



ACT Government Gazette

Gazetted Notices for the week beginning 01 February 2018

VACANCIES

Canberra Institute of Technology

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

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

Student and Academic Services

Student and Academic Services Management

Senior Manager, Strategic Compass Projects Coordinator Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 39730)

Gazetted: 08 February 2018

Closing Date: 15 February 2018

Details: In July 2016 the CIT Board launched its new vision for CIT through the CIT Strategic Compass 2020. To support the transformation to meet the new vision, CIT was provided funding until the end of 2017 for nine Strategic Compass projects. CIT has agreed to continue with the projects beyond the end of 2017. A Senior Manager is required to initially support the transition to business as usual for the Innovative Learning Resources project, which aims to develop a sustainable model to ensure all CIT learning resources are compliant, meet minimum quality standards and have a consistent look and feel across CIT. The next step is to support the head of CIT's eLearn team to set up a central resource management unit which will assist teaching areas to select, source and build quality learning resources, as well as to manage the technical aspects required to CIT systems to enable the new resources to be most effective. In addition, this Senior Manager will also be required to provide support as needed to the other eight Strategic Compass projects, particularly those that have strong dependencies on the Innovative Learning Resources project such as the Innovation, Digitalisation, Evolving Teacher and Evolving Together projects. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/ Other Requirements: Tertiary education relevant to the position and a sound understanding of the VET environment are desirable.

Note: This is a temporary position available until 31 December 2019, with possible extension to a maximum of five years. 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements'.

Contact Officer: Sue Maslen (02) 6207 4842 sue.maslen@cit.edu.au

Business, Tourism and Accounting

Business Administration

Business Administration Teacher

Teacher Level 1 \$70,519 - \$94,094, Canberra (PN: 51529)

Gazetted: 07 February 2018

Closing Date: 14 February 2018

Details: The Business Administration department at the Canberra Institute of Technology (CIT) requires a highly skilled and motivated educator with experience in the vocational education and training sector to assist with leading and developing the Business Administration sector. Experience and qualifications in the Business Administration industries is required. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015 Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of

Vocational Education and Training (or equivalent). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning & Development (or equivalent). Industry Experience In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

Note: This position is for temporary filling for a period of one year with the possibility of extension up to but not exceeding five years in total.

Contact Officer: Sam Mills (02) 6207 3251 sam.mills@cit.edu.au

Health, Community and Science

Health Sciences

Allied Health Assistant Teacher

Teacher Level 1 \$70,519 - \$94,094, Canberra (PN: 51674)

Gazetted: 07 February 2018

Closing Date: 23 February 2018

Details: Canberra Institute of Technology (CIT) Health Sciences Department is seeking an experienced person with professional knowledge and practical experience in the development and delivery of resources appropriate to teaching within the Allied Health Assistants training program with an emphasis on Physiotherapy and or Occupational Therapy but other allied health professionals with appropriate knowledge and experience are encouraged to apply. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: At least five years experience in the Allied Health sector is required and vocational workplace teaching/training experience is highly desirable.

Note: This position is temporary full-time for a period of one year with the possibility of extension up to five years. Part-time hours may be negotiated with the advertised salary being paid pro-rata for part-time hours.

Contact Officer: Emily Stewart-Reed (02) 6207 3471 emily.stewart-reed@cit.edu.au

Corporate Services

Training Initiatives

Administration Officer

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 38385, several)

Gazetted: 07 February 2018

Closing Date: 21 February 2018

Details: As part of the Training Initiatives Unit at Canberra Institute of Technology (CIT) an opportunity exists to fill the position of Administration Officer. The Administration Officer will have the ability to carry out the administrative requirements of administrative systems and procedures for training initiatives funding, to ensure compliance against the ACT Standards. The successful candidate will use initiative to apply guidelines, work practices and procedures to seek resolution and has attention for detail and has a customer centric approach. The successful applicant will demonstrate professionalism, be customer centric, work collaboratively and be trusted. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Note: These positions are for temporary filling for a period of one year with the possibility of extension.

‘Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.’

Contact Officer: Brigitta Buck (02) 6207 3747 brigitta.buck@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Policy and Cabinet

Territory Records Office

Director, Territory Records Office

Executive Level 1.1 \$194,076 - \$202,292 depending on current superannuation arrangements, Canberra (PN: E1057)

Gazetted: 02 February 2018

Closing Date: 16 February 2018

Details: An exciting opportunity exists for a results-driven and astute candidate to lead the Chief Minister's Territory Records Office team. As the Director, you will be responsible for providing policy leadership to Directorate staff on better records management practices. This position requires a person with exceptional leadership and executive management skills, who is comfortable with change and doing things differently as well as expertise in governance policy. The Office supports the Director of Territory Records to exercise functions under the *Territory Records Act 2002* by setting standards for records management, authorising the disposal of and promoting access to Territory records, and monitoring the performance of records management across government.

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

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

Remuneration: The position attracts a remuneration package ranging from \$194,076 - \$202,292 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$149,390

Contact Officer: Further information about the position is available from Sam Engele sam.engele@act.gov.au (02) 6205 0230

Shared Services ICT

Business Application Management

Business Application Management

Senior Manager (SSICT Co-located teams)

Senior Officer Grade A \$137,415, Canberra (PN: 00565)

Gazetted: 07 February 2018

Closing Date: 14 February 2018

Details: Shared Services ICT (SSICT) Business Application Management is seeking an experienced individual to provide oversight and management of four ICT Managers and co-located teams who provide on-ground operational support, guidance, governance and technical discipline, and related services within both the Directorate and SSICT. Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

Contact Officer: Chris Tully (02) 6207 9678 chris.tully@act.gov.au

Shared Services ICT

Technology Services

Senior Level Three Desktop Support Analyst

Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 05134)

Gazetted: 07 February 2018

Closing Date: 21 February 2018

Details: Shared Services ICT is seeking a capable person to lead a small team that provides third level technical support to Shared Services ICT staff and its customers. Key duties and requirements for the role include providing high level technical support for a Microsoft Windows enterprise environment. The individual must have a sound technical understanding of a wide range of Microsoft products and technologies, particularly Microsoft Windows 7

with Office 2013; Microsoft Windows 10 with Office 2016/365; Microsoft Active Directory Domain Services; Microsoft System Centre Configuration Manager; well-developed liaison, troubleshooting and root cause analysis skills, and working collaboratively with customers to identify and implement both short term and long term remedial actions for incidents. Leading and coaching the Windows Level 3 Support Team, as well as providing advice and guidance to strengthen the efficiency and effectiveness of the team; undertaking administrative tasks, including human resource management, monitoring and reporting responsibilities, and developing/maintaining relevant technical and procedural documentation. Strong understanding of security concepts such as authentication and authorisation and familiarity with scripting and Windows PowerShell syntax.

Eligibility/Other Requirements: The successful applicant will need to hold or be able to rapidly obtain an ACT government Baseline Security Clearance.

How to apply: Applicants will need to respond to the selection criteria in the attached position description.

Responses should include a cover letter, applicants resume and not more than three pages of criteria response.

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

Access Canberra

Workplace Protection

Executive

Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 34153)

Gazetted: 01 February 2018

Closing Date: 8 February 2018

Details: Access Canberra is after an energetic person with strong communications skills to manage WorkSafe ACT's stakeholder engagement program. The role will ensure that WorkSafe has an active relationship with stakeholders to promote work health and safety in the ACT. Through research and regular engagement, WorkSafe will have an informed and evidence based pro-active program of providing information for employers and workers to assist in the prevention of injuries.

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

Contact Officer: Jennifer Gray (02) 6205 3468 jennifer.gray@act.gov.au

Communications and Engagement

Strategic Communication, Media and Protocol

Senior Strategic Communications Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 19773)

Gazetted: 05 February 2018

Closing Date: 19 February 2018

Details: We are looking for a permanent Senior Communications Officer to join the Strategic Communication, Media and Protocol Team within the Chief Minister, Treasury and Economic Development Directorate. If you are an experienced communication professional with proven strategic and tactical skills in both traditional and digital communication, then we'd love to hear from you. You will develop and implement communication strategies under minimal supervision, to meet the strategic priorities and objectives of the Chief Minister's Office, CMTEDD, and other ACT Government Directorates. The Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

How to Apply: If you possess excellent oral and written communications skills, thrive in a fast-paced environment, and excel at building stakeholder relationships, please submit your curriculum vitae, one page pitch and contact details of two referees. In your pitch, we're keen to hear about your greatest career achievement and why that makes you the best person for the role. It is recommended you reach out to the contact officer to obtain further advice on the role and your application.

