



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 16 February 2017**

## VACANCIES

### Chief Minister, Treasury and Economic Development

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

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

#### Office of the Head of Service

##### Executive Officer

##### Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 38242)

Gazetted: 21 February 2017

Closing Date: 1 March 2017

Details: The Office of the Head of Service is seeking an Executive Officer who is able to work with a high degree of independence in a dynamic work environment. The successful applicant will have well developed research and analytical skills, exceptional interpersonal and written communication skills as well as the ability to manage competing priorities to deliver quality outcomes. The successful applicant will be expected to discretely manage and provide balanced advice on highly-sensitive and confidential issues.

Note: This is a temporary position available for up to 12 months.

Contact Officer: Leanne Power (02) 6207 5990 [leanne.power@act.gov.au](mailto:leanne.power@act.gov.au)

#### Access Canberra

##### Projects, Governance and Support

##### Government Business and Coordination

##### Government Business and Coordination Officer

##### Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 38223)

Gazetted: 17 February 2017

Closing Date: 24 February 2017

Details: At Access Canberra, we find innovative solutions that create positive change in our community. We are often the first point of contact for anyone wanting to interact with the ACT Government and we are working to make this process easier, simpler and faster for all. We are currently looking for an energetic, results-driven person to fill the position of Government Business and Coordination Officer in our Government Business and Coordination team. This team works in a fast-paced environment, preparing and coordinating Cabinet and Legislative Assembly material such as briefs, speeches and reports for all of Access Canberra. They also provide coordination activities across all of Access Canberra's functions, provide secretariat support to the Gambling and Racing Commission as well as processing Freedom of Information requests for the community.

Note: This is a temporary position available until 30 June 2017 with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Audrey Aquilina (02) 6207 4442 [audrey.aquilina@act.gov.au](mailto:audrey.aquilina@act.gov.au)

#### Access Canberra

##### Community, Business and Transport Regulation

##### Business Engagement Education and Compliance

##### Inspector

##### Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 42500, several)

Gazetted: 21 February 2017

Closing Date: 28 February 2017

Details: Working in a dynamic regulatory compliance environment, the Officer will be required to engage and educate stakeholders of their obligations under various pieces of legislation administered by Access Canberra.

When necessary, Officers will be required to escalate these actions into enforcement activity. Access Canberra is looking for a team player who, under limited direction, can conduct regulatory compliance inspections and investigations in respect of legislative requirements and assist the section by undertaking administrative tasks and

analytical work. To be successful in this role you will need to be able to interpret and apply legislation, have strong written and oral communication skills and a demonstrated ability to manage competing priorities. The position reports to the Senior Inspector, Business Engagement, Education and Compliance, Access Canberra and is responsible for conducting inspections and investigations within the ACT in line with Access Canberra's compliance programs. Under limited direction: Assist with planning and provide a leadership role in relation to the conduct of proactive compliance activities under various pieces of legislation administered by the Office; Deal appropriately with confidential and sensitive information; Participate in fostering an environment of working together across the various disciplines within Access Canberra; Establish effective working relationships with stakeholders through a process of engagement, education and, where warranted, enforcement; Perform the functions of an authorised Inspector in accordance with relevant legislation; Assist Senior Inspectors and Managers with the preparation of correspondence, reports and briefings; Act as an administrative support officer and undertake other functions as required by the Strategic Compliance Coordination Officer; Undertake other administrative duties as required; and maintain records, including those relating to team activities and outcomes, in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Certificate IV in Government Investigations, or a willingness to obtain, is highly desirable.

Note: Applicants are asked to limit their response to no more than two pages. Selection may be based on applications and referee reports only.

Contact Officer: Andrew Nowlan (02) 6205 2534 [andrew.nowlan@act.gov.au](mailto:andrew.nowlan@act.gov.au)

#### **Access Canberra**

##### **Projects, Governance and Support**

##### **Government Business and Coordination**

##### **Government Business and Coordination Officer**

##### **Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 25149, several)**

Gazetted: 17 February 2017

Closing Date: 24 February 2017

Details: At Access Canberra, we find innovative solutions that create positive change in our community. We are often the first point of contact for anyone wanting to interact with the ACT Government and we are working to make this process easier, simpler and faster for all. We are currently looking for an energetic, results-driven person to fill the position of Government Business and Coordination Officer in our Government Business and Coordination team. This team works in a fast-paced environment, preparing and coordinating Cabinet and Legislative Assembly material such as briefs, speeches and reports for all of Access Canberra. They also provide coordination activities across all of Access Canberra's functions, provide secretariat support to the Gambling and Racing Commission as well as processing Freedom of Information requests for the community.

Note: This is a temporary position available until 30 June 2017 with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Audrey Aquilina (02) 6207 4442 [audrey.aquilina@act.gov.au](mailto:audrey.aquilina@act.gov.au)

#### **Access Canberra**

##### **Community, Business and Transport Regulation**

##### **Vehicle Safety Standards**

##### **Technical Officer**

##### **Technical Officer Level 3 \$68,126 - \$76,990, Canberra (PN: 00900)**

Gazetted: 21 February 2017

Closing Date: 28 February 2017

Details: Under the general direction of the Manager Vehicle Safety Standards the successful applicants may be required to perform any of the required duties of the Technical Officer team. The duties include: Provide technical information to engineers/signatories, members of the Authorised Examiner Scheme (AES) and the public or the automotive industry. Create type approval numbers (TAN's) and Green Vehicle Ratings (GVR's) for the new vehicle registration scheme. Assess complaints about vehicle compliance and recall vehicles for inspection. Manage and coordinate the On Road Inspection team and assist with management of the Inspection Station. Conduct trade plate audits and assist with trade plate renewals. Manage or assist in the Vehicle Identity Unit and inspect vehicles to establish their correct identity; ensure that vehicles have been repaired with legitimate parts and to industry standards. Inspect complex modified vehicle inspections in accordance with the territory vehicle standards; Inspect non-standard vehicles for Conditional Registration Scheme; Maintain records in accordance with the *Territory Records Act 2002*. This position does involve direct supervision of personnel.

Eligibility/Other Requirements: Motor Mechanic Trade Certificate or equivalent. A current driver's licence. Ability and willingness to work on weekend or after-hours. Ability and willingness to work in field operations or interstate. This position does require a pre-employment medical if successful applicant is a non-government employee.

Note: The Access Canberra Motor Vehicle Inspection Station (MVIS) will be relocating to the new facility at Hume in May 2017.

Contact Officer: Peter Hunter (02) 6205 3597 peter.hunter@act.gov.au

#### **Long Service leave Authority**

##### **Compliance**

##### **Compliance team**

##### **Compliance Support Officer**

##### **Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 17774)**

Gazetted: 21 February 2017

Closing Date: 9 March 2017

Details: The Compliance Support Officer will conduct site inspections, employer visits, debt collection processes and provide assistance to the Compliance Officer. The Authority provides staff with flexible working arrangements, access to a range of roles and training that is tailored to their career goals. Staff working within the Authority are expected to demonstrate quality customer service and team work skills, be willing to continuously improve, be outcome focused and accountable for their actions. Further information relating to the ACT Long Service Leave Authority can be found at <http://www.actleave.act.gov.au>.

Eligibility/Other Requirements: Current driver's licence. Willingness to travel to building and construction sites and undertake Asbestos Awareness and White Card training courses. Highly desirable: Working towards or attainment of Certificate IV Government (Investigations); Experience and knowledge in industrial relations issues and legislation.

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

Contact Officer: Goran Josipovic (02) 6247 3900 goran.josipovic@actleave.act.gov.au

#### **Access Canberra**

##### **Construction, Environment and Workplace Protection**

##### **Environment and Dangerous Substances Licensing**

##### **Licensing Officer**

##### **Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 02005)**

Gazetted: 16 February 2017

Closing Date: 2 March 2017

Details: The Licensing Officer will work under the broad direction of Managers within Construction and Environment Workplace Protection. This will include working within a large and diverse team to administer licensing process including the processing of applications and maintaining public registers relating to construction, environment and workplace health and safety industries; providing technical advice to various inspectorate and enforcement teams within the division, Access Canberra, and other areas ACT Government; establishing and maintaining relationships with internal and external clients and stakeholders; prepare a range of written correspondence including ministerial and directorate correspondence, news articles, digital service information such as web sites and scribing duties; maintaining records in accordance with the *Territory Records Act 2002*; and other duties as reasonably directed by a Supervisor/Manager of Access Canberra.

