is a generic position and successful applicants may be placed in any vacant Registry Support Officer position and could be rotated through the Business Unit.

Contact Officer: Brenton Hutchison (02) 6207 7738 brenton.hutchison@act.gov.au

Territory and Municipal Services

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

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

Roads and Public Transport

Public Transport

Customer Service and Strategic Projects

Capital Works Project Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 33275)

Gazetted: 29 October 2013

Closing Date: 5 November 2013

Details: Applications are sought for an enthusiastic, conscientious suitably skilled, qualified and experienced person to take on the role of Capital Works Project Officer, Public Transport. The successful applicant will assist Project Managers within the business unit with all tasks relating to the successful management of Capital Works Projects. Tasks will include, but are not limited to, assisting in the delivery of complex Public Transport Capital Works projects and assistance to develop and implement policy and standards relating to the conduct and governance of strategic public transport related projects.

Eligibility/Other Requirements: Current driver's licence required. Appropriate qualifications and or experience in accounting and project management would be desirable.

Notes: This is a temporary position available until 30 June 2014, that may lead to permanency in accordance with clause M2 of Territory and Municipal Services Enterprise Agreement 2011-2013. Selection may be based on application and referee reports only.

Contact Officer: Glenn Dougall (02) 62077647 glenn.dougall@act.gov.au

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

Roads and Public Transport

Public Transport

ACTION

Spare Parts Supervisor Manager

EASO 5.1 - EASO 5.3 \$66,026 - \$69,888, Canberra (PN: SSPM01, several)

Gazetted: 28 October 2013

Closing Date: 11 November 2013

Details: ACTION Workshops as part of the Public Transport Branch is responsible for maintaining and servicing ACTION's fleet. The occupants of these positions will be responsible for maintaining the supply of vehicle parts and accessories to ACTION workshop trade staff to maintain serviceability, safety and roadworthiness, supervise staff and maintain the inventory section.

Eligibility/Other Requirements: The occupant of these positions must hold a current driver's licence. Appropriate qualifications and or relevant certificates. Experience in the industry or an understanding of the heavy vehicle maintenance, automotive parts and accessories will be well regarded.

Contact Officer: Jenny Sims (02) 6207 8014 jenny.sims@act.gov.au

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

Directorate Services Division

Operational Support

Asset Information

Civil Assets Technical Officer

Technical Officer Level 3 \$61,148 - \$69,377, Canberra (PN: 12325)

Gazetted: 29 October 2013

Closing Date: 5 November 2013

Details: The position provides management and operational support to the Civil Asset Information Manager and has a particular responsibility for support of applications used by Roads ACT, Strategic Finance, Transport Regulation and Planning, Canberra Connect and No Waste and the related assets recorded in the Integrated Asset Management System (IAMS).

Eligibility/Other Requirements: A tertiary level qualification appropriate to the scope of activities to be performed is highly desirable. Experience in the use of AutoCAD, Exor software, and ESRI Geographic Information Systems is essential.

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

Contact Officer: Robert Vanderkley (02) 6205 8346 robert.vanderkley@act.gov.au

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

Parks and City Services

City Services

Place Management

Horticultural Apprentice

Apprentices \$18,115 - \$41,887, Canberra (PN: 41276, several)

Gazetted: 28 October 2013

Closing Date: 12 November 2013

Details: Parks and City Services are seeking applicants interested in undertaking Horticulture Apprenticeships. Successful applicants will need to demonstrate an ongoing interest and aptitude in horticulture, and be prepared to undertake and complete study and training as required.

Eligibility/Other Requirements: Minimum qualification for Apprenticeships: Year 10 or equivalent with passes in English, Mathematics and Science. Successful applicants will need to have the ability to attend CIT and be prepared to undertake and complete study, on the job training and rotation for a period of four years.

Notes: These are temporary employment opportunities available for the duration of the Apprenticeship from 2014 to 2018. Permanent employment may be offered if funded positions are available to be filled upon successful completion of the Apprenticeship.