Contact Officer: Fiona Dolan (02) 6207 1757 fiona.dolan@act.gov.au

Procurement, Property and Venues

ACT Property Group

Property Maintenance Services

Assistant Manager, Trades and Services

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 29336)

Gazetted: 07 February 2018

Closing Date: 21 February 2018

Details: ACT Property Group is looking for an energetic and experienced person to lead the Trades and Services team delivering property maintenance services on ACT Government buildings and sites utilising about 30 trade staff members and/or appropriate contractors. The successful applicant will be able to provide technical advice on trades and services; liaises with customers and other stakeholders and have a track record in leading and developing a team of tradespeople. The Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Contact Officer: Mike Brown (02) 6207 6908 mike.brown@act.gov.au

Shared Services ICT

Strategic Branch

HRIMS Program

Benefits Manager - HR Information Management Solution Program

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39127)

Gazetted: 02 February 2018

Closing Date: 16 February 2018

Details: The Strategic Business Branch is seeking a Benefits Realisation Manager for the HR Information Management System (HRIMS) Program. The Benefits Realisation Manager role is responsible for identifying, baselining, profiling, planning, tracking and reporting Program benefits. The role involves developing and then managing the processes and management systems needed to support and govern effective benefits enablement and realisation to ensure the HRIMS Program and Territory meets its objectives. The role is responsible for embedding and aligning the concept and principles of benefits realisation and contributes to a change in culture and behaviour across the Territory in respect of benefits management and to train, educate and mentor where appropriate, those staff directly involved in the delivery of business benefits. The ideal candidate will have: Demonstrated recent experience in the implementation of large, complex business transformation programs of work involving delivery of ICT ERP or HR/Payroll solutions; Benefits Realisation Management certification/qualifications (desirable); demonstrable experience of the development of benefits management strategies, techniques, processes and tools; demonstrable experience of cost benefit analysis methods, benefit mapping and benefit profiling tools; proven record of stakeholder engagement and working directly with Executive Teams, Senior Responsible Owners and Stakeholders and application of structured business improvement techniques to identify business benefits.

Eligibility/Other Requirements: Benefits Realisation Management certification and/or qualifications are desirable.

Note: This is a temporary position available for a period of two years and will be based in the ACT. Interested applicants should provide a 'pitch' of no more than two A4 pages in total and a CV, including the name and contact details for two referees. Applicants should show evidence of their skills and experience with consideration for the Duty Statement and Selection Criteria, however, there is no requirement to address each criterion individually.

Contact Officer: Karen Giovinazzo (02) 6205 0980 karen.giovinazzo@act.gov.au

Communications

Strategic Communications and Media

Access Canberra Communications

Senior Strategic Communications and Media Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38851)

Gazetted: 06 February 2018

Closing Date: 13 February 2018

Details: Want to work in a team of communications professionals that work hard, have fun and achieve excellent results for our community? Thrive in a fast paced and challenging environment? Drive best practice and look to do things differently? If you answered yes, we want you! We are seeking Expressions of Interest (EOI) for a Senior Communications Officer, Access Canberra (SOGC). This position provides a great opportunity to join the Chief

Minister and Treasury Directorate (CMTEDD) Communications and Engagement Team while working to support Access Canberra with strategic traditional and digital communications. You will develop and implement communication strategies under minimal supervision, work within an account management model with different business areas and have the opportunity to work across Access Canberra's various (and vibrant) worksites. CMTEDD supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

How to Apply: If this sounds you, please send through a one to two page maximum pitch. Jokes will not be included in the word limit but will be suitably considered #jokingnotjoking. Your curriculum vitae (CV) should also include the details of two referees. You'll need to be responsive in this role so this expression of interest closes COB 13 February 2018. We are also responsive, so selection may be based on application and referee only and we'll let you know quickly.

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

Contact Officer: Emily Springett (02) 6205 9093 emily.springett@act.gov.au

Economic and Financial Group

Federal Financial Relations

Policy Analyst

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 39909, several)

Gazetted: 05 February 2018

Closing Date: 19 February 2018

Details: These positions offer a unique opportunity to join a small high profile policy team in the Treasury tasked with overseeing the day to day operations of the ACT Government's participation in Commonwealth-State financial arrangements. In particular, as a Federal Financial Relations policy analyst, you will be assigned a range of responsibilities including drafting all facets of public sector correspondence, reports, briefings, submissions and ministerial correspondence on Federal, State and Local Government type funding issues under the supervision of a Senior Manager. To be successful you should demonstrate an understanding of the current issues at play in the context of the Commonwealth-State funding regime while also highlighting your analytical abilities and associated Tertiary qualifications.

Contact Officer: John Purcell (02) 6207 0269 john.purcell@act.gov.au

Shared Services

Business Application Management

Education ICT

ICT Support Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 05117, expected vacancy)

Gazetted: 07 February 2018

Closing Date: 21 February 2018

Details: The Business Application Management Branch is seeking interest from suitably experienced staff to perform the role of ICT Support Officer within the Shared Services Education ICT Hardware team. Under general direction, the officer will be required to assist and coordinate device management and VOIP related services within Education ICT sections, including; actioning and authorisation of service requests by directing inquiries to appropriate areas. The successful applicant will monitoring service delivery within a small team and will liaise with other Shared Services teams regarding ICT support and administrative issues. The ability to communicate effectively, build sound working relationships and contribute to team outcomes and efficiency is also required. This position does not involve direct supervision of personnel. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: This position will require a pre-employment medical.

Note: This is a temporary expected vacancy, available April 2018 up to 12 months.

Contact Officer: Anthony Amit (02) 6205 8489 anthony.amit@act.gov.au

Access Canberra

Construction, Environment and Workplace Protection

WorkSafe ACT

WorkSafe ACT Support Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 05078)

Gazetted: 01 February 2018

Closing Date: 8 February 2018

Details: Provide advice in accordance with relevant legislation including receiving and coordinating responses to incoming enquiries in accordance with procedures. Draft correspondence, reports and other written materials relating to occupational health and safety, and workers compensation issues. Promote health and safety awareness and practices within workplaces to minimise work related injuries and illnesses. Contribute to the day to day operations of the section including entering report forms into the correct data base and dealing with information in the appropriate manner by providing advice or forwarding report to the inspectorate. Contribute to operations and attend staff meetings; contribute to the targets and objectives of the team work plans; participate in team planning and training activities. This position does not require a pre-employment medical. This position does involve direct supervision of personnel.

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

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

Contact Officer: Bradley Cummins (02) 6207 2309 bradley.cummins@act.gov.au

Shared Services

Business Application Management

Education ICT

ICT Support Officer

Information Technology Officer Class 1 \$64,616 - \$73,554, Canberra (PN: 31013)

Gazetted: 07 February 2018

Closing Date: 21 February 2018

Details: Education ICT, Software and Licensing Team are seeking a highly motivated, suitably experienced person to join the team in supporting ICT initiatives and providing advice on ICT Software and licensing related matters to the Education Directorate. Under general direction the successful applicant will be required to support the team to achieve deliverables with a focus on software and licensing requirements for the Education Directorate, for both Schools and Central Office staff. You will be responsible for providing technical advice and guidance, as well as ensuring consistency of service delivery in an ITIL environment. To have success in this role the applicant must be able to build relationships with users, technical staff, management and customers to identify and assist with the resolution of ICT related issues. An ability to work within a busy team environment and manage own personal workload is essential. This position does not involve direct supervision of personnel. The Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: This position will require a pre-employment medical.

Contact Officer: Jennifer Cashmore (02) 6207 6615 jennifer.cashmore@act.gov.au

Community Services

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

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

Office of Director-General

Quality, Complaints and Regulation

Quality Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37695)

Gazetted: 06 February 2018

Closing Date: 20 February 2018

Details: Quality, Complaints and Regulation (QCR) branch is seeking an enthusiastic, professional and organised person who has the ability to work flexibly, show initiative and manage a range of priorities. This position provides support to the training and logistics management of the Branch. The successful applicant will have the opportunity to be involved in developing and implementing quality information management systems, training and induction regimes and data management and reporting practices. The applicant's background should demonstrate experience with understanding and interpreting legislation and a level of experience administering quality information management systems. The position requires high level writing ability. The Quality Officer will prepare a range of documents which may include submissions, reports, policy papers, correspondence and other complex written communication. The area will also provide a quality assurance function for written documentation within the Branch. The Quality Officer will also support the development and implementation of a risk responsive model for the regulation and oversight of human service providers in the ACT. In this capacity the successful applicant may assist in administering the regulatory oversight responsibilities of the Human Services Registrar.

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

- https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Desirable qualifications and experience, but not essential: Understanding of a regulatory environment including risk and compliance assessment. The ability to handle a variety of computer applications. Experience in a learning and development environment.

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

Contact Officer: Emma Higginson (02) 6207 4307 emma.higginson@act.gov.au

Inclusion and Participation

Community Services Relationship and Reform

Service Funding Support

Senior Contract Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 03884)

Gazetted: 01 February 2018

Closing Date: 8 February 2018

Details: Expressions of interest (EOI) are sought for an Administrative Service Officer Class 6 (ASO6) Senior Contract Officer in Service Funding Support, Community Services Directorate for a period of six months with the possibility of an extension. The Service Funding Support team is seeking an enthusiastic and motivated individual to temporarily fill the position as a Senior Contract Officer within a busy environment. Primarily, the focus of the role is to liaise with Community Services Directorate business units and community service providers and assist in the development of grants, procurements and contracts for the delivery of human services across the Directorate and any other related work assigned by the Manager. The successful applicant will have the ability to establish and maintain strong, professional relationships with internal and external stakeholders. They will also have strong administrative skills with an adaptive style which enable them to manage multiple tasks often within tight timelines.

Note: This is a temporary position available for six months with possibility of extension. Your curriculum vitae should also include the details of two referees.

