



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 26 June 2014**

## EXECUTIVE NOTICES

### Canberra Institute of Technology

#### **Contract Cessation**

Jennifer Dodd – Deputy Chief Executive (E522) – 27.06.2014

### Community Services Directorate

#### **Variation – Assignment**

Bronwen Overton-Clarke – Executive Director, Housing and Community Services (E270) Section 80A(1)(b) of the Public Sector Management Act 1994

#### **Variation – Transfer**

Christine Nolan – Executive Coordinator, Out of Home Care Strategy (E738) Section 80A(1)(a) of the Public Sector Management Act 1994

Paul Wyles – Director, Early Intervention and Prevention Services, Office for Children, Youth and Family Support (E760) Section 80A(1)(a) of the Public Sector Management Act 1994

### Economic Development Directorate

#### **Contract Cessation**

Shane O’Leary – Executive Director Tourism, Events and Sport (E666) – 30.06.2014

### Justice and Community Safety Directorate

#### **Contract Cessation**

David Dutton – Deputy Chief Officer ACTAS (E373) – 30.06.2014

#### **Variation – Transfer**

Lana Junakovic – Executive Director, People and Workplace Strategy (E689) Section 80A(1)(a) of the Public Sector Management Act 1994

### Territory and Municipal Services Directorate

#### **Contract Cessation**

Gregory Ellis – Director Sustainable Land Strategy (E669) – 30.06.2014

Gary Byles – Director-General (E910) – 15.06.2014

Note: Gary Byles has been issued with a new contract. This notification is in accordance with the provisions of section 34 of the Public Sector Management Act 1994.

#### **Engagement**

Gary Byles – Director-General (E910) Section 31 of the Public Sector Management Act 1994

## VACANCIES

### Calvary Health Care ACT (Public)

#### **Stroke Service**

##### **Stroke Service Director**

**Staff Specialist \$147,765 - \$199,231 (Full time Rate), Canberra (PN: 7644)**

Gazetted: 01 July 2014

Closing Date: 14 July 2014

Details: Calvary Health Care ACT is seeking applications from qualified consultants for the position of Director of the Stroke Service, which provides acute care for individuals suffering from major acute stroke syndromes including acute ischemic stroke and haemorrhagic stroke; the position oversees all aspects of medical staff management and delivery of medical care in the Stroke Service; this is a fractional, 0.5FTE appointment; applicants should be fellows of the Royal Australasian College of Physicians with specialist recognition in Neurology and post-graduate experience and training in Stroke by completion of a fellowship accredited by the RACP STC in Adult Neurology; applicants must also be able to demonstrate experience in a departmental leadership role and development of a new service; Responsibilities include: Direct delivery of stroke care as well as supervision of all care delivered by the Stroke Service; supervise Stroke Service medical staff; devise and develop stroke care treatment protocols, management standards and expectations; ensure educational and medical support of nursing staff; ensure educational support for stroke patients and their families; coordinate and supervise a quality measures program, including performance improvement, quality initiatives and peer review; build a system with goals and objectives to identify deficiencies in stroke care and correct them with the aim to improve outcomes; constantly re-evaluate care maps to provide cost-efficient care; participate as a leader in the hospital and community; provide high-level strategic advice in respect of the Stroke Service to the Calvary Director of Medical Services; represent the Stroke Service and liaise with other departments to build relationships and service delivery within Calvary Health Care ACT; ensure that the Stroke Service meets the aims of the agreed model of care, while adhering to its principles. The position is available to start immediately.

Eligibility/Other Requirements: Applicants are expected to respond in writing and include the following: Respond to the selection criteria (The selection criteria can be found in the Position Description); a copy of their current resume; a cover letter outlining why they believe they are suitable for this role (maximum one page); names and contact details (including a contact phone number) for two professional referees.

Note: Please refer to the position description for further information or contact:

Contact Officer: Tonia Alexander (02) 6264 7129 Tonia.Alexander@calvary-act.com.au

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

#### **Emergency Department**

##### **Emergency Medicine Registrar**

**Registrar Year 3/Year 4 or Senior Registrar \$103,308 - \$124,330, Canberra (PN: 8050)**

Gazetted: 01 July 2014

Closing Date: 29 July 2014

Details: Calvary's well regarded Emergency Department sees in excess of 52,000 patients a year; CHCACT provides services in general surgery, urology, general medicine (with all the major subspecialties represented) and O&G; Calvary offers a comprehensive training program in emergency medicine, with paid, protected teaching time for registrars; our Emergency Department is committed to education at all levels and has particular strengths in ultrasound with several consultants having postgraduate qualifications in this area; we are accredited for 12 months of training with ACEM and can provide the appropriate non-ED terms for those that require them; the department is a friendly, easy and inclusive place to work; Emergency Department has the following vacancies available as early as August, 2014: Registrar: Registrars must be committed to a career in emergency medicine; we provide good training for the right people so would welcome applications from trainees that are in the early stages of their career; with close ties to The Canberra Hospital and the Australian National University, there are lots of opportunities in the region for those that want to stay and finish their training in Canberra. Senior Registrar: We feel that it is important that senior registrars are given a graduated level of responsibility during the latter stages of their training; for the right candidate in their final year of

training we can offer a tailored roster, some non-clinical time and additional training in ultrasound or another area of interest.