Eligibility/Other Requirements: Experience or qualification with Environmental Licensing is desirable.

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

Contact Officer: Tom Nilsen (02) 6205 4644 tom.nilsen@act.gov.au

#### **Shared Services ICT**

##### **Technology Services Branch**

##### **Service Assurance**

##### **Asset Audit and Compliance Officer**

##### **Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 14526)**

Gazetted: 20 February 2017

Closing Date: 27 February 2017

Details: Service Assurance team are looking for an experienced candidate to support the achievement of Shared Services ICT organisational objectives through the delivery of quality customer services and ICT solutions. The

Asset, Audit and Compliance (AAC) Officer is responsible for in effectively assisting in the life-cycle management of IT assets across the ACT Government.

Contact Officer: Alan Kayes (02) 6207 0642 alan.kayes@act.gov.au

**Access Canberra**

**Projects, Governance and Support**

**Government Business and Coordination**

**Government Business and Coordination Officer**

**Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 42497)**

Gazetted: 20 February 2017

Closing Date: 27 February 2017

Details: At Access Canberra, we find innovative solutions that create positive change in our community. We are often the first point of contact for anyone wanting to interact with the ACT Government and we are working to make this process easier, simpler and faster for all. We are currently looking for an energetic, results-driven person to fill the position of Government Business and Coordination Officer in our Government Business and Coordination team. This team works in a fast-paced environment, preparing and coordinating Cabinet and Legislative Assembly material such as briefs, speeches and reports for all of Access Canberra. They also provide coordination activities across all of Access Canberra's functions, provide secretariat support to the Gambling and Racing Commission as well as processing Freedom of Information requests for the community.

Note: This is a temporary position available until 30 June 2017 with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Audrey Aquilina (02) 6207 4442 audrey.aquilina@act.gov.au

**Access Canberra**

**Licensing and Registrations**

**Environment and Dangerous Substances Licensing**

**Licensing Officer**

**Professional Officer Class 1 \$55,526 - \$76,990, Canberra (PN: 15671)**

Gazetted: 16 February 2017

Closing Date: 2 March 2017

Details: The Licensing Officer will work under the broad direction of Managers within Construction and Environment Workplace Protection. This will include working within a large and diverse team to administer licensing process including the processing of applications and maintaining public registers relating to construction, environment and workplace health and safety industries; providing technical advice to various inspectorate and enforcement teams within the division, Access Canberra, and other areas ACT Government; establishing and maintaining relationships with internal and external clients and stakeholders; prepare a range of written correspondence including ministerial and directorate correspondence, news articles, digital service information such as web sites and scribing duties; maintaining records in accordance with the *Territory Records Act 2002*; and other duties as reasonably directed by a supervisor/Manager of Access Canberra.

Note: This is a temporary position available for a period of six month with the possibility of extension. Applicants should provide a response to the selection criteria and a current CV including details of two referees.

Contact Officer: Tom Nilsen (02) 6205 4644 tom.nilsen@act.gov.au

**Sales Marketing and Property Management**

**Venues Canberra**

**Exhibition Park in Canberra – EPIC**

**Venue Maintenance Support Officer**

**General Service Officer Level 4 \$48,679 - \$50,660, Canberra (PN: 30710)**

Gazetted: 16 February 2017

Closing Date: 2 March 2017

Details: Venues Canberra is responsible for the hosting of events at the Territory's major venues, being Exhibition Park in Canberra (EPIC), GIO Stadium, Manuka Oval and Stromlo Forest Park; and the management and operation of these venues. The Facilities team is responsible for ensuring the EPIC grounds are presented to an optimal level and attention to detail is always provided. Reporting to the Facilities Manager, the Venue Maintenance Support Officer provides assistance in all aspects of venue facilities management.

Eligibility/Other Requirements: Driver's licence is essential; Fork Lift licence and First Aid Certificate is desirable.

Note: This is a temporary position available for up to 12 months with the possibility of extension. Hours are part-time (four days per week), 29:24 hours, and include working Monday, Tuesday, Thursday and Friday. Duties will include some after hours and weekend work, including an on call roster. The salary above will be paid pro-rata for part-time hours. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general staff.  
Contact Officer: Amal Davis (02) 6205 4948 amal.davis@act.gov.au

### **Community Services**

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

#### **Strategy, Participation and Early Intervention**

##### **Child Development and Family Programs**

##### **Executive Unit**

##### **Business Manager**

##### **Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 36153)**

Gazetted: 21 February 2017

Closing Date: 28 February 2017

Details: An exciting opportunity exists for a motivated and highly organised individual to join the Executive Unit in the Child Development and Family Programs Branch within the Community Services Directorate. The position will be responsible for overseeing operational areas of the Branch, such as Budget, human resource, Output reporting, facilities maintenance, and the development of operational policies and procedures. The Business Manager will also have responsibility for supervising a number of administrative staff at the three Child and Family Centres at Tuggeranong, Gungahlin and West Belconnen, and the Child Development Service at Holder, so the position will involve travel. The successful applicant will be proficient in the use of Microsoft Office programs and database systems, and will have experience in the areas of financial management and human resources processes. They will also have experience supervising staff.

Eligibility/Other Requirements: A current driver's licence is essential. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Georgia Harvey (02) 6205 6939 georgia.harvey@act.gov.au

#### **Child and Youth Protection Services**

##### **Child and Youth Protection Services**

##### **Operations North/South**

##### **Senior Practitioner**

##### **Health Professional Level 4 \$98,977 - \$106,542, Canberra (PN: 33998, several)**

Gazetted: 22 February 2017

Closing Date: 9 March 2017

Details: The Health Professional Level 4 Senior Practitioner position is responsible for providing expert case practice advice and leadership, supporting and developing case workers in the integration of theory and practice while demonstrating expertise through case management.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. At least five years experience in Human Services fields. Current driver's licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Notes: These are temporary positions available for six months with the possibility of extension. An order of merit may be established from this process to fill identical temporary positions.

Contact Officer: Vicki Anderson (02) 6207 7308 CYPSPRecruitment@act.gov.au

**Child and Youth Protection Services  
Operations North/South  
Team Leader**

**Health Professional Level 4 \$98,977 - \$106,542, Canberra (PN: 32188, several)**

Gazetted: 21 February 2017

Closing Date: 8 March 2017

Details: The Team Leader role is focussed on providing strong leadership to build an integrated multidisciplinary team that supports effective service delivery to meet our statutory obligations and deliver on our strategy of creating a continuum of care for our clients.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. At least five years experience in human service delivery. Current driver's licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: Multiple temporary positions may become available for a period of six months with the possibility of extension. Selection may be based on application only. An order of merit may be established from this process to fill identical temporary positions.

Contact Officer: Vicki Anderson (02) 6205 4430 [vicki.anderson@act.gov.au](mailto:vicki.anderson@act.gov.au)

**Strategy, Participation and Early Intervention  
Service Design, Policy and Accountability  
Community Services, Industry Relationships and Reform  
Senior Contract Officer**

**Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 10685)**

Gazetted: 21 February 2017

Closing Date: 7 March 2017

Details: The Strategy, Participation and Early Intervention Division is seeking a highly motivated Senior Contract Officer to join the Service Funding Support Unit within the Community Services Industry Relationships and Reform Team. The Division is responsible for the provision of human services policy, programs and funding, governance and advice to the Senior Executive and the Office of the Minister. The Community Services, Industry Relationships and Reform Team is responsible for supporting the Community Services Directorate to advance work on implementing the Human Services Blueprint, policy reforms and building the capacity and capability of community partners. The Senior Contract Officer is responsible for undertaking a range of activities that support the Directorate's contracts and/or community grants schemes including maintaining, analysing and reporting on individual contracts. This position requires a hardworking and motivated individual that has experience administering contracts, providing procurement advice and an ability to communicate effectively. The successful candidate will report to the Service Funding Support Manager.