Contact Officer: Kristie Perrin (02) 6205 0508 kristie.perrin@act.gov.au

Office of Director-General

Quality, Complaints and Regulation

Children and Young People Death Review Committee

Senior Research and Review Officer

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 31199)

Gazetted: 07 February 2018

Closing Date: 14 February 2018

Details: The Senior Research and Review Officer will, under the direction of the Senior Manager, Regulation, Oversight and Quality Services, and in consultation with the Committee, undertake research related to the deaths

of children and young people included on the Committee's Register. The Senior Research and Review Officer will undertake a key role to enable the ACT Children and Young People Death Review Committee to carry out its functions according to the *Children and Young People Act 2008*. They will, where determined by the Committee, coordinate, gather and collate information and prepare documentation concerning the death of a child or young person in the ACT and present the documentation to the Committee for consideration in carrying out its review function. The Senior Research and Review Officer will be expected to show a high degree of initiative and personal responsibility for achieving agreed outcomes. They will also be expected to work independently with a high degree of autonomy, exercise complex problem-solving skills and have interpersonal skills that will allow close co-operation with the Children and Young People Death Review Committee areas of the ACT Government and the ACT community. The role will require a high degree of sensitivity and confidentiality, as well as a flexible approach in responding to tight deadlines.

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

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

Contact Officer: Michelle Waterford (02) 6205 9104 michelle.waterford@act.gov.au

Corporate Services

People Management Branch

Safety and Wellbeing Team

Senior Safety and Wellbeing Advisor

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 16725)

Gazetted: 02 February 2018

Closing Date: 16 February 2018

Details: We are looking for an experienced Human Resource professional to provide high quality and strategic advice to all divisions of the Community Services Directorate (CSD) in the resolution of complex Workplace Health and Safety issues. As part of a small team, the Senior Safety and Wellbeing Advisor will work with Directorate Executive, Managers, and CSD employees on targeted initiatives to achieve strategic Health and Safety outcomes. This position will also inform the continuous improvement of CSD's safety management system.

Eligibility/Other Requirements: A Certificate IV or Diploma in Workplace Health and Safety and experience as a Safety Advisor is required.

Contact Officer: Leanne Ballard (02) 6205 2912 leanne.ballard@act.gov.au

Children, Youth and Families

Business Support

Community Engagement and Client Services Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 35100)

Gazetted: 07 February 2018

Closing Date: 21 February 2018

Details: The Community Engagement and Client Services Team - Business Support is seeking a dynamic individual who will be responsible for monitoring and evaluating the quality of collaboration between Children, Youth and Families and community and government agencies and promoting continuous improvement of service delivery. The position will focus on improving and strengthening relationships between Children, Youth and Families stakeholders and the central mechanism for feedback to the Directorate.

Eligibility/Other Requirements: 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.

Contact Officer: Alison Grace (02) 6205 9225 alison.grace@act.gov.au

Director of Public Prosecutions

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

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

Legal

Prosecutor Grade 2 Confiscation of Criminal Assets (COCA)

Prosecutor Grade 2 \$92,999 - \$113,159, Canberra (PN: 04338)

Gazetted: 01 February 2018

Closing Date: 16 February 2018

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. The successful applicant will act as instructing solicitor in complex Criminal Confiscation of Criminal Assets (COCA) litigation as part of a team as well as appear as counsel in less complex matters in the various courts in particular COCA matters.

Eligibility/Other Requirements: Admitted to or eligible to practice as a legal practitioner in the ACT. The successful candidate will be required to undergo a criminal record check.

Note: This is a temporary position available for a period of up to two years with an initial contract for 12 months.

Contact Officer: Anthony Williamson (02) 6207 5399 anthony.williamson@act.gov.au

Legal

Prosecutor Grade 3 Confiscation of Criminal Assets (COCA)

Prosecutor Grade 3 \$118,087 - \$130,579, Canberra (PN: 00531)

Gazetted: 06 February 2018

Closing Date: 17 February 2018

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. The successful applicant will conduct Criminal Confiscation of Criminal Assets (COCA) litigation as part of a team as well as appear as counsel in the various courts in particular COCA matters.

Eligibility/Other Requirements: Admitted to or eligible to practice as a legal practitioner in the ACT. The successful candidate will be required to undergo a criminal record check.

Note: This is a temporary position available for a period of up to two years with an initial contract for 12 months.

Contact Officer: Anthony Williamson (02) 6207 5399 anthony.williamson@act.gov.au

Education

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

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

Office for Schools

South Weston

Red Hill Primary School

Business Manager

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 15596)

Gazetted: 05 February 2018

Closing Date: 19 February 2018

Details: Expressions of Interest are sought for a highly experienced officer for the position of Business Manager. The successful candidate will manage the business aspects of a dynamic educational environment with high level responsibility for human resource, finance, risk and Directorate compliance management. High level knowledge and skills in management, and systems design and implementation is essential, along with communication skills to ensure outstanding service delivery. The Business Manager is required to work in partnership with the principal to ensure the needs of the school community are met and system requirements are fulfilled. The successful applicant will engage as a member of the executive team. Further duties include developing policies and procedures relating to facilities management, and preparation of budgets, expenditure reviews, and financial returns. The Business Manager has responsibility for supervising and developing administrative and education support officers.

Eligibility/Other Requirements: Working with Vulnerable People: A *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. Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: <https://www.accesscanberra.act.gov.au/app/home#/workhealthandsafety>. Desirable: Working knowledge of the MAZE management systems. Current First Aid certificate or willingness to undertake appropriate training.
Notes: This is a temporary position available until the 1 April 2019.
Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.
Contact Officer: Louise Owens (02) 6205 6533 louise.owens@ed.act.edu.au

School Performance and Improvement

Tuggeranong

Calwell High School

Classroom Teacher: SoSE/English

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 05648)

Gazetted: 05 February 2018

Closing Date: 19 February 2018

Details: Calwell High School is an innovative 7-10 secondary school in South Canberra. The school has a strong focus on curriculum differentiation and formative assessment practices underpinned by a Positive Behaviour for Learning (PBL) framework. Applications are invited from suitably qualified teachers with experience in the delivery of courses in SoSE and English.

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

Contact Officer: Bruce McCourt (02) 6205 6833 bruce.mccourt@ed.act.edu.au

School Performance and Improvement

Tuggeranong

Calwell High School

Classroom Teacher - Mathematics

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 08710)

Gazetted: 06 February 2018

Closing Date: 20 February 2018

Details: Applications are invited from suitably qualified teachers of Mathematics to be part of a dynamic and enthusiastic team. Calwell High School delivers a successful mathematics program aligned with the Australian Curriculum through years 7 to 10. Some experience in designing curriculum and quality assessment is encouraged. The successful applicant will be able to provide strong evidence of differentiated learning, formative assessment and is able to work well in a team environment. In addition to an allocation of a majority of Mathematics classes, the teacher may be required to supplement a full teaching load within another KLA.

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

Contact Officer: Bruce McCourt (02) 6205 6833 bruce.mccourt@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 and Gungahlin

Gold Creek School

Classroom Teacher Primary

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 08840)

Gazetted: 07 February 2018

Closing Date: 21 February 2018

Details: Gold Creek School is a P-10 school in the Gungahlin area that supports individualised learning through the implementation of International Baccalaureate programmes, as a framework for teaching the Australian Curriculum. We are committed to professional learning opportunities, collaboration, differentiation, inclusivity and working with our community. An opportunity exists for a Primary trained teacher, to join our junior campus team, working closely with others to maximise student potential. Desired areas of strength include student directed learning, differentiation, collaborative learning and formative and summative assessment. The successful applicant will have the skills in using the Australian Curriculum to meet the individual learning needs of students.

Eligibility/Other Requirements: Relevant qualifications in Early Years Education is desirable.

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

Contact Officer: Jacqueline Chapman (02) 6205 5999 jacqueline.chapman@ed.act.edu.au

Office for Schools

North and Gungahlin Network

Gold Creek School

Classroom Teacher Japanese

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 06363)

Gazetted: 05 February 2018

Closing Date: 19 February 2018

Details: Gold Creek School is a P-10 school in the Gungahlin area that supports individualised learning through the implementation of International Baccalaureate programmes, as a framework for teaching the Australian Curriculum. We are committed to professional learning opportunities, collaboration, differentiation, inclusivity and working with our community. An opportunity exists for a Japanese teacher, to join our senior campus team, working closely with others to maximise student potential. Desired areas of strength include student directed learning, differentiation, collaborative learning and formative and summative assessment. The successful applicant will have the skills in using the Australian Curriculum to meet the individual learning needs of students.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current 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

Notes: This is a temporary position available until September 2018 with the possibly of extension.

Contact Officer: Sam Beattie (02) 6142 1305 sam.beattie@ed.act.edu.au

School Improvement

Belconnen Network

Macquarie Primary School

Principal Macquarie Primary School

School Leader A \$148,056 - \$177,776, Canberra (PN: 04150)

Gazetted: 05 February 2018

Closing Date: 19 February 2018

Details: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

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

mandatory. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: Applications should include a supporting statement against each of the principal capabilities, contact details of at least two referees and a current curriculum vitae.