Contact Officer: Andrew Forster (02) 6207 7300 andrew.forster@act.gov.au

APPOINTMENTS

Chief Minister and Treasury

Administrative Services Officer Class 6 \$70,913 - \$81,460

Kylie Heath 835-98801, Section 68(1), 17 October 2013

Community Services

Health Professional Level 2 \$54,414 - \$75,477

Vanessa Claire Benci 836-09777, Section 68(1), 28 October 2013

Health Professional Level 2 \$54,414 - \$75,477

Emma Fraser 836-05629, Section 68(1), 28 October 2013

Economic Development

Administrative Services Officer Class 5 \$65,660 - \$69,623

Sophia Brady 836-10401, Section 68(1), 30 October 2013

Senior Officer Grade B \$106,086 - \$119,426

Jayne Crompton 715-96307, Section 68(1), 22 October 2013

Health

Senior Officer Grade C \$89,786 - \$96,809

Elizabeth Chalker 836-56784, Section 68(1), 22 October 2013

Registered Nurse Level 1 \$55,567 - \$75,084

Meryl Crane 830-79294, Section 68(1), 27 October 2013

Registered Nurse Level 1 \$55,567 - \$75,084

Belinda May Fry 839-25534, Section 68(1), 27 October 2013

Registered Nurse Level 1 \$55,567 - \$75,084

Jini Jose 825-49696, Section 68(1), 24 October 2013

Registered Nurse Level 1 \$55,567 - \$75,084

Susan Kryloff 833-46620, Section 68(1), 28 October 2013

Facilities Service Officer Level 7 \$52,078 - \$55,114

Craig Lemon 838-54174, Section 68(1), 24 October 2013

Facilities Service Officer Level 5 \$46,021 - \$48,412

Manuel Martinez 838-52291, Section 68(1), 29 October 2013

Technical Officer Level 1 \$47,953 - \$50,376

Priscilla Nair 836-54383, Section 68(1), 24 October 2013

Health Professional Level 2 \$54,414 - \$75,477

Mario Vittorino Mejia 830-79462, Section 68(1), 25 October 2013

Justice and Community Safety

Legal 1 \$54,415 - \$111,570

Tamara Sullivan 836-04626, Section 68(1), 31 October 2013

Territory and Municipal Services

Administrative Services Officer Class 6 \$70,913 - \$81,460

David Britton 835-88240, Section 68(1), 24 October 2013

Bus Operator - Training \$58,463

Vicki Fowler 836-07931, Section 68(1), 25 October 2013

Bus Operator - Training \$58,463

Ryan Hutchinson 836-08029, Section 68(1), 25 October 2013

EGSO4.2 - Workshop Staff \$54,084

Francesco Marando 836-07851, Section 68(1), 7 October 2013

Bus Operator - Training \$58,463

Benjamin Molony 836-07958, Section 68(1), 25 October 2013

Bus Operator - Training \$58,463

Cooper Pike 836-09873, Section 68(1), 25 October 2013

Bus Operator - Training \$58,463

Dobinder Singh 836-07974, Section 68(1), 25 October 2013

Bus Operator - Training \$58,463

Nigel Smith 836-08002, Section 68(1), 25 October 2013

TRANSFERS

Chief Minister and Treasury

Hui Zhi: 835-71588

From: Administrative Services Officer Class 6 \$70,913 - \$81,460

Justice and Community Safety

To: Administrative Services Officer Class 6 \$70,913 - \$81,460

Chief Minister and Treasury, Canberra (PN. 55330) (Gazetted 10 July 2013)

Health

Kim Dawson: 786-52332

From: Enrolled Nurse Level 1 \$50,160

Health

To: Enrolled Nurse Level 1 \$50,160 - \$53,766

Health, Canberra (PN. 13385) (Gazetted 19 September 2013)

Katherine Heffernan: 821-21139

From: Registered Nurse Level 2 \$78,157 - \$82,990

Health

To: Registered Nurse Level 2 \$78,157 - \$82,990

Health, Canberra (PN. 18155) (Gazetted 3 September 2013)

Allison Schischka: 771-92776

From: Registered Nurse Level 3.2 \$101,556

Health

To: Registered Nurse Level 2 \$78,157 - \$82,990

Health, Canberra (PN. 26123) (Gazetted 3 September 2013)