Contact Officer: Jancye Winter (02) 6207 0038 [jancye.winter@act.gov.au](mailto:jancye.winter@act.gov.au)

**Corporate Services  
Finance and Budget  
Internal Audit and Risk Management  
Assurance Officer**

**Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 26033)**

Gazetted: 21 February 2017

Closing Date: 28 February 2017

Details: The Internal Audit and Risk Management Team supports the Directorate's senior executives, managers and staff in the management of risks, financial accountability, compliance with legislation and policy/procedures, fraud and corruption prevention and better practice governance. It is responsible for developing, coordinating, implementing and monitoring the Directorate's: Internal Audit Strategic Plan and Annual Audit program; Risk Management Framework; Compliance and assurance programs; and Fraud and Corruption Framework. The Audit and Risk Management Unit also supports the Directorate's Audit and Risk Management Committee. The Assurance Officer will work in a small team mainly to provide secretariat support to the Audit and Risk Management Committee (ARMC) and execute administrative tasks that are critical to the success of the function of the team. Initiative, teamwork, organisational skills and attention to detail are essential to perform this role. The Officer also will assist to conduct audits and reviews, including performance, financial and compliance type audits and reviews.

In addition, the Officer will also assist the team to facilitate the implementation of Risk Management and Fraud and Corruption Frameworks across the directorate.

Eligibility/Other Requirements: Related tertiary and/or professional qualifications such as CPA/CA (or study towards) would be beneficial.

Note: This is a temporary position available for up to 11 months with the possibility of permanency.

Contact Officer: Mayooran Sinnathurai (02) 6205 0147 mayooran.sinnathurai@act.gov.au

### **Corporate Services**

#### **Finance and Budget**

##### **Finance Officer**

##### **Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 21777)**

Gazetted: 17 February 2017

Closing Date: 3 March 2017

Details: The Finance and Budget Unit is responsible for the overall budgeting and financial management of the Directorate. The Unit is the interface between the Directorate and ACT Treasury and provides support to Business Units. Specific functions include budget development, financial reporting, financial processing and financial management and governance. The position provides support and assistance within the Finance and Budget Unit. The responsibilities of the position include assisting with the preparation of regular financial reports, performing general ledger and adhoc reconciliations and accounts reviews, assisting with debt recovery action, asset management and budget development and monitoring.

Eligibility/Other Requirements: Accounting qualifications or progress towards is desirable.

Contact Officer: Nada Sehovic (02) 6207 6365 nadezda.sehovic@act.gov.au

### **Strategy Participation and Early Intervention**

#### **Community Participation Group**

##### **Senior Manager**

##### **Senior Officer Grade A \$135,384, Canberra (PN: 37240)**

Gazetted: 20 February 2017

Closing Date: 27 February 2017

Details: The Senior Manager will lead, develop and implement policies, programs and projects as they relate to Community Participation Group (CPG). This position will provide high level advice to the Director in relation to the above matters and represent the Directorate and ACT Government at a range of local and national forums and at community events and activities. This position requires a high degree of sensitivity and confidentiality, as well as a flexible approach in responding to tight deadlines. This position will report to the Director, CPG.

Eligibility/Other Requirements: This position may be required to work afterhours, on-call and on weekends in accordance with Enterprise Agreement provisions. A security clearance at an appropriate level will be required.

Educational, suitability and professional qualification checks may be carried out prior to employment.

Notes: This is a temporary position available for six months with the possibility of permanency.

Contact Officer: Azra Khan (02) 6205 0522 azra.khan@act.gov.au

### **Child and Youth Protection Services**

#### **Operations North/South**

##### **Operation's/Intake Manager**

##### **Health Professional Level 5 \$116,570 - \$131,229, Canberra (PN: 33375)**

Gazetted: 21 February 2017

Closing Date: 9 March 2017

Details: The Operations/Intake Manager role is responsible for providing strong leadership and managing the day to day operations of Child and Youth Protection Services (CYPS) to ensure our strategy of creating a continuum of care for our clients. CYPS Operations works directly with the community and provides trauma informed case management to children and young people in a statutory environment to keep them safe from harm, provide permanency planning and ensure improved outcomes.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. At least five years practice experience working with children, young people and their carers or families. Previous program management experience to achieve team outcomes. Current driver's licence.

Note: Selection may be based on application only. A merit list will be created and may be used to fill future identical vacancies which may occur over the next 12 months.



Contact Officer: Jodie Robinson (02) 6205 4430 [jodie.robinson@act.gov.au](mailto:jodie.robinson@act.gov.au)

### **Cultural Facilities Corporation**

#### **Canberra Theatre Centre**

##### **Front of House**

##### **Casual Patron Services Officers**

##### **Patron Services Officer Levels 1/2 \$27.22 to \$29.43 per hour including casual loading, Canberra (PN: Several)**

Gazetted: 17 February 2017

Closing Date: 3 March 2017

The Canberra Theatre Centre is seeking casual Patron Services Officers (Ushers and Bar staff) to join our friendly team of professionals. This busy performing arts venue is in need of some fresh faces who are energetic but most importantly willing to learn and grow in the hospitality focused industry. Must be available to work on the weekends with the option of week nights and days. We expect you to be a team player, well groomed and able to keep up in a fast paced Performing Arts environment. You will be positive and enthusiastic and have great customer services skills.

Duties/Responsibilities include: Customer Service; Cash handling/POS; Opening/bar prep work; Closing including cleaning duties.

Flexible roster system including weekend and public holidays.

Eligibility/Other Requirements: Must have RSA Certificate.

Note: To apply please complete Application Coversheet and submit your CV.

Contact Officer: Michael Ranieri (02) 6243 5739 [michael.ranieri@act.gov.au](mailto:michael.ranieri@act.gov.au)

Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email [CFC.HR@act.gov.au](mailto:CFC.HR@act.gov.au)

### **Education**

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

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

#### **Education Strategy**

##### **Student Engagement**

##### **Student Wellbeing**

##### **Advice and Research Executive Officer**

##### **Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 36661)**

Gazetted: 16 February 2017

Closing Date: 23 February 2017

Details: Student Engagement provides support to school staff and students through multi-disciplinary teams and in collaboration with parents and the community, as well as providing strategic direction to schools in the areas of student wellbeing, behaviour support and students with disabilities. This position will work within a small team to support the Branch in the development of policies and projects, research and writing relating to student wellbeing and engagement in the Education context.

Eligibility/Other Requirements: Highly desirable: Previous experience working in ACT Government; Previous experience in contract management and procurement; Previous experience in mental health policy. Relevant tertiary qualifications in Education, Policy or Human Services or equivalent.

Note: Part-time hours may be considered and the salary above will be paid pro rata for part-time hours. Selection will be based on written application, referee reports and if required, an interview. A merit list will be created and may be used to fill identical vacancies which occur over the next 12 months.

Contact Officer: Jane Shun Wah (02) 6205 3312 [jane.shunwah@act.gov.au](mailto:jane.shunwah@act.gov.au)

#### **Office for Schools**

##### **Belconnen Network**

##### **Mount Rogers Primary School**

##### **Classroom Teacher – Middle Primary**

**Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 10471)**

Gazetted: 16 February 2017

Closing Date: 2 March 2017

Details: Mount Rogers Primary School is seeking a highly motivated and innovative Teacher to work collaboratively in our middle primary teaching team. Knowledge of and experience with inquiry-based learning are highly desirable. Explicit teaching in literacy and numeracy, and the routine use of objective evidence is central to this role, and informs our response to intervention approach.

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 registration with the ACT Teacher Quality Institute (or eligibility to teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to

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

Note: This is a temporary position available from 27 March 2017 until 26 January 2018.

Contact Officer: Sue Harding (02) 6205 8066 sue.harding@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 of Schools**

**Belconnen Network**

**Melba Copland Secondary School**

**Science/Horticulture (10 -12) Teacher**

**Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 05145)**

Gazetted: 16 February 2017

Closing Date: 2 March 2017

Details: Melba Copland Secondary School is seeking a qualified Classroom Teacher for our Horticulture area. The successful applicant will have a passion for and experience in both the Horticulture Industry and Science, and will be delivering BSSS-accredited and VET courses to our students to ensure they graduate with an ACT Senior Secondary Certificate and nationally recognised industry qualifications.

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). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to

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

Contact Officer: Michael Battenally (02) 6142 0300 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**

**North/Gungahlin Network**

**Dickson College**

**Classroom Teacher EAL/D, Secondary Introductory English Centre**

**Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 06210)**

Gazetted: 22 February 2017

Closing Date: 9 March 2017

Details: The Secondary Introductory English Centre (SIEC) at Dickson College is seeking an EAL/D Teacher with a passion for secondary education to join our teaching team. This person will need to be able to teach EAL/D both in the College and the SIEC and work as a productive member of our SIEC team. The ability to teach science to students with an EAL/D background may be required.