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

Contact Officer: Stephen Gwilliam (02) 6205 3313 stephen.gwilliam@act.gov.au

School Improvement

Belconnen Network

Kaleen Primary School

Principal Kaleen Primary School

School Leader A \$148,056 - \$177,776, Canberra (PN: 01779)

Gazetted: 05 February 2018

Closing Date: 19 February 2018

Details: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is mandatory. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: Applications should include a supporting statement against each of the principal capabilities, contact details of at least two referees and a current curriculum vitae.

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

Contact Officer: Stephen Gwilliam (02) 6205 3313 stephen.gwilliam@act.gov.au

School Performance and Improvement Division

Student Engagement

Positive Behaviour for Learning (PBL) Team

Positive Behaviour for Learning (PBL) External Coach

School Leader C \$115,778, Canberra (PN: 02231)

Gazetted: 06 February 2018

Closing Date: 13 February 2018

Details: The Positive Behaviour for Learning (PBL) External Coach position requires a dynamic leader with initiative to lead the development and implementation of the Positive Behaviours for Learning Framework across schools within the North Gungahlin network. As part of a team of four coaches, reporting to a Manager, the External Coach will work with principals and school leadership teams, Directors of School Improvement and special needs/student services teams in their network to develop an effective school-wide positive behaviour support model that addresses universal, selected and targeted interventions based on the PBL Framework. The position requires a leader with excellent interpersonal and communication skills who can engage schools and grow the number of PBL schools in their network, and build strong trust with principals to be able to influence and coach schools in their implementation journey. It also requires a leader who is has a strong ability to use data to inform practice and who is confident and skilled to develop and deliver professional learning to the system. As most of the External Coaches role is spent in schools coaching and mentoring and being part of PBL professional learning meetings, this position requires someone who is highly motivated, self driven and loves to work autonomously (within the collaboratively developed goals of the team operational plan).

Note: This is a temporary position available until 30 June 2020.

Contact Officer: Catriona Meere (02) 6205 3495 catriona.meere@act.gov.au

School Performance and Improvement

Belconnen Network

Macgregor Primary School

School Leader

School Leader C \$115,778, Canberra (PN: 02671)

Gazetted: 01 February 2018

Closing Date: 22 February 2018

Details: Macgregor Primary School is a P-6 Professional Learning Community located in Belconnen. We are seeking a School Leader C to join our dynamic and innovative leadership team. The successful applicant will: Provide leadership to primary school staff and students in high quality pedagogy, curriculum and assessment; demonstrate strength in engaging staff in improvement processes, in particular literacy and numeracy improvement; promote and implement the school vision to enhance student engagement and wellbeing; support staff in creative, innovative and strategic use of emerging technologies; use a coaching and mentoring model to build the capacity and effectiveness of the leadership and teaching teams and undertake an appropriate teaching load and other duties as determined by the Principal.

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

- https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Highly desirable: Certification at the Highly Accomplished Teacher career stage of the Australian Professional Standards for Teachers, in accordance with the Teacher Quality Institute ACT Certification Guide: *ACT Certification of Highly Accomplished and Lead Teachers*.

Contact Officer: James Malone (02) 6205 7511 james.malone@ed.act.edu.au

Business Services

Strategic Finance

Financial Services

Assistant Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 07240)

Gazetted: 05 February 2018

Closing Date: 19 February 2018

Details: The Education Directorate is seeking applications from self motivated accounting professionals with experience in preparation of financial and management accounting reports for internal and external stakeholders, preparing internal budgets and assisting with external budget development. The successful applicant will also be required to analyse trends in financial operations and provide advice to management as well as undertake ad hoc and special projects as required. The ability to prepare reports, briefings and drafting of replies to senior management, ministerial and other correspondence within government and to external parties, along with the ability to work under pressure is essential.

Eligibility/Other Requirements: Accounting Qualifications and membership or progression towards CPA/CA status are highly desirable.

Note: This is a temporary position available for 12 months

Contact Officer: Megan Parker (02) 6205 2911 megan.parker@act.gov.au

System Policy and Reform

Early Childhood Policy and Regulation

Children's Education and Care Assurance

Team Leader, Audit and Risk Management

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 14154)

Gazetted: 07 February 2018

Closing Date: 21 February 2018

Details: Children's Education and Care Assurance is seeking applications from motivated professionals to permanently fill the position of Team Leader in the Audit and Risk Management Team. The Team Leader will have knowledge and understanding of the relevant legislation to enable them to lead and manage a team of Authorised Officers to effectively, efficiently and consistently assess compliance of education and care services in the ACT.

Eligibility/Other Requirements: Applicants are required to address each of the Selection Criteria, provide a current curriculum vitae (CV) and the names of two recent referees. Applicants are required to have qualifications and/or experience in education and care, and a current driver's licence. Related qualifications and experience will be considered. The successful applicant will be required to complete (ACECQA) Authorised Officer Training. 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.

Note: A merit list will be generated from this recruitment process to be used to fill any identical positions which may become available over the next twelve months.

Contact Officer: Susan Sullivan (02) 6207 1093 susan.sullivan@act.gov.au

System Policy and Reform Division

Planning and Analytics

Surveys and Evolution

Senior Evaluation Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 00138)

Gazetted: 06 February 2018

Closing Date: 20 February 2018

Details: An opportunity exists for an enthusiastic person to join ACT Education's Planning and Analytics Branch. The branch is seeking an applicant to work in a small motivated team that manages administrative and evaluation programs, including the participation of ACT schools in local, national and international assessments. The successful applicant will be responsible for the management, interpretation and evaluation of reporting data. The successful applicant will demonstrate the ability to implement and document effective and efficient processes to analyse and interpret education participation and performance.

Eligibility/Other Requirements: The position requires the ability to use, or the capability to quickly learn to use, a range of statistical and information management software for data collection and analysis. A detailed understanding of how the Directorate implements policy and programs is desirable. The position requires demonstrated ability in written communication, including reports and stakeholder engagement correspondence. The successful applicant will demonstrate well developed organisational and administrative skills, including sound decision making skills, with the proven ability to work under pressure, prioritise work and meet deadlines under minimal supervision.

Notes: This is a temporary position until 31 January 2019 with the possibility of permanency.

Contact Officer: Gemma Wood (02) 6205 4346 gemma.wood@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

Climate Change and Sustainability

Sustainability Programs

Program Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 17928)

Gazetted: 07 February 2018

Closing Date: 14 February 2018

Details: Sustainability Programs is seeking to employ a Program Officer in the Actsmart Household team to manage and expand the delivery of sustainability programs aimed at householders. The role includes resource development such as fact sheets and online tools, public presentations and event coordination. Program budgets and deliverables will need to be managed to meet agreed scope, standards and time frames. The successful applicant will be required to develop strategies to increase the participation rate for existing household programs

and contribute to the development of future resources. The position is part of a small team and works closely with other staff members who manage the delivery of the Actsmart Sustainable Home Advice service and programs aimed at low-income households.

Eligibility/Other Requirements: Current driver's licence.

Note: This position is temporary until the 7 September 2018 with the possibility of extension and/or permanency from this process. Some weekend and after hours work will be required.

Contact Officer: Esther Duffy (02) 6205 1362 esther.duffy@act.gov.au

Environment

ACT Parks and Conservation Service

National Parks and Catchments

Senior Wildlife Officer

Technical Officer Level 4 \$79,824 - \$91,356, Canberra (PN: 17880)

Gazetted: 07 February 2018

Closing Date: 21 February 2018

Details: Tidbinbilla Nature Reserve is seeking an experienced and motivated leader for the captive wildlife team. The Senior Wildlife Officer selected for this position will drive Tidbinbilla's threatened species breeding programs and the 'encountering wildlife' experiences for visitors as well as management of the wildlife team. The successful applicant will require relevant experience in breeding and husbandry of native animals behind predator proof fences, and an understanding of conservation issues relating to the management of acquisition, breeding and release of native wildlife. This position operates with limited supervision and includes the following tasks, Capture, handling, identification and transport of a range of native animals. Delivery of visitor engagement/tourism activities in relation to native wildlife. Liaison with external stakeholders, such as members of threatened species recovery teams, educational institutions and volunteers. Provide direction and mentoring to team members including day to day supervision, training and oversight of operations works.

Eligibility/Other Requirements: The successful applicant may be required at time to work shift roster arrangements. Current manual driver's licence.

Note: This is a permanent full-time position. Selection may be based on written application alone.

Contact Officer: John Freeman (02) 6205 8963 john.freeman@act.gov.au

Environment

ACT Parks and Conservation Service

Urban Services

Ecologist - Data Analyst and Monitoring

Professional Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 39931)

Gazetted: 07 February 2018

Closing Date: 23 February 2018

Details: The ACT Parks and Conservation Service (PCS) is responsible for the sustainable management of our national parks, nature reserves, commercial softwood forests and rural lands, including management of Namadji National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Googong Foreshores, water catchment areas and commercial pine plantations. The Parks and Conservation Service implements a broad range of natural and cultural resource management programs both on and off reserve that support sustainable environmental conservation land management and heritage outcomes. An opportunity exists for an Ecologist with strong statistical analysis skills to assist the delivery of compliance monitoring requirements for Matters of National Environmental Significance within Environmental Offset Reserves.

Eligibility/Other Requirements: A tertiary qualification is required in a field of environmental management or biological science, preferably including studies in ecology and conservation of terrestrial fauna and ecosystems. Other experience is outlined in the selection criteria.