PROMOTIONS

Community Services

Housing and Community Service

Housing ACT

Tenancy Operations

Anna Harkin: 835-85226

From: Administrative Services Officer Class 4 \$58,870 - \$63,917

Community Services

To: Administrative Services Officer Class 5 \$65,660 - \$69,623

Community Services, Canberra (PN. 24723) (Gazetted 21 October 2013)

Economic Development

ACT Gambling and Racing Commission

Compliance and Investigations

Janine Fairburn: 827-38382

From: Administrative Services Officer Class 4 \$58,870 - \$63,917

Economic Development

To: Administrative Services Officer Class 5 \$65,660 - \$69,623

Economic Development, Canberra (PN. 55508) (Gazetted 16 September 2013)

ACT Gambling and Racing Commission

Compliance and Investigations

Julie-anne Wales: 835-81583

From: Administrative Services Officer Class 4 \$58,870 - \$63,917

Economic Development

To: Administrative Services Officer Class 5 \$65,660 - \$69,623

Economic Development, Canberra (PN. 42503) (Gazetted 16 September 2013)

Education and Training

Office for Schools

South and Weston Network

Red Hill Primary School

Letitia Edwards: 747-75036

From: Administrative Services Officer Class 5 \$65,660 - \$69,623

Education and Training

To: Administrative Services Officer Class 6 \$70,913 - \$81,460

Education and Training, Canberra (PN. 15596) (Gazetted 6 August 2013)

Health

Canberra Hospital and Health Services

Louise Smith: 821-08241

From: Registered Nurse Level 1 \$55,567 - \$75,084

Health

To: Registered Nurse Level 2 \$78,157 - \$82,990

Health, Canberra (PN. 15254) (Gazetted 3 September 2013)

Canberra Hospital and Health Services

Women, Youth and Children

Nicola Muir: 821-08241

From: Administrative Services Officer Class 2 \$46,372 - \$51,422

Health

To: Administrative Services Officer Class 3 \$52,818 - \$57,004
Health, Canberra (PN. 16112) (Gazetted 25 September 2013)

**Canberra Hospital and Health Services
Medicine**

Sarah Vest: 820-96543

From: Administrative Services Officer Class 3 \$52,818 - \$57,004
Health

To: Administrative Services Officer Class 4 \$58,870 - \$63,917
Health, Canberra (PN. 30946) (Gazetted 19 September 2013)

Canberra Hospital and Health Services

**Capital Region Cancer Service
Cancer Stream Administration**

Dianne Yonan: 827-42170

From: Administrative Services Officer Class 2 \$46,372 - \$51,422
Health

To: Administrative Services Officer Class 3 \$52,818 - \$57,004
Health, Canberra (PN. 16334) (Gazetted 26 September 2013)

Canberra Hospital and Health Services

**Capital Region Cancer Services
Medical Oncology**

Nicole Gorddard 789-44693

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

To: Senior Staff Specialist \$199,231
Health, Canberra (PN. 02299)

Note: This promotion is from a non-advertised vacancy in accordance with Process for promotion from Specialist to Senior Specialist Guidelines

Territory and Municipal Services

Roads and Public Transport

ACTION

Operational Capability

Daniel Crossley: 827-54710

From: Bus Operator \$65,081

Territory and Municipal Services

To: †Transport Officer Grade 3 - ACTION \$84,975

Territory and Municipal Services, Canberra (PN. A20114) (Gazetted 8 August 2013)

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

Roads and Public Transport

ACTION

Operational Capability

Peter Jovanovic: 827-46841

From: Bus Operator \$65,081

Territory and Municipal Services

To: †Transport Officer Grade 3 - ACTION \$84,975

Territory and Municipal Services, Canberra (PN. A20120) (Gazetted 8 August 2013)

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

Roads and Public Transport

ACTION

Operational Capability

Peter Michalopoulos: 827-59888

From: Bus Operator \$65,081

Territory and Municipal Services

To: †Transport Officer Grade 3 - ACTION \$84,975

Territory and Municipal Services, Canberra (PN. A20176) (Gazetted 8 August 2013)

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

Roads and Public Transport

ACTION

Operational Capability

Paris Pangalos: 608-09629

From: Bus Operator \$65,081

Territory and Municipal Services

To: †Transport Officer Grade 3 - ACTION \$84,975

Territory and Municipal Services, Canberra (PN. A20119) (Gazetted 8 August 2013)

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