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). EAL/D teaching qualification.

Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Craig Edwards (02) 6142 0140 craig.edwards@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**

**Charles Conder Primary School**

**Executive Assistant and Administration Officer**

**School Assistant 4 \$60,309 - \$65,305, Canberra (PN: 36367)**

Gazetted: 16 February 2017

Closing Date: 2 March 2017

Details: Charles Conder Primary School is seeking a highly motivated person to fill the position of Executive Assistant and Administrative Support Officer. The successful applicant will work closely with the Principal, Business Manager and the school Executive undertaking various administrative duties. The successful applicant will possess excellent organisational, communication and customer service skills and will have the ability to work within a dynamic work environment with competing demands. The successful applicant will effectively and accurately enter data, produce records/reports and provide administrative support to staff. High level interpersonal skills will enable productive and supportive liaison with students, families and staff. The successful applicant will be an integral and flexible part of a collaborative administrative team.

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

Desirable: Certificate III or equivalent e.g. Business Administration (Education), Education Support, Government (School Support Services) Knowledge of office practices and procedures. Knowledge of Microsoft Office packages. First Aid qualification, or willingness to undertake appropriate training.

Notes: A School Assistant 4 is required to work six days (in addition to the four days Professional Learning) during stand down periods between school terms to undertake duties as directed, for example program preparation. This will normally be two days within each stand down period, subject to negotiation with the principal. Selection may be based on application and referee reports only.

Contact Officer: Jason Walmsley (02) 6142 0177 [jason.walmsley@ed.act.edu.au](mailto:jason.walmsley@ed.act.edu.au)

**Office for Schools**

**Belconnen Network**

**Miles Franklin Primary School**

**Building Services Officer 2**

**General Service Officer Level 6 \$54,137 - \$56,596, Canberra (PN: 36464)**

Gazetted: 17 February 2017

Closing Date: 3 March 2017

Details: Miles Franklin Primary School is seeking a highly experienced officer for the position of Building Services Officer. This is an upgrade to the current position and the successful applicant will play an integral role in the school community. The position duties will be required to maintain school buildings and grounds in a clean and tidy condition with a regard to safety and security hazards; complete emergency and other repairs to 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: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: [www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety). Mandatory Training in other WHS procedures will be required during employment: for example Working at Heights, Sharps. Desirable: An industry recognised trade qualification or equivalent work experience. A current First Aid Certificate.

Note: The duties of this position require a high degree of manual activity. An appropriate level of functional physical fitness is required.

Contact Officer: Deanne Barnes (02) 6205 7533 [deanne.barnes@ed.act.edu.au](mailto:deanne.barnes@ed.act.edu.au)

**Office for Schools**

**North Gungahlin Network**

**Lyneham High School**

**Administrative Assistant - Excursions**

**School Assistant 2 \$44,392 - \$49,022, Canberra (PN: 37049)**

Gazetted: 17 February 2017

Closing Date: 3 March 2017

Details: Lyneham High School is seeking a highly motivated person to fill the position of Administrative Assistant (Excursions). The successful applicant will work closely with the Deputy Principal (Staffing) to ensure that excursion procedures are followed and excursions spreadsheets are up to date. The successful applicant will liaise successfully with students, families and staff; provide administrative support to staff throughout the school; and work flexibly and effectively as part of a collaborative administrative team.

Eligibility/Other Requirements: Mandatory: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). Desirable: First Aid Certificate or a willingness to undertake appropriate training. Experience working in a secondary school setting, possess excellent communication skills, particularly relating to high school students.

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

Contact Officer: Kathryn Cheshire (02) 6205 6410 [kathryn.cheshire@ed.act.edu.au](mailto:kathryn.cheshire@ed.act.edu.au)

**Health**

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

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

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

**Corporate**

**ICT Health**

**UCPH Digital Solutions**

**UCPH Digital Solutions Program Manager**

**Senior Officer Grade A \$135,384, Canberra (PN: 33266)**

Gazetted: 23 February 2017

Closing Date: 2 March 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Information and Communication Technology Branch is led by the Chief Information Officer (CIO) who provides high-level leadership and advice on policies, planning, and implementation of strategies in relation to information and communication technology (ICT) projects. The Branch is responsible for delivering patient centric technology solutions through the: development, implementation and support of the Health Directorate Information Technology (IT) Strategic Plan, policies, processes and procedures; development, implementation and maintenance of technology solutions and projects; management of the relationship with Health Directorate ICT vendors including Shared Services; and prudent financial management of allocated funds. Overview of the work area and position: The University of Canberra Public Hospital (UCPH) Digital Solutions Program Manager reports to the Senior Manager, Governance and Future Capability, with responsibility for managing the implementation of new systems, infrastructure and associated technologies to support the delivery of clinical services at the University of Canberra Public Hospital (UCPH).

Eligibility/Other Requirements: Highly Desirable: At least three years of project management experience.

Desirable: Formal qualifications in Project Management. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available until 31 December 2018.

Contact Officer: Sandra Cook (02) 6205 1451 [sandra.cook@act.gov.au](mailto:sandra.cook@act.gov.au)

**Corporate**

**ICT Health**

**UCPH Digital Solutions**

**UCPH ICT Infrastructure Manager**

**Senior Officer Grade A \$135,384, Canberra (PN: 37926)**

Gazetted: 23 February 2017

Closing Date: 9 March 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Information and Communication Technology Branch is led by the Chief Information Officer (CIO) who provides high-level leadership and advice on policies, planning, and implementation of strategies in relation to information and communication technology (ICT) projects. The Branch is responsible for delivering patient centric technology solutions through the: development, implementation and support of the Health Directorate Information Technology (IT) Strategic Plan, policies, processes and procedures; development, implementation and maintenance of technology solutions and projects; management of the relationship with Health Directorate ICT vendors including Shared Services; and prudent financial management of allocated funds. Overview of the Work Area and Position: The University of Canberra Public Hospital (UCPH) ICT Infrastructure Manager reports to the UCPH Digital Solutions Program Manager, with responsibility to coordinate the delivery of multiple infrastructure components (such as networking, communications, nurse call and duress capabilities) from multiple parties to ensure the successful design, construction, commissioning and operation of the University of Canberra Public Hospital.

Eligibility/Other Requirements: At least three years of project management experience in the delivery of ICT infrastructure services. Desirable: Formal qualifications in Project Management; and Experience in a Health Infrastructure project delivery setting. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available until 31 July 2017.

Contact Officer: Sandra Cook (02) 6205 1451 [sandra.cook@act.gov.au](mailto:sandra.cook@act.gov.au)

**Canberra Hospital and Health Services**

**Mental Health, Justice Health, Alcohol and Drug Services**

**Alcohol and Drug Program**

**Registered Nurse - Alcohol and Drug Services**

**Registered Nurse Level 3.1 \$99,680 - \$103,782, Canberra (PN: 28469)**

Gazetted: 23 February 2017

Closing Date: 2 March 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Alcohol and Drug Services (ADS) incorporates six areas including the Opioid Treatment Service, Medical Services, Consultation and Liaison Service, ten bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services. The Opioid Treatment Service Pharmacotherapy Program provides opiate substitution treatment to people in the ACT. Under broad direction, you will play a key role in providing day to day recruitment, human resource and contract management across ACT Health. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

Eligibility/Other Requirements: Approved tertiary qualifications or equivalent in Nursing; be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); three years recent nursing experience in a Alcohol and Drug facility, and sound understanding of Alcohol and Other Drugs. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check.