Note: This is a temporary position until 30 June 2018 with the possibility for extension and/or permanency. The successful applicant may be selected based on application only. This position will be responsible for compiling and analysing data collected as part of the monitoring and research program. The position will also provide advice to Planners and Rangers on reserve management requirements informed by monitoring and research results as part of an adaptive management strategy. The position will also be responsible for implementing and procuring the

services of contractors and/or casual staff and co-ordinating ACT government staff to deliver the Environmental Offset monitoring and research commitments.

Contact Officer: Clare McInnes (02) 6205 4680 clare.mcinnnes@act.gov.au

Chief Operating Officer

Finance, Information and Assets

Strategic Finance

Finance Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 17218)

Gazetted: 06 February 2018

Closing Date: 13 February 2018

Details: Strategic Finance are seeking an experienced Finance Officer to assist in the coordination and preparation of the Directorate's monthly reporting in Oracle/TM1, external reporting to Treasury including the external budget and the annual financial statement process. The applicant will also be required to prepare reconciliations to assist in financial and performance reporting.

Eligibility/Other Requirements: The successful applicant shall possess strong written and verbal communications skills and work well in a team environment. Ideally they will have prior experience in finance officer roles and strong technical accounting skills.

Notes: This is a temporary vacancy until 1 September 2018, with the possibility of an extension and/or permanency.

Contact Officer: Melissa Tetley (02) 6207 9107 melissa.tetley@act.gov.au

Environment

ACT Parks and Conservation Service

Fire, Forests and Roads

Senior Field Officer

General Service Officer Level 7 \$59,230 - \$62,549, Canberra (PN: 09853)

Gazetted: 01 February 2018

Closing Date: 15 February 2018

Details: The ACT Parks and Conservation Service (PCS) is a Branch within the Environment, Planning and Sustainable Development Directorate that is responsible for the sustainable management of our national parks, nature reserves, commercial softwood forests and rural lands, including management of Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Googong Foreshores, water catchment areas and commercial pine plantations. The PCS implements a broad range of natural and cultural resource management programs both on and off reserve that support sustainable environmental conservation land management and heritage outcomes. The management of bushfires is a core function of the PCS across the land that it is responsible for. As a supervisor of specialised Field Officers with the ACT Parks and Conservation Service, the successful applicant will lead and work as part of a team implementing a range of bushfire management activities and assist in the protection of biodiversity and implementation of sustainable management practices in ACT's reserves and rural lands consistent with relevant legislation and management plan objectives. PCS invites applications from suitably skilled and motivated people interested in careers as a Senior Field Officer with the Fire, Forests and Roads section of the ACT PCS.

Eligibility/Other Requirements: Applicants must be willing and able to undertake bushfire related activities, with nationally recognised qualifications to the ACT RFS level of Bushfire fighter (or equivalent) and demonstrated experience in bushfire suppression. Be prepared to wear a uniform and to work a shift roster, weekends, public holidays or evening shifts at any PCS worksite on an "as needs" basis. Possess a manual drivers' licence. Possess a current Advanced First Aid Certificate or capacity to obtain one, and be able to meet and maintain the appropriate fire fighting fitness standards to the arduous level of the national fire fighting task based assessment (assessed annually).

Note: This recruitment process may also be used to create a temporary employment register for short and long term temporary vacancies that may occur. This position is a Designated Fire Position and employment will be subject to successful completion of the national fire fighting task based assessment to the arduous level and a pre-employment medical. Late applications will not be considered.

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

Planning Policy

Strategic Planning

Senior Planner

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 36282)

Gazetted: 07 February 2018

Closing Date: 21 February 2018

Details: An opportunity exists for a motivated and experienced Senior Planner to develop and administer government's parking policy. The successful applicant will liaise and coordinate with other government directorates on parking matters and undertake other planning activities across the Planning Policy division. This position requires demonstrated leadership skills, experience in policy development, strong analytical skills, high level communication skills and a strong focus on working with other ACT Government directorates.

Contact Officer: Suzanne Jurcevic (02) 6207 3317 suzanne.jurcevic@act.gov.au

Climate Change and Sustainability

Energy Markets and Renewables

Energy Policy

Senior Policy Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 20092)

Gazetted: 07 February 2018

Closing Date: 21 February 2018

Details: Energy Markets and Renewables Branch is seeking a self-motivated and organised individual, who has a strong policy and stakeholder focus. The position is at the SOGC (Senior Policy Officer) level within the Energy Markets and Renewables Branch reporting to the Manager of the Energy Policy team. Demonstrated core policy skills are key to success in the role: research and analysis, written and verbal communication, stakeholder engagement and negotiation, familiarity with government processes, and a natural curiosity for problem solving. A demonstrated ability to deliver results in a dynamic and rapidly changing policy environment would be highly regarded. The Senior Policy Officer will have the ability to work independently, as part of a small team and to contribute to the wider work of the Climate Change and Sustainability Division. Strong project/program management skills, close attention to detail and administrative capabilities are essential. The ability to develop and maintain stakeholder networks and work collaboratively with senior business and government leaders is essential. You will work with these stakeholders on policy development and program implementation aimed at achieving the ACT Government's energy policy objectives.

Eligibility/Other Requirements: Qualifications and experience other than prescribed tertiary qualifications in economics, engineering, public policy, physical or social sciences, or similar, are highly desirable. While familiarity with or previous experience in energy markets and policy would be desirable, it is not essential.

Note: This is a temporary position available until 26 October 2018 with the possibility of extension.

Contact Officer: Daniel Harding (02) 6207 7533 daniel.harding@act.gov.au

Health

Selection documentation for the following positions may be downloaded from

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

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

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Services

Cancer, Ambulatory and Community Health Support Executive

Project Manager Palliative Care

Senior Officer Grade A \$137,415, Canberra (PN: 25223)

Gazetted: 08 February 2018

Closing Date: 15 February 2018

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

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

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

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

Contact Officer: Denise Lamb (02) 6244 2738 denise.lamb@act.gov.au

**Office of Director-General
Government Communications Unit
Media and Strategic Communications
Deputy Director, Internal Communications
Senior Officer Grade A \$137,415, Canberra (PN: 42286)**

Gazetted: 08 February 2018

Closing Date: 22 February 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Communications Branch leads and directs internal and external strategic communications, media, digital, social media and marketing activities that support ACT Health achieve its goals. The Branch manages ACT Health's brand and develops strategies and guidelines to maintain and enhance reputation. The Branch drives a high performing approach to communications, marketing and stakeholder engagement strategy, which includes: communications planning, campaign operations and measurement, online strategy and digital platform development. The Branch engages with a diverse range of external partners and stakeholders to identify and undertake opportunities for collaborative projects to improve the planning, development and delivery of health care services, develop partnerships to ensure a future supply of skilled workers for the health sector and further establish a growing base for collaborative research. This position plays a pivotal role in motivating and informing staff through the successful communication of organisational initiatives and projects. This role works closely with key stakeholders including the Director General's office. The position is an integral part of the organisational change program being developed and implemented across ACT Health.

Eligibility/Other Requirements: Minimum of three year's experience in a senior communications role is mandatory. Desirable: Tertiary qualifications (or equivalent) in Communications and Marketing, Journalism, Public Relations or similar and previous experience working in large scale complex organisations, private or public setting. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Elizabeth Tobler (02) 6207 5853 elizabeth.tobler@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Registered Nurse - Adult Mental Health Unit

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22466, several)

Gazetted: 08 February 2018

Closing Date: 22 February 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of the people who use of service, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. There are permanent and temporary positions within the Adult Mental Health Unit (AMHU). AMHU is a 35 bed acute inpatient unit for people with acute mental health issues. The service aims to provide collaborative care involving the consumer, their carers and other key services. MHSSU is a sub-acute 6 bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation. At this level it is expected that you will provide, under limited supervision, high quality clinical nursing, skills and care to achieve sound outcomes for consumers. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at the RN1 level and support the Unit Manager and Clinical Nurse Consultant in change processes. You will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: Approved tertiary/or equivalent qualifications in nursing; be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and have minimum of 12 months recent nursing experience in a mental health facility. Desirable: Post Graduate qualification in Mental Health Nursing and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: There are several permanent positions available for filling.