Contact Officer: Sally Billington (02) 6174 7966 [sally.billington@act.gov.au](mailto:sally.billington@act.gov.au)

**Corporate**

**E-Health and Clinical Records**

**Clinical Systems**

**Project Officer**

**Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 36379)**

Gazetted: 23 February 2017

Closing Date: 2 March 2017

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

were developed by us, for us and are unique to our work. Overview of work area and position: The Project officer will assist in the planning and implementation activities of the Mental Health, Justice Health, Alcohol and Drug Services Electronic Clinical Record (MHJHADS ECR) Project. The applicant should have previous experience and working knowledge of MHJHADS clinical processes and workflows with specific familiarity of Justice Health Services. Experience of project implementation within a clinical setting and experience in data analysis, business analysis and ICT systems used within CHHS is highly desirable. The Project Officer will work with the Project team to inform clinical system workflow analysis and appropriate configuration of the system, assist in clinical forms mapping and rationalisation, and manage project documentation, project registers and project sharepoint site. Eligibility/Other Requirements: Previous experience and working knowledge of MHJHADS clinical processes and workflows. Specific familiarity of Justice Health Services is highly desirable. Previous experience of project implementation within a clinical setting is highly desirable. Experience in data analysis and ICT systems used within CHHS is highly desirable.

Notes: This is a temporary position available until 25 July 2017 with the possibility of extension. Selection may be made based on expression of interest and CV.

Contact Officer: Dev Arsavilli (02) 6205 0359 dev.arsavilli@act.gov.au

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

#### **Medicine**

#### **Physiotherapist Lead Clinician**

#### **Health Professional Level 4 \$98,977 - \$106,542, Canberra (PN: 13162)**

Gazetted: 23 February 2017

Closing Date: 2 March 2017

Details: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: The Allied Health Led Spinal Pain Service is a new multidisciplinary, community based service currently in development. It is designed to provide a clinical pathway and multidisciplinary community based clinic for clients residing in the ACT who present with back or neck pain to the Emergency Department, Primary Care or other ACT Health services. ACT Health clients who are referred to the Allied Health Lead Spinal Pain Clinic will be provided with education, exercise programs, group services and access to a multidisciplinary team specialising in spinal pain, which includes physiotherapy and psychological assessments and interventions as appropriate. The successful candidate will be the senior specialist practitioner for the Allied Health Led Spinal Pain Service. They will be expected to work with the Spinal Pain Service Working Group to establish the Spinal Pain Service, including development of a Spinal Pain Assessment Clinic and a multidisciplinary Spinal Pain Clinic. The Lead Clinician will report to the Director of Allied Health for Medicine and is responsible for the operational line management of the Allied Health Led Spinal Pain Service Team, which will include an HP3 Physiotherapist, an Allied Health Assistant and an HP3 Psychologist. The Lead Clinician will provide clinical and professional supervision of the HP3 Physiotherapist and the AHA, and will liaise with the professional supervisor(s) of the HP3 Psychologist. Clinical support for this position will be provided in negotiation with the HP5 Acute Support Extended Scope Physiotherapists at the Canberra Hospital and in partnership with senior specialist practitioners interstate or in the Private sector.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); Must hold a current Australian driver's licence, and willingness to drive; If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial

credentialing is completed following a pre-offer for a position, prior to any appointment being made. *Highly Desirable: Tertiary* qualifications or equivalent in Physiotherapy with a minimum of five years clinical experience post entry level qualification and a minimum of three years in a relevant specialist area. *Desirable: Masters level* qualification in a relevant clinical field; and relevant project management experience. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check.

Note: This position is permanent part-time at 29:24 hours per week. The salary stated above will be paid pro rata for part-time hours.

Contact Officer: Sam Lazarus (02) 6174 5106 sam.lazarus@act.gov.au

## **Corporate**

### **ICT Health**

#### **Recurring Supplies and Maintenance**

#### **Electronic Medication Management Support Pharmacist**

#### **Health Professional Level 4 \$98,977 - \$106,542, Canberra (PN: 36934)**

Gazetted: 23 February 2017

Closing Date: 2 March 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Digital Solutions Division is led by the Chief Information Officer (CIO) who provides high-level leadership and advice on policies, planning, and implementation of strategies in relation to health information, information and communication technology (ICT) projects and clinical records management. The Branch is responsible for: Implementation and support of the Health Directorate Information Technology (IT) Strategic Plan; Management and support of the Health Directorate clinical records across acute, primary and community based services; Coordination of ICT projects; Management of the relationship with Health Directorate ICT vendors; Financial reporting on Health Directorate use of ICT; Development, implementation and maintenance of ICT policies and procedures; and Ensuring Health Directorate information security. Overview of the work area and position: The Systems Support Unit provides support for ACT Health enterprise systems including; Clinical Portal Suite; ICU Clinical Information System; Renal Electronic Medical Record; GP Website; Find a Health Service and Electronic Medication Management. In addition there are specialist teams providing testing and training support to the Clinical Systems Program. As the Electronic Medication Management (EMM) Support Pharmacist, you will work as part of a team and report to the EMM Support Manager, to provide systems administration for the EMM System.

Eligibility/Other Requirements: Eligible for registration as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to appointment to the position AHPRA registration must be held. *Desirable:* Proven experience in system administration of web based applications or information systems in a health environment; Proven experience in pharmacy system administration functions such as medication databases, protocols, quicklists, rules, dose ranges, and formularies. Prior to commencement successful candidates will be required to undergo a pre-employment police check.

Note: One full-time permanent position is available. This process may be used to fill future similar vacancies including temporary positions.

Contact Officer: Craig McMillan (02) 6205 8423 craig.mcmillan@act.gov.au

## **Canberra Hospital and Health Services**

### **Rehabilitation Aged and Community Care**

#### **Community Care Program**

#### **Clinical Development Nurse**

#### **Registered Nurse Level 2 \$86,944 - \$92,151 , Canberra (PN: 29930)**

**Closing Date: 02 March 2017**

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and

Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Public Hospital (UCPH) is part of ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. A number of RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. Overview of the work area and position: The Community Care Program (CCP) Community Nursing Service delivers a range of community-based technical nursing services to residents of the ACT. These services include wound care, continence management, stoma care, post acute support, palliative care, and end of life care. Services are delivered in a clinic or domiciliary setting. Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Must hold a current driver's licence. Relevant post graduate qualifications and recent experience in a wide range of clinical hospital and/or community health applicable to the position is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Note: This is a temporary position available until 10 October 2017.

Contact Officer: Judith Perry (02) 6205 1285 [judith.perry@act.gov.au](mailto:judith.perry@act.gov.au)

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

#### **Cancer Ambulatory and Community Health Support**

#### **Cancer Nursing**

#### **Clinical Development Nurse**

#### **Registered Nurse Level 2 \$86,944 - \$92,151, Canberra (PN: 22468)**

Gazetted: 23 February 2017

Closing Date: 9 March 2017

Details: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Division of Cancer, Ambulatory and Community Health Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the administration support to Ambulatory and Community Health centres across ACT Health. The Capital Ambulatory and Community Health Service (CACHS) are seeking a Registered Nurse to undertake the role of Clinical Development Nurse (CDN) who has highly developed interpersonal skills, enjoys sharing knowledge and educating in the speciality areas of outpatient Haematology, Oncology and Immunology. The CDN will provide and promote education, quality initiatives, feedback, reflective practice, support of graduate nurses, student nurses, new and existing staff to provide an excellent and safe patient care environment.

Eligibility/Other Requirements: Be registered or eligible for registration with the Australian Health Practitioner Regular Agency (AHPRA). Desirable: Hold Certificate IV in Workplace Training and Assessment or Educational program development; and experience in speciality area. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Kathlene Robson (02) 6174 8458 [kathlene.robson@act.gov.au](mailto:kathlene.robson@act.gov.au)



**Canberra Hospital and Health Services**

**Clinical Support Services**

**Revenue and Financial Support**

**Admission Office Manager**

**Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 27345)**

Gazetted: 23 February 2017

Closing Date: 2 March 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of work area and position: The Revenue and Financial Services unit is responsible for providing strategic financial leadership within the CSS division. The position provides high-level support and supervision of the Cashiers Office, Admission Administration and Patient Accounts teams and is required to have a high level of skills in the management of a team, time management, data integrity and communication. The successful applicant will be required to communicate, negotiate and liaise with a range of internal and external stakeholders including, but not limited to patients, insurance companies, solicitors, employers and debtors about outstanding invoices. They will also be required to screen incoming phone calls and correspondence, support the Admissions Administration Manager and provide administration assistance as necessary. They will also require experience or an ability to learn, hospital information systems, admission and billing systems and a sound understanding of the private health insurance billing processes is desirable. Applicants will need to be enthusiastic and have excellent interpersonal skills, have a strong willingness to learn and understand private health insurance and previous experience in the use of hospital based IT system such as ACTPAS.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo police clearance. Experience or an ability to learn, hospital patient information systems, admission and billing systems and a sound understanding of the private health insurance billing processes is desirable. ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a temporary position available for a period 12 months commencing as soon as possible and will be a formal recruitment process that requires responses against the advertised selection criteria.

Contact Officer: Jason McNamara (02) 6244 3670 jasonw.mcnamara@act.gov.au

**Canberra Hospital and Health Services**

**Surgery and Oral Health**

**Medical Staff**

**Personal Assistant, Cardiothoracic Unit**

**Administrative Services Officer Class 3 \$59,152 - \$63,661, Canberra (PN: 29269, expected vacancy)**

Gazetted: 23 February 2017

Closing Date: 2 March 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. Most clinical units, including the Cardiothoracic Unit, are supported by Personal Assistants or Office Management staffs, who coordinate the Office of busy clinicians. Under direction of the Director of Cardiothoracic Surgery, the Personal Assistant will provide administrative support for the Cardiothoracic Unit by undertaking the duties listed in the duty statement.

Eligibility/Other Requirements: Experience with Dictaphone typing is highly desirable. Prior to commencement, the successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Shannon Dougan (02) 6244 4175 shannon.dougan@act.gov.au

**Canberra Hospital and Health Services**  
**Deputy Director General Canberra Hospital and Health Services**  
**Office of the Chief Medical Officer**  
**Director of Pre-Vocational Educational and Training (DPET)**  
**Specialist / Senior Specialist \$162,039 - \$199,961**  
**Senior Specialist \$218,921, Canberra (PN: 38038)**

Gazetted: 23 February 2017

Closing Date: 2 March 2017

Overview of the work area and position: The Office of the Chief Medical Officer (CMO) includes the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU) and Library Services. This position reports to the CMO but has direct line management through the Director of MOSCETU. This leadership position is responsible for setting the strategic direction of the prevocational education program for Junior Medical Officers (JMOs), providing support and advocacy for JMOs and developing stakeholder relationships. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$162,039 - \$199,961 Senior Specialist: \$218,921. 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 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$265,033 - \$351,512.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of a specialist Medical College. Postgraduate qualifications in Medical Education would be highly regarded. Be registered under the working for vulnerable people Act. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Note: This position is a part time temporary position for 3 years.

Contact Officer: Dr Jeffrey Fletcher, A/g Chief Medical Officer (02) 6244 3596 jeffrey.fletcher@act.gov.au

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 2, 6 Bowes Street PHILLIP ACT 2605

**Canberra Hospital and Health Services**  
**Cancer, Ambulatory and Community Services**  
**BreastScreen ACT**  
**Clinical Coordinator - BreastScreen**  
**Specialist 1-5 \$162,039 - \$199,961, Canberra (PN: C10210)**

Gazetted: 23 February 2017

Closing Date: 23 February 2017

Overview of the work area and position: The Division of Cancer, Ambulatory and Community Health Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the administration support to Ambulatory and Community Health centres across ACT Health. BreastScreen ACT is part of the BreastScreen Australia screening program. The service offers free breast screening to all women over 40 years in the ACT. The program has a target age group of women between 50 and 74 years. BreastScreen ACT provides screening at three sites located in the Canberra city, Phillip and Belconnen Health Centres. All assessments are carried out at the Canberra city clinic. The Program is recruiting a specialist for part-time Casual work as a Clinical Coordinator to assist the permanent staff on an intermittent basis. The role requires experience in general practice, willingness to undertake training in the detection and management of early breast cancer within the population of women targeted by the Program, ability to work well with a multidisciplinary team, excellent communication skills and a strong client focus, a commitment to quality improvement and an appreciation of the aims of population health screening. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$162,039 - \$199,961 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 9.5%-10.5% depending on individual arrangements, is payable on this salary component.

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration as a Medical Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA). Fellowship of the Royal Australasian College of Physicians (FRACP) in General Medicine and/or medical sub- specialty or equivalent postgraduate degree or experience in General Practice. o Registered under the Working for Vulnerable People Act. Desirable: Knowledge

of BreastScreen Australia standards and experience working within a breast screening program. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check.  
Contact Officer: SEE SPECIAL CONDITIONS Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 2, 6 Bowes Street PHILLIP ACT 2605

### **Independent Competition and Regulatory Commission**

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

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

#### **Quantitative Analyst and Economic Modeller**

**Administrative Services Officer Class 6 to Senior Officer Grade B \$78,644 - \$131,229, Canberra (PN: 33070)**

Gazetted: 21 February 2017

Closing Date: 7 March 2017

Details: The Independent Competition and Regulatory Commission (Commission) is established under the *Independent Competition and Regulatory Commission Act 1997* to regulate pricing, access and other matters in relation to declared regulated industries, to independently investigate competitive neutrality complaints and government regulated activities. Under the *Utilities Act 2000*, the Commission has responsibility for licensing utility services and ensuring compliance with licence conditions. The Commission is seeking a person with quantitative expertise and experience for the role of Quantitative Analyst and Economic Modeller to support a small economic regulation team. The successful candidate will need to have well developed skills in excel spreadsheets and the use of macros and ideally in the development and use of building blocks models to support price regulation of network businesses.

Eligibility/Other Requirements: The person will also need to have the expertise to program in the R language and have specialist training and relevant experience in statistics or econometrics. Experience in the presentation of data and quantitative concepts to make the information understandable to a wide audience are also important. Experience in the application of quantitative and financial concepts in an economic regulation, infrastructure economics or similar setting will be highly regarded.

Note: This is a temporary position available for a period of 12 months, with the possibility of extension and/or permanency from this process. This position will be filled at either the ASO6, SOGC or SOGB level, dependant on the skills and experience of the successful applicant. Applications are advised to address the selection criteria. Reimbursement of reasonable relocation expenses will be considered for a successful applicant recruited from outside the ACT. Please see the Administrative and Related Classifications Enterprise Agreement 2013-2017 at <http://www.jobs.act.gov.au/about-the-actps/agreements> for classifications and rates of pay (Annex A).

Contact Officer: Ian Phillips (02) 6205 2773 [ian.phillips@act.gov.au](mailto:ian.phillips@act.gov.au)

### **Independent Competition and Regulatory Commission**

#### **Director of Economic Regulation**

**Senior Officer Grade A \$135,384, Canberra (PN: 27796)**

Gazetted: 21 February 2017

Closing Date: 7 March 2017

Details: The Independent Competition and Regulatory Commission is established under the *Independent Competition and Regulatory Commission Act 1997* to regulate pricing, access and other matters in relation to declared regulated industries, to independently investigate competitive neutrality complaints and government regulated activities. Under the *Utilities Act 2000*, the Commission has responsibility for licensing utility services and ensuring compliance with licence conditions. The Commission is seeking an experienced economist for the role of Director of Economic Regulation. The Director will be responsible for providing expert advice on economic regulation matters with a focus on water and electricity businesses. The successful candidate will ideally have experience in leading a small economic and quantitative team in the preparation of reports to support decisions in relation to the regulation of prices for network businesses.

Eligibility/Other Requirements: Experience in dealing with submissions and effectively communicating to a wide group of stakeholders is important. Post graduate qualifications in Economics or Finance or equivalent experience will be well regarded.

Note: Applications are advised to address the selection criteria. Reimbursement of reasonable relocation expenses will be considered for a successful applicant recruited from outside the ACT.

Contact Officer: Ian Phillips (02) 6205 2773 [ian.phillips@act.gov.au](mailto:ian.phillips@act.gov.au)

### **Justice and Community Safety**

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

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

#### **Legislation, Policy and Programs**

##### **Justice Planning and Safety Programs**

###### **Senior Policy Officer**

**Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 38160)**

Gazetted: 17 February 2017

Closing Date: 10 March 2017

Details: Legislation, Policy and Programs is seeking a motivated Senior Policy Officer to join the Justice Planning and Safety Programs Team. The Team manages complex whole of system justice projects to respond to priority community crime and safety issues. The main focus of the position will be priority projects impacting victims of crime, including the development of an ACT Victims Charter of Rights. The successful applicant must have demonstrated experience managing inclusive and meaningful consultation with vulnerable groups. The successful applicant will achieve agreement to sustainable solutions through positive relationships, preparing advice and reports for relevant Ministers and managing complex contract and procurement projects.