Contact Officer: Kelly Chase (02) 6174 5452 kelly.r.chase@act.gov.au

UC Public Hospital

Rehabilitation, Aged and Community Care

University of Canberra Public Hospital

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 40026, several)

Gazetted: 08 February 2018

Closing Date:

Overview of the work area and position: The University of Canberra Public Hospital (UCPH) is scheduled to open in 2018. UCPH is a 140 bed sub- acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient and community based rehabilitation services. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health

providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Public Hospital (UCPH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. It is planned that in 2018 the inpatient Rehabilitation units will move from the Canberra Hospital to the University of Canberra Public Hospital. Apply to be part of the team that establishes Canberra's first purpose-built rehabilitation hospital. Canberra's first purpose-built rehabilitation hospital will support people recovering from surgery or injury, or experiencing mental illness. We are looking for enthusiastic and experienced nurses to fill positions at the RN L2, RN L1 and EN levels. We have both part time and full time permanent positions available. All positions work a 24/7 rotating roster, including a regular contribution to night shift. The Registered Nurse Level 2 provides leadership and guidance to staff as well as person centred nursing care. Eligibility/Other Requirements: o Registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. o Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Contact Officer: Bianca Gonzales (02) 6244 4144 bianca.gonzales@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

UC Public Hospital

Rehabilitation, Aged and Community Care

University of Canberra Public Hospital

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 39991, several)

Gazetted: 08 February 2018

Closing Date:

Overview of the work area and position: The University of Canberra Public Hospital (UCPH) is scheduled to open in 2018. UCPH is a 140 bed sub- acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient and community based rehabilitation services. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Public Hospital (UCPH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. It is planned that in 2018 the inpatient Rehabilitation units will move from the Canberra Hospital to the University of Canberra Public Hospital. Apply to be part of the team that establishes Canberra's first purpose-built rehabilitation hospital. Canberra's first purpose-built rehabilitation hospital will support people recovering from surgery or injury, or experiencing mental illness. We are looking for enthusiastic and experienced nurses to fill positions at the RN L2, RN L1 and EN levels. We have both part time and full time permanent positions available. All positions work a 24/7 rotating roster, including a regular contribution to night shift. Eligibility/Other Requirements: Mandatory: o Registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: o Holds a current drivers licence. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. o Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Contact Officer: Bianca Gonzales (02) 6244 4144 bianca.gonzales@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Registered Nurse

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 17463, several)

Gazetted: 08 February 2018

Closing Date: 22 February 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of the people who use of service, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for people. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); and Justice Health Services. Overview of the Work Area and Position: Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. There are permanent and temporary positions within the Adult Mental Health Unit (AMHU) and Mental Health Short Stay Unit (MHSSU). AMHU is a 37 bed acute inpatient unit for people with acute mental health issues. The service aims to provide collaborative care involving the person, their carers and other key services. MHSSU is a sub-acute 6 bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation. At this level it is expected that you will provide, under limited supervision, high quality clinical nursing skills and care to achieve sound recovery outcomes. It is also an expectation that you will contribute to the multidisciplinary team, and support the senior nurses, Clinical Nurse Consultant and Assistant Director of Nursing in change processes. You will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: Approved tertiary or equivalent qualifications in nursing and current un-conditional registration as a Registered Nurse with Australian Health Practitioners Regulation Agency (AHPRA).

Desirable: Post Graduate Qualification in Mental Health Nursing and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: There are a number of permanent and temporary positions available. These are full-time positions working a rotating shift roster, including night shifts.

Contact Officer: Kelly Chase (02) 6174 5452 kelly.r.chase@act.gov.au

Canberra Hospital and Health Services

Medicine

Infectious Diseases

Antimicrobial Stewardship Pharmacist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 22923)

Gazetted: 08 February 2018

Closing Date: 22 February 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are 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. Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of over 45 Pharmacists. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. The Antimicrobial Stewardship Pharmacist will work within the Antimicrobial Stewardship (AMS) Team, to promote quality use of antimicrobials that is safe and cost-effective within Canberra Hospital and Health Services (CHHS). The position holder will participate in the CHHS antimicrobial stewardship (AMS) program, providing both clinical and administrative input under the supervision of the Senior Antimicrobial Pharmacist. The position holder will also integrate into the CHHS Pharmacy team and will provide a range of pharmacy services on weekends, after hours and as rostered. The pharmacy team charter is "Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community"

Eligibility/Other Requirements: Mandatory: Appropriate Pharmacist qualifications and eligibility for registration as a pharmacist with the Pharmacy Board of Australia; a minimum of three years' experience as a registered Pharmacist, preferably in the hospital setting and provide a range of pharmacy services on weekends and after hours as rostered. Project management or research experience, Post-graduate qualifications in a related field/position highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health professionals and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Daniel Lalor (02) 6244 2121 daniel.lalor@act.gov.au

Canberra Hospital and Health Services

Women Youth and Children

Women, Youth and Children Community Health Programs

Dietitian, Community Health Programs

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 27808)

Gazetted: 08 February 2018

Closing Date: 15 February 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, 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 Nutrition team works with individuals, families and communities to improve health and wellbeing through delivery of evidence-based nutrition care. Our goal is to support clients to eat well, enjoy nourishing foods and develop a positive relationship with food and their body. We strive to deliver respectful care, working in partnership to meet the expressed needs of the client in a safe environment. Our team provides a range of services including individual dietary assessment, care planning and counselling for infants, children, young people and pregnant and breastfeeding women, and education programs for staff and client groups. The team provides outreach services for the Women's Health Service and Eating Disorders Program and coordinates the School Kids Intervention Program (SKIP) for children with obesity. Dietitians in the team are responsible operationally and clinically to the Women, Youth and Children Community Health Programs Nutrition Manager and professionally to the Profession Lead for Nutrition ACT Health.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Nutrition and Dietics; eligibility for membership of the Dietitians Association of Australia; current drivers licence and be registered under the Working with Vulnerable People (Background Checking) Act 2011. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health professionals and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: Applications are welcomed from qualified Dietitians to fill a temporary, part-time vacancy at 22:03 hours per week (0.6FTE) in Women, Youth and Children Community Health Programs. This position is available for a period of 12 months with the possibility of extension, the full-time salary noted above will be paid pro rata.

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

Corporate

Digital Solutions

Tenancy Operations

Training Officer - Digital Solutions Division

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 33892)

Gazetted: 08 February 2018

Closing Date: 22 February 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Digital Solutions Division is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to technology services and capabilities. The Digital Solutions Division is responsible for the: development, implementation and support of the Digital Health Strategy; management of technology services and coordination of technology projects; management of the relationship and service delivery by Health Directorate technology vendors; development, implementation and maintenance of technology 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 part of a small team, reporting to the Systems Support Manager, this position will provide training support for clinical systems projects and clinical systems applications that are implemented within ACT Health.

Note: This is a temporary full-time position available until 31st December 2018 with the possibility of extension and/or permanency. A merit list may be established to fill future vacancies at level which may arise over the next 12 months. Selection may be based on application and one referee report only. Applicants are to address the selection criteria, provide a resume and two referees.

Contact Officer: Chris Jeffrey (02) 6207 9427 chris.jeffrey@act.gov.au

Innovation

Strategic Health Planning

Territory Wide Services Framework

Executive Assistant - Territory-wide Services Redesign

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 27560)

Gazetted: 08 February 2018

Closing Date: 15 February 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Territory-wide Services Redesign branch is comprised of health planning, modelling, and is responsible for the development of the Territory-wide Health Services Framework 2017-2027. The branch works with service providers and consumers to identify health service needs and undertakes analysis of health status information, service activity, clinical trends and technology mapping to inform future services and capital planning. Overview of the work area and position: The Executive Assistant is responsible for providing high level administrative support to the Executive Director, Territory-wide Services Redesign. This position may also be required to provide administrative support to the Program Director, Health Services Redesign, and the broader team, as agreed with the Executive Director.

Eligibility/Other Requirements: Desirable: Previous experience in utilising Hewlett Packard Records Manager (HPRM) – formerly TRIM and previous experience in providing high level support to an Executive Director or equivalent. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Alice West (02) 620 1015 alice.west@act.gov.au

UC Public Hospital

Rehabilitation, Aged and Community Care

University of Canberra Public Hospital

Enrolled Nurse Level 1 \$57,635 - \$61,578, Canberra (PN: 39951, several)

Gazetted: 08 February 2018

Closing Date:

Overview of the work area and position: The University of Canberra Public Hospital (UCPH) is scheduled to open in 2018. UCPH is a 140 bed sub-acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient and community based rehabilitation services. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Public Hospital (UCPH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. It is planned that in 2018 the inpatient Rehabilitation units will move from the Canberra Hospital to the University of Canberra Public Hospital. Apply to be part of the team that establishes Canberra's first purpose-built rehabilitation hospital. Canberra's first purpose-built rehabilitation hospital will support people recovering from surgery or injury, or experiencing mental illness. We are looking for enthusiastic and experienced nurses to fill positions at the RN L2, RN L1 and EN levels. We have both part time and full time permanent positions available. All positions work a 24/7 rotating roster, including a regular contribution to night shift. The Enrolled Nurse supports the Registered Nurse in the provision of patient-centred care. Nurses at this level work under the direction and supervision of the Registered Nurse, however at times the Enrolled Nurse retains responsibility for his/her actions and remains accountable in providing patient care. Eligibility/Other Requirements: Mandatory: o Registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: o Holds a current drivers licence. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. o Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Contact Officer: Bianca Gonzales (02) 6244 4144 bianca.gonzales@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Recruitment Officer, Employment Services, Level 3, 4 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**

ICRC

Senior Economist

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 10830)

Gazetted: 07 February 2018

Closing Date: 21 February 2018

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. We are currently seeking a Senior Economist to provide effective analysis and specialist advice to the Commission on economic regulation of ACT utilities. The main focus is on the regulation of prices for water and sewerage services and retail electricity prices. There may also be reviews of other competition and economic regulation issues. The Senior Economist will report to the Director of Economic Regulation, working within a small, specialised team. The ideal candidate will have a strong understanding of the ACT's utility infrastructure on both a theoretical and practical level, as well as an excellent understanding of the evolving national water and energy regulatory environments.