Eligibility/Other Requirements: Relevant tertiary qualifications or significant study towards gaining qualifications, or experience within a justice or community safety environment would be highly desirable.

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

Contact Officer: Jennifer Bauer (02) 6205 3085 [jennifer.bauer@act.gov.au](mailto:jennifer.bauer@act.gov.au)

### **Office of the Legislative Assembly**

#### **Parliamentary Support Branch**

##### **Committee Support**

###### **Committee Secretary**

**Senior Officer Grade C 98,977 - 106,542, Canberra (PN: 259)**

Gazetted: 17 February 2017

Closing Date: 3 March 2017

At the October 2016 election the size of the Legislative Assembly increased from the current 17 members to 25 members. As a result the Office of the Legislative Assembly (OLA) has created a number of new roles, one of which is a Committee Secretary position. The Committee Secretary core role is to provide support to an Assembly Committee or Committees.

Contact Officer: Andrew Snedden, Manager Committee Support (02) 6205 0199

[Andrew.Snedden@parliament.act.gov.au](mailto:Andrew.Snedden@parliament.act.gov.au)

Applications can be forwarded to: [OLARecruitment@parliament.act.gov.au](mailto:OLARecruitment@parliament.act.gov.au)

### **Transport Canberra and City Services**

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

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

#### **City Services**

##### **Libraries ACT**

##### **Lifelong Learning**

##### **Programs Librarian**

**Professional Officer Class 1 \$55,526 - \$76,990, Canberra (PN: 18586)**

Gazetted: 21 February 2017

Closing Date: 7 March 2017

Details: Libraries ACT is looking for a positive, innovative, organised yet flexible person to coordinate planning and delivery of community learning programs. The successful applicant will have customer service experience and excellent leadership, communication, judgement and digital literacy skills and knowledge. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with a disability to apply.

Eligibility/Other Requirements: Relevant tertiary qualifications in Library Information Studies (as defined by ALIA). This position works collaboratively with library staff and community and works regular weekend shifts. Applicants for this position will undertake a process assessing their resilience and judgement.

Contact Officer: Jan Thurling (02) 6205 8551 jan.thurling@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.

**City Services**

**Birrigai**

**GSO 5/6 Cook**

**General Service Officer Level 5/6 \$51,427 - \$56,596, Canberra (PN: 38171)**

Gazetted: 22 February 2017

Closing Date: 16 March 2017

Details: Birrigai offers a range of outdoor activities, and cultural and environmental education programs to ACT, regional, and national preschool to Year 12 students from both the Government and non-government education sectors. Birrigai also provides services to a range of community and corporate groups. Birrigai is able to offer onsite accommodation for up to 180 people with self or fully catered options. Birrigai is seeking an experienced cook for its commercial kitchen that can seat up to 120 guests per sitting. Please note that Birrigai is located 15 Km from Tuggeranong in southern Canberra. A reliable vehicle is essential as there is no public transport to Birrigai. A travel allowance is paid to staff working at Birrigai.

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

Notes: This is a temporary position and employment will be offered up to 15 December 2017 with the possibility of extension or may lead to permanency. Selection may be based on application and referee reports only. Interviews may not be held.

Contact Officer: Martin Hine (02) 6205 2005 martin.hine@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.

**Chief Operating Officer**

**Corporate Communications, Media and PR**

**Senior Manager Media and Events**

**Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 32547)**

Gazetted: 16 February 2017

Closing Date: 6 March 2017

Details: The Corporate Communications, Media and Public Relations team are seeking a experienced and enthusiastic Senior Manager Media and Events to join their dynamic team. Working with the Director of Corporate Communications the Senior Manager will be responsible for developing and enhancing relationships with media representatives and liaising with the Ministers Office, Executive team and key stakeholder groups.

Eligibility/Other Requirements: Degree or Diploma in Journalism, Communications, Public Relations or related discipline with demonstrated experience of at least eight years in a media, communications, public relations, newspaper, television or public affairs environment is essential.

Contact Officer: Sam Stebbings (02) 6207 9024 samantha.stebbing@act.gov.au

**Environment, Planning and Sustainable Development**

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

**Environment, Planning and Sustainable Development**

**Strategic Planning**

**Senior Manager**

**Senior Officer Grade A \$135,384, Canberra (PN: 19434)**

Closing Date: 06 March 2017

Details: The Strategic Planning Division in the Environment, Planning and Sustainable Development Directorate is seeking a highly motivated, experienced and suitably qualified individual to fill the role of Senior Manager. The Strategic Planning Division has responsibility for the development of city-wide urban land policies that underpin planning for the future urban growth, land supply, planning for major infrastructure for future urban areas and the character and structure of our city. Reporting to the Executive Director, this role will require you to lead and manage staff and projects; develop, manage and deliver effective policies and programs; provide strategic policy advice and briefings; provide input to the Directorate's key governance operations; and represent the Directorate in communications with a variety of government agencies, community groups and the general public.

Eligibility/Other Requirements: Tertiary qualifications in transport and/or urban planning or another relevant professional area is highly desirable.

Contact Officer: Tony Carmichael (02) 6207 7226 [tony.carmichael@act.gov.au](mailto:tony.carmichael@act.gov.au)

**Strategic Planning**

**Planning**

**Senior Urban Designer/Planner**

**Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 15361)**

Gazetted: 21 February 2017

Closing Date: 10 March 2017

Details: The Strategic Planning Division in the Environment, Planning and Sustainable Development Directorate is seeking a highly motivated, experienced and suitably qualified individual to fill the role of Senior Urban Designer/Planner. The Strategic Planning Division has responsibility for the development of city-wide urban land policies that underpin planning for the future urban growth, land supply, planning for major infrastructure for future urban areas and the character and structure of our city. This role will require you to develop and deliver effective urban design policies, programs and projects; provide strategic urban design and planning policy advice and briefings; lead projects and assist to manage staff as part of a multidisciplinary team; and represent the Directorate in communications with a variety of government agencies, community groups and the general public.

Eligibility/Other Requirements: Tertiary qualifications in Urban Design, Urban Planning or another relevant professional area is highly desirable.

Contact Officer: Steven Gianakis (02) 6207 1741 [steven.gianakis@act.gov.au](mailto:steven.gianakis@act.gov.au)

**Strategic Planning**

**Senior Manager**

**Senior Officer Grade A \$135,384, Canberra (PN: 19434)**

Gazetted: 17 February 2017

Closing Date: 6 March 2017

Details: The Strategic Planning Division in the Environment, Planning and Sustainable Development Directorate is seeking a highly motivated, experienced and suitably qualified individual to fill the role of Senior Manager. The Strategic Planning Division has responsibility for the development of city-wide urban land policies that underpin planning for the future urban growth, land supply, planning for major infrastructure for future urban areas and the character and structure of our city. Reporting to the Executive Director, this role will require you to lead and manage staff and projects; develop, manage and deliver effective policies and programs; provide strategic policy advice and briefings; provide input to the Directorate's key governance operations; and represent the Directorate in communications with a variety of government agencies, community groups and the general public.

Eligibility/Other Requirements: Tertiary qualifications in Transport and/or Urban Planning or another relevant professional area is highly desirable.