Eligibility/Other Requirements: Substantial experience in economic analysis is vital, and advanced degrees well-regarded.

Contact Officer: Luke Meehan (02) 6205 8773 luke.meehan@act.gov.au

Justice and Community Safety

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

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

ACT Corrective Services

Custodial Operations

AMC Executive Support Team

Administration Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 36294)

Gazetted: 06 February 2018

Closing Date: 22 February 2018

Details: ACT Corrective Services (ACTCS) is seeking a motivated and highly organised person to fill the role of Administration Officer 3 (ASO3), in the AMC Executive Support Team. This position is based at the Alexander Maconochie Centre (AMC) in Hume. The successful applicant be required to assist with the management of incoming and outgoing correspondence, provide reception and telephone services for the General Manager's office and prepare a range of documentation including letters, emails, briefings and written reports. In addition, you will also be required to contribute to ongoing data collection and compliance monitoring in the workplace. To be successful in this role you will possess excellent time management skills, strong attention to detail and a demonstrated ability to manage work priorities.

Note: To apply, applicants are required to submit four items: (1) ACT Government Application Coversheet; (2) statement of claims against specified selection criteria; (3) a current resume; and (4) the names and contact details of two referees (one should be a current supervisor/manager). Please ensure you submit all four items. The successful candidate may be required to undergo a criminal record check.

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

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Patient Transport Officer

Ambulance Support Officer 1 \$54,949 - \$58,394 plus appropriate penalties, Canberra (PN: 21120, several)

Gazetted: 02 February 2018

Closing Date: 16 February 2018

Details: The ACT Ambulance Service is looking for people willing to be part of an eligibility list for consideration of employment in the role of Patient Transport Officer to meet expected vacancies. Patient Transport Officers provide routine non-emergency transport to and from healthcare facilities, clinics and residential addresses. The successful candidate(s) will demonstrate strong customer focussed expertise, well developed interpersonal skills and a caring nature.

Eligibility/Other Requirements: Current driver's licence. The ability to pass a standard medical/physical examination demonstrating a level of fitness and strength appropriate to perform tasks of a Patient Transport Officer. Successful candidates will be required to undergo a criminal record check and must hold, or at time of interview be eligible to receive, an ACT Working with Vulnerable People Card. For further information on Working with Vulnerable People registration refer to

- https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Successful candidates will be required to undertake a Cert III in Non-emergency Client Transfer, ongoing employment is dependent on the successful completion of this course. Candidates who already hold this qualification, or part thereof, may apply for Recognition of Prior Learning and receive accelerated advancement.

Note: The successful candidate(s) will be required to work shift work in a small team on a rotating roster inclusive of weekend and public holidays. The establishment of the eligibility list is for expected vacancies only. Employment as a Patient Transport Officer is NOT a pathway to an Ambulance Paramedic position.

Contact Officer: Mark Molloy markd.molloy@act.gov.au

ACT Corrective Services

Corporate Services

Training and Development Unit

Senior Trainer, Custodial Operations

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 10029)

Gazetted: 05 February 2018

Closing Date: 18 February 2018

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated and experienced candidates for the role of Senior Trainer, Custodial Operations. This permanent position in the ACTCS Training and Development Unit (TDU) is primarily responsible for the design, development and delivery of high quality accredited and operational training and assessment for ACTCS. It is also responsible for providing support to the Training and Development Manager in the management and implementation of all custodial operations training activities. The successful applicant will have experience in managing people and training programs to meet objectives, with strong motivational and collaborative skills. They will be able to confidently and professionally engage with executive, senior management and stakeholders to identify, prioritise and negotiate training activities according to mandatory, legislative and operational requirements. In addition, the successful applicant will be required to demonstrate exceptional communication and interpersonal skills and be able to draft training materials, briefs, reports, and other complex written documentation on behalf of the Training and Development Unit and/or the Training and Development Manager.

Eligibility/Other Requirements: Certificates III and IV in Correctional Practice are highly desirable. Certificate IV or Diploma level qualifications in Training and Assessment are highly desirable. Custodial experience in a correctional facility is also highly desirable. To apply, applicants are required to submit four items: (1) ACT Government Application Cover Sheet including the names and contact details of two referees; (2) statement addressing each of the selection criteria included in the position description (maximum of 300 words per criterion); (3) a current resume; (4) a copy of their driver's licence. Please ensure you submit all four items. Ideally, one of the referees should be a current supervisor.

Note: Candidates will be required to plan for and deliver a short (10 minute) presentation on a topic of their choosing as a component of the selection process.

Contact Officer: Jacqui Retford (02) 6205 1314 jacqui.retford@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

Chief Operating Officers Group

People and Capability

Organisational Development

Training Advisor

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 10616)

Gazetted: 06 February 2018

Closing Date: 13 February 2018

Details: The People and Capability branch sits within the Chief Operating Officer Group. The Organisational Development team is responsible for the planning, development and management of programs that enhance the capability of the directorate to meet current and future business requirements. The team coordinates and delivers a range of learning and development programs and initiatives to support directorate operations and build capability. The team is also responsible for implementing whole of government frameworks. The Organisational Development team is seeking a highly skilled, motivated and focused individual with experience in designing, delivering and evaluating corporate based training programs to build workforce capability and knowledge. The successful candidate will have highly developed facilitation skills as well as excellent oral and written communication skills.

Eligibility/Other Requirements: Certificate IV in Training and Assessment is highly desirable.

Note: This is a temporary position available until 30 June 2018 with the possibility of extension and is available to ACT Public Service employees only.

How to Apply: Applications should include a supporting statement of no more than two (2) pages outlining experience and ability in relation to the duties and the selection criteria, a current curriculum vitae and the name and contact details of at least one referee.

Applications should be sent directly to the contact officer.

Contact Officer: David Gault (02) 6207 0188 david.gault@act.gov.au

**Chief Operating Officer Group
Innovation and Customer Experience
Innovation and Data Analytics
Technical Officer**

Technical Officer Level 3 \$69,148 - \$78,145, Canberra (PN: 15599)

Gazetted: 07 February 2018

Closing Date: 14 February 2018

Details: Expressions of interest (EOI) are sought for a Technical Officer Class 3 (TO3) in Innovation, Data and Analytics (IDA) within the Innovation and Customer Experience branch for a period of up to five months with the possibility of an extension. IDA require someone with an eye for detail and demonstrated experience creating FME workbenches to extract, transform and load spatial and non-spatial data into production relational databases. The successful applicant should possess demonstrated experience and knowledge working directly with data for municipal assets and services managed by Transport Canberra and City Services or similar organisations. The primary focus of the role will involve creating robust processes to ingest corporate data into on-premise databases from a variety of sources including Esri ArcGIS spatial and Oracle data to support asset management systems and business analytics tools. They will also need to be quick learners and able to work efficiently with minimal supervision and able to manage competing priorities. This position has no staff reporting to them.

Note: This is a temporary position available for up to five months with the possibility of an extension.

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

Applications should be sent to the Contact Officer.

Contact Officer: Paul Dowling (02) 6207 6558 paul.dowling@act.gov.au

**Chief Operating Officer Group
Communications
Senior Manager Media and Events**

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 32547)

Gazetted: 06 February 2018

Closing Date: 16 February 2018

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 in a media, communications, public relations, newspaper, television or public affairs environment is essential.

Contact Officer: Michael Gavin (02) 6205 2917 michael.gavin@act.gov.au

**Transport Canberra
Light Rail
Planning Support Officer**

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 33675)

Gazetted: 01 February 2018

Closing Date: 8 February 2018

Details: Transport Canberra, a division of the Transport Canberra and City Services Directorate is seeking to fill a Planning Support Officer position to provide high-level support to the Senior Manager Planning Environment and Sustainability. Working closely with the Senior Manager, the Planning Support Officer will assist in the review and preparation of relevant environmental and planning approval documentation to support the Light Rail.

Note: Please limit selection criteria response to maximum 400 words per criteria. Selection may be based on application and referee reports only. An order of merit will be established for this process and used to fill similar vacancies at level over the next 12 months.

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

Contact Officer: Marcus Sainsbury (02) 6207 2060 marcus.sainsbury@act.gov.au

Chief Operating Officer

Safety and Wellbeing Team

Senior Safety Advisor

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39842)

Gazetted: 01 February 2018

Closing Date: 15 February 2018

Details: The Transport Canberra and City Services Directorate is seeking a motivated and well organised Safety Officer to join our Safety and Wellbeing Team to assist with the development and implementation of the Safety Management System. The successful applicant must have high level written and oral communication skills and be able to influence change within a diverse organisation.

Eligibility/Other Requirements: Tertiary qualifications in a Work Health and Safety related discipline would be well regarded.

Note: This is a temporary position available immediately for a period of up to six months. Selection may be based on application and referee reports only.

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

Application should be sent to the Contact Officer.

Contact Officer: Glenda Stewart (02) 6205 2253 glenda.stewart@act.gov.au

Transport Canberra

Light Rail

Communications

Community Consultation Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 36949)

Gazetted: 07 February 2018

Closing Date: 16 February 2018

Details: Transport Canberra and City Services Directorate are seeking a motivated Community Consultation professional who is keen to engage across many various stakeholder groups across Canberra to deliver an integrated transport solution involving modes such as buses, light rail, cycling and walking. To be successful, you will have experience in developing and implementing consultation plans, demonstrate an ability to liaise with all members of the public and other government agencies.

Eligibility/Other Requirements: Relevant tertiary qualifications and experience in community engagement, communications and/or public relations are desirable.

Note: This position is temporary for 12 months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

Contact Officer: Monique Earsman (02) 6207 6356 monique.earsman@act.gov.au

Suburban Land Agency

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

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

Office Director Finance

Director, Finance

Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements, Canberra (PN: E1037)

Gazetted: 05 February 2018

Closing Date: 21 February 2018

Details: The Suburban Land Agency (SLA) is a statutory authority established under the City Renewal Authority and *Suburban Land Agency Act 2017*. The Suburban Land Agency is responsible for delivering the ACT Government's suburban development program, including urban renewal in established town centres and suburbs. This comprises releases for residential, commercial, industrial, mixed use and community purposes. The SLA is seeking to fill the Director, Finance role. The Director, Finance will support the Chief Executive Officer (CEO) in setting, monitoring and overseeing the financial operations of the SLA. The role leads the financial management of an annual land sales program of over \$500 million and a development/construction program of around \$500 million over the next four years. The Director, Finance will undertake the role of SLA Chief Finance Officer and lead the day to day activities of the Finance team. This position is responsible for leading a positive culture, collaboration across areas to, inclusively operationalise sound governance and risk management behaviours across the Agency. The position requires a person with exceptional leadership and executive management skills to lead and direct a range of finance and governance functions. Strong strategic and analytical skills and a capacity to deliver high level outcomes to tight deadlines are also necessary. Knowledge of the Territory Government, the operations of the Legislative Assembly and a capacity to contribute to and support the activities of the SLA Board and CEO are also essential requirements.

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

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

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

Contact Officer: Further information about the position is available from John Dietz (02) 6205 7346

john.dietz@act.gov.au

City Renewal Authority

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

Communication and Community Engagement

Content Producer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 35908)

Gazetted: 01 February 2018

Closing Date: 15 February 2018

Details: Join one of the ACT Government's newest agencies and be part of something exciting. The City Renewal Authority is responsible for leading the transformation of the central parts of Canberra to make it a great place to live, explore and enjoy. Our immediate focus is on shaping Civic, West Basin, Haig Park, Northbourne Avenue and Dickson. We are a small and dynamic team, looking for a Content Producer to hit the ground running. If you are passionate about Canberra, love producing interesting communication content and thrive in a small team environment then we want to hear from you. You will be given the opportunity to take on a wide range of tasks and learn new skills in this permanent role. The successful applicant will have experience working in a content creation role producing high quality communication materials for different target audiences. They will have well-developed communication skills and a commitment to customer service. More information on the City Renewal Authority is available at <https://www.cityrenewalcanberra.com.au>.

How to Apply: Demonstrate your experience, skills and behaviours in carrying out the duties outlined in the Duty Statement by providing a two to three page written response that explains why you are the right person for the job; why you want to work for the City Renewal Authority; and how you have used your creative skills to meet strategic objectives. You should also provide a copy of your curriculum vitae and/or portfolio.

Contact Officer: Melanie Skinner (02) 6205 1294 melanie.skinner@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

Administrative Services Officer Class 2/3 \$52,991 - \$64,616
Dean Sheather 835-66578, Section 68(1), 6 February 2018

Chief Minister, Treasury and Economic Development

Senior Officer Grade B \$118,319 - \$133,197
Christine Callen 853-76989, Section 68(1), 29 January 2018

Graduate Administrative Assistant \$66,656 - \$68,699
Gemma Stehlik 853-77359, Section 68(1), 5 February 2018

Administrative Services Officer Class 6 \$79,824 - \$91,356
Lee Erophyly Wah 835-57225, Section 68(1), 1 February 2018

Community Services

Health Professional Level 2 \$61,784 - \$84,816
Emelda Foroma 853-77404, Section 68(1), 5 February 2018

Administrative Services Officer Class 5 \$74,081 - \$78,415
Hunter McGee 853-77586, Section 68(1), 12 February 2018

Health Professional Level 2 \$61,784 - \$84,816
Casey Mitchell 853-77615, Section 68(1), 5 February 2018

Health Professional Level 2 \$61,784 - \$84,816
Lucette Raftery 853-65139, Section 68(1), 5 February 2018

Health Professional Level 2 \$61,784 - \$84,816
Ruth Simpson 853-76751, Section 68(1), 5 February 2018

Senior Officer Grade C \$100,462 - \$108,140
Caroline Stevens 823-82304, Section 68(1), 22 January 2018

Education

School Assistant 2 \$45,058 - \$49,757
Vicki Jackson 843-56425, Section 68(1), 30 January 2018

Health

Registered Nurse Level 1 \$63,548 - \$84,888
Melani Allen 856-73094, Section 68(1), 29 January 2018

Health Professional Level 2 \$61,784 - \$84,816
Angela Carnovale 845-03173, Section 68(1), 5 February 2018

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

Kara Dyson 848-84797, Section 68(1), 21 February 2018

Assistant in Nursing \$48,888 - \$50,543

Jennifer Exall 853-77172, Section 68(1), 21 February 2018

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

Kathryn Fitzgerald 853-51511, Section 68(1), 1 February 2018

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

Rebecca Heland 853-77164, Section 68(1), 5 March 2018

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

Caitlin Keil 786-35874, Section 68(1), 6 February 2018

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

Desiree Klein 850-41046, Section 68(1), 10 February 2018

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

Trudy Laundess 847-02498, Section 68(1), 29 January 2018

Assistant in Nursing \$48,888 - \$50,543

Godfrey Loremia 853-77658, Section 68(1), 21 February 2018

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

Deborah Maddock 853-77682, Section 68(1), 8 February 2018

Health Professional Level 4 \$100,462 - \$108,140

David McGuinness 853-64240, Section 68(1), 29 January 2018

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

Deborah McKenzie 845-03237, Section 68(1), 6 February 2018

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

Alissa McPaul 848-21294, Section 68(1), 8 February 2018

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

Emily McPherson 848-84746, Section 68(1), 21 February 2018

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

Heidi-May McReynolds 848-84447, Section 68(1), 21 February 2018

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

Jamie Nairn 848-85271, Section 68(1), 21 February 2018

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

Heidi Norris 853-51765, Section 68(1), 30 January 2018

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

Kathryn Owen 853-58924, Section 68(1), 5 February 2018

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

Timothy Scheuermann 844-35019, Section 68(1), 8 February 2018

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

Ariston Sillana 847-02826, Section 68(1), 30 January 2018

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

Carlo Velasco 844-33988, Section 68(1), 29 January 2018

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

Sarah Woods 853-51589, Section 68(1), 1 February 2018

Justice and Community Safety

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

Kara McKee 853-77308, Section 68(1), 5 February 2018

TRANSFERS

Health

Karlia Lyons: 835-90084

From: Registered Nurse Level 1 \$63,548

Health

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

Health, Canberra (PN. 32921) (Gazetted 2 November 2017)

Jane Sprague: 840-51525

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

Health

To: Registered Nurse Level 1 \$101,175 - \$105,339

Health, Canberra (PN. 26360) (Gazetted 2 November 2017)

Madelaine Thomas: 850-40940

From: Registered Nurse Level 1 \$63,548

Health

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

Health, Canberra (PN. 25533) (Gazetted 2 November 2017)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Corporate

Corporate Management

Governance

Matthew Leonard: 607-74286

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 38417) (Gazetted 6 December 2017)

Community Services

Child and Youth Protection Services

Operations North/South

Hannah Bowler: 846-95603

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

Community Services

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

Community Services, Canberra (PN. 32470) (Gazetted 26 October 2017)

Housing and Community Services

Housing ACT

Social Housing and Homelessness Services

Anna Harkin: 835-85226

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

Community Services

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

Community Services, Canberra (PN. 22048) (Gazetted 27 November 2017)

Child and Youth Protection Services

Operations North/South

Annemarie Jimenez: 835-84661

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

Community Services

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

Community Services, Canberra (PN. 07427) (Gazetted 26 October 2017)

Child and Youth Protection Services

Operations North/South

Elizabeth Pallas: 844-84443

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

Community Services

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

Community Services, Canberra (PN. 07831) (Gazetted 26 October 2017)

Child and Youth Protection Services

Operations North/South

Madison Seymour: 848-64534

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

Community Services

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

Community Services, Canberra (PN. 07869) (Gazetted 26 October 2017)

Education

Office for Schools

South/Weston Network

The Woden School

Jake Naylor: 798-37646

From: \$63,459 - \$100,317

Education

To: †School Leader C \$115,778

Education, Canberra (PN. 30544) (Gazetted 16 November 2017)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current

collective/enterprise Agreement provisions and is non-appealable.

Business Services

Governance and Community Liaison

Families and Students

Sarah Jeni Page: 817-9420

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

Education

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

Education, Canberra (PN. 39427) (Gazetted 31 October 2017)

Health

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Serge Kabongo: 848-83233

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

Health

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

Health, Canberra (PN. 37275) (Gazetted 2 November 2017)

CORRIGENDA

Health

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

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

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

Correct gazette date 1 February 2018.