Contact Officer: Tony Carmichael (02) 6207 7226 [tony.carmichael@act.gov.au](mailto:tony.carmichael@act.gov.au)

## APPOINTMENTS

### Calvary Health Care ACT (Public)

#### **Registered Nurse Level 1 \$62,609 - \$83,634**

Benedict Cellacay 1613511, Section 68(1), 06 March 2017

### Canberra Institute of Technology

#### **Teacher Level 1 \$69,477 - \$92,704**

Peta-Liesbeth Weisfelt 844-77518, Section 68(1), 17 February 2017

### Chief Minister, Treasury and Economic Development

#### **Administrative Services Officer Class 6 \$78,644 - \$90,006**

Sarah Dunnet 853-50906, Section 68(1), 15 February 2017

#### **Administrative Services Officer Class 4 \$65,671 - \$71,108**

Isabel Vera Abroguena Hartley 853-50631, Section 68(1), 6 March 2017

#### **Infrastructure Officer 2 \$78,738 - \$90,588**

Anthony Walker 846-97254, Section 68(1), 23 February 2017

### Community Services

#### **Administrative Services Officer Class 5 \$72,986 - \$77,256**

Jenna Malligan 848-78477, Section 68(1), 28 February 2017

### Education

#### **School Assistant 4 \$60,309 - \$65,305**

Kendra Jane Hall 848-93714, Section 68(1), 16 February 2017

#### **Infrastructure Officer 5 \$140,651**

Teresa Morey 837-91492, Section 68(1), 20 February 2017

#### **Senior Officer Grade C \$98,977 - \$106,542**

Gail Ransom 830-90215, Section 68(1), 15 February 2017

### Health

#### **Health Professional Level 2 \$60,871 - \$83,563**

Jonathan Bear 853-49200, Section 68(1), 20 February 2017

#### **Registered Nurse Level 1 \$62,609 - \$83,634**

Justine Bellas 844-32838, Section 68(1), 15 March 2017

#### **Registered Nurse Level 1 \$62,609 - \$83,634**

Jennifer Braithwaite 846-99639, Section 68(1), 7 March 2017

#### **Registered Nurse Level 1 \$62,609 - \$83,634**

Megan Clement 845-21232, Section 68(1), 2 March 2017

**Health Professional Level 2 \$60,871 - \$83,563**

Mitchell Fuller 853-49219, Section 68(1), 20 February 2017

**Registered Nurse Level 1 \$62,609 - \$83,634**

Victoria Kamholtz 853-50420, Section 68(1), 9 March 2017

**Enrolled Nurse Level 1 \$56,784 - \$60,668**

Vanny Kevin 847-03861, Section 68(1), 23 February 2017

**Administrative Services Officer Class 6 \$78,644 - \$90,006**

Vanessa Linde 848-20910, Section 68(1), 20 February 2017

**Registered Nurse Level 1 \$62,609 - \$83,634**

Sarah Powles 850-41214, Section 68(1), 23 February 2017

**Enrolled Nurse Level 1 \$56,784 - \$60,668**

Binal Prajapati 845-04256, Section 68(1), 23 February 2017

**Health Professional Level 2 \$60,871 - \$83,563**

Jacob Shanks 848-85335, Section 68(1), 20 February 2017

**Registered Nurse Level 4.2 \$120,676**

Mariusz Stachura 853-49307, Section 68(1), 23 February 2017

**Registered Nurse Level 1 \$62,609 - \$83,634**

Shelley Starkis 845-21216, Section 68(1), 2 March 2017

**Registered Nurse Level 1 \$62,609 - \$83,634**

Jerald Tapar 845-02314, Section 68(1), 23 February 2017

**Administrative Services Officer Class 2/3 \$52,208 - \$63,661**

Mezzalina Vankan 853-50156, Section 68(1), 20 February 2017

**Health Professional Level 2 \$60,871 - \$83,563**

David Warren 853-49171, Section 68(1), 20 February 2017

**Justice and Community Safety**

**Administrative Services Officer Class 6 \$78,644 - \$90,006**

Maria de Fatima Vieira 788-76854, Section 68(1), 6 February 2017

**Transport Canberra and City Services**

**Senior Officer Grade A \$135,384**

George Stellios 765-90190, Section 68(1), 1 March 2017

**TRANSFERS**

**Health**

**Rebekah Brinton: 844-34323**



From: Registered Nurse Level 1 \$62,609 - \$83,634  
Health  
To: Registered Nurse Level 1 \$62,609 - \$83,634  
Health, Canberra (PN. 21817) (Gazetted 13 October 2016)

## **PROMOTIONS**

### **ACT Audit Office**

#### **Performance Audit**

##### **Jonathan Brown: 835-68469**

From: Audit Band 2 - Audit Manager \$102,045 - \$110,027  
ACT Audit Office  
To: †Senior Audit Manager \$116,717 - \$135,384  
ACT Audit Office, Canberra (PN. 16025) (Gazetted 21 July 2016)

### **Canberra Institute of Technology**

#### **CIT Health, Community and Science**

##### **CIT Health, Community and Science Management**

##### **Susan Holburn: 816-83009**

From: Administrative Services Officer Class 3 \$59,152 - \$63,661  
Canberra Institute of Technology  
To: Administrative Services Officer Class 5 \$72,986 - \$77,256  
Canberra Institute of Technology, Canberra (PN. 35733) (Gazetted 29 January 2016)  
This promotion has been made in accordance with The Public Sector Management Standards, Section 20 Direct Promotion - General.

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

#### **Office of the Coordinator General for Urban Renewal**

##### **Caitlin Bladin: 821-1903**

From: Senior Officer Grade C \$98,977 - \$106,542  
Chief Minister Treasury and Economic Development Directorate  
To: †Senior Officer Grade B \$116,570 - \$131,229  
Chief Minister, Treasury and Economic Development, Canberra (PN. 37863) (Gazetted 22 November 2016)

#### **Sales, Marketing and Property Management**

##### **Venues Canberra**

##### **National Arboretum Canberra**

##### **Casey McDonnell: 835-89892**

From: Administrative Services Officer Class 3 \$59,152 - \$63,661  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 4 \$65,671 - \$71,108  
Chief Minister, Treasury and Economic Development, Canberra (PN. 37854) (Gazetted 13 December 2016)

### **Health**

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

##### **Carmen Connellan: 788-15752**

From: Dental Assistant - Qualified \$52,213 - \$61,049  
Health

To: Principal Dental Assistant \$71,108  
Health, Canberra (PN. 20546) (Gazetted 16 June 2016)

**Canberra Hospital and Health Services**

**Luke Ward: 816-81863**

From: Enrolled Nurse Level 2 \$61,639  
Health

To: Registered Nurse Level 1 \$62,609 - \$83,634  
Health, Canberra (PN. 32888)

**Canberra Hospital and Health Services**

**Therese Coleman: 795-54152**

From: Dentist Level 1 – 2 \$72,128 - \$131,229  
Health

To: Dentist Level 3 \$136,037  
Health, Canberra (PN. 35710) (Gazette 23 February 2017)

**Justice and Community Safety**

**Community Safety**

**Security and Emergency Management**

**Thomas Aidan Eysers: 827-46227**

From: Administrative Services Officer Class 4 \$65,671 - \$71,108  
Justice and Community Safety

To: Administrative Services Officer Class 6 \$78,644 - \$90,006  
Justice and Community Safety, Canberra (PN. 43799) (Gazetted 10 November 2017)

**Human Rights Commission**

**President**

**Alice Gabriele Guest: 716-03511**

From: Administrative Services Officer Class 5 \$72,986 - \$77,256  
Justice and Community Safety

To: †Senior Officer Grade C \$98,977 - \$106,542  
Justice and Community Safety, Canberra (PN. 31882) (Gazetted 13 December 2016)

**ACT law Courts and Tribunal**

**ACT Civil and Administrative Tribunal**

**Daniel Harlovich: 827-20406**

From: Administrative Services Officer Class 3 \$59,152 - \$63,661  
Justice and Community Safety

To: Administrative Services Officer Class 4 \$65,671 - \$71,108  
Justice and Community Safety, Canberra (PN. 34715) (Gazetted 10 January 2017)

**ACT Emergency Services Agency**

**Commissioner's Office**

**Ministerial and Executive Support**

**Jaclyn Miers: 836-0215**

From: Administrative Services Officer Class 5 \$72,986 - \$77,256  
Justice and Community Safety

To: Administrative Services Officer Class 6 \$78,644 - \$90,006  
Justice and Community Safety, Canberra (PN. 14948) (Gazetted 14 July 2016)

**Transport Canberra and City Services**

**Parks and Territory Services**

**ACT NOWaste**

**Contracts**

**Adam Smith: 827-41215**

From: Administrative Services Officer Class 3 \$59,152 - \$63,661

Transport Canberra and City Services

To: Administrative Services Officer Class 6 \$78,644 - \$90,006

Transport Canberra and City Services, Canberra (PN. 32479) (Gazetted 9 May 2016)

**Environment, Planning and Sustainable Development**

**Office of the Surveyor General and Land Information**

**Land Information**

**Michael Clifford: 780-02196**

From: Technical Officer Level 4 \$78,644 - \$90,006

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$98,977 - \$106,542

Environment, Planning and Sustainable Development, Canberra (PN. 35592) (Gazetted 1 August 2016)