Eligibility/Other Requirements: Applicants are expected to respond in writing and include the following: Respond to the selection criteria (The selection criteria can be found in the Position Description); a copy of their current resume; a cover letter outlining why they believe they are suitable for this role (maximum one page); names and contact details (including a contact phone number) for two professional referees.

Note: Please refer to the position description for further information or contact:

Contact Officer: Tonia Alexander (02) 6264 7129 Tonia.Alexander@calvary-act.com.au

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

## **Pharmacy**

### **Lead Pharmacist**

**Health Professional Level 4 \$89,768 - \$96,809, Canberra (PN: 7338)**

Gazetted: 27 June 2014

Closing Date: 11 July 2014

Details: The Pharmacy Department is looking for a Lead Pharmacist to commence as soon as possible; this is an exciting opportunity to work with our supportive team and rotate through various specialties including ED, ICU, CCU, general medical, palliative care, mental health and rehabilitation as well as the inpatient dispensary; the Department provides a range of Pharmacy services including clinical pharmacy service to ward areas, quality improvement projects, medication safety initiatives, AMS program, clinical trials, student teaching and training as well as on-site aseptic manufacturing; provide professional supervision, mentoring and senior clinical leadership to pharmacy staff, students and other health care professionals within the organisation; you must have experience and skills in HR management, coordination, education and supervision of less experienced pharmacists, as well as experience with under-graduate, post-graduate and intern student programs; you will have experience in implementing quality improvement projects and research programs, including the promotion of the quality use of medicines.

Eligibility/Other Requirements: Applicants must have relevant work rights and be an Australian Resident; Bachelor of Pharmacy (or equivalent) suitable for registration with the Australian Health Practitioner Regulation Agency as well as post graduate qualifications highly desirable; Applicants are expected to respond in writing and include the following: Respond to the selection criteria (The selection criteria can be found in the Position Description); a copy of their current resume; a cover letter outlining why they believe they are suitable for this role (maximum one page); names and contact details (including a contact phone number) for two professional referees.

Note: Please refer to the position description for further information or contact.

Contact Officer: Emily Diprose (02) 6201 6269 emily.diprose@calvary-act.com.au

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

## **Physiotherapy**

### **Senior Orthopaedic Physiotherapist**

**Health Professional Level 3 \$77,710 - \$81,995, Canberra (PN: 9214)**

Gazetted: 02 July 2014

Closing Date: 16 July 2014

Details: The Physiotherapy Department is looking for a senior orthopaedic physiotherapist to join our friendly team; the successful applicant will provide physiotherapy assessment and management primarily for Orthopaedics, contributing significantly to the inpatient journey through our collaborative, multidisciplinary model of care; this role will provide supervision to junior physiotherapists and physiotherapy assistant staff, as well as providing student clinical education; the Physiotherapy Department at Calvary Health Care ACT seeks staff who represent and uphold our hospital and department values; we anticipate the successful candidate to demonstrate the following: Working as an active and flexible multidisciplinary team member; strong focus on self-reflection, evidence-based practice and initiative in professional development; strong work ethic with demonstrated resilience; committed to risk management and continuous quality improvement.

Eligibility/Other Requirements: Applicants are expected to respond in writing and include the following: Respond to the selection criteria (The selection criteria can be found in the Position Description); a copy of their current resume; a

cover letter outlining why they believe they are suitable for this role (maximum one page); names and contact details (including a contact phone number) for two professional referees; an appropriate degree or qualification in Physiotherapy; current registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Note: Please refer to the position description for further information or contact.

Contact Officer: Elli Gardiner or Katharine Silk (02) 6201 6190 [elli.gardiner@calvary-act.com.au](mailto:elli.gardiner@calvary-act.com.au) or [katharine.silk@calvary-act.com.au](mailto:katharine.silk@calvary-act.com.au)

Applications can be forwarded to: [applications@calvary-act.com.au](mailto:applications@calvary-act.com.au)

## **Pharmacy**

### **Pharmacist**

#### **Health Professional Level 3 \$77,710 - \$81,995, Canberra (PN: 9062)**

Gazetted: 26 June 2014

Closing Date: 10 July 2014

Details: The Pharmacy Department is looking for a Senior Clinical Pharmacist to commence as soon as possible; this is an exciting opportunity to work with our supportive team and rotate through various specialties including ED, ICU, CCU, general medical, palliative care, mental health and rehabilitation as well as the inpatient dispensary; the Department provides a range of Pharmacy services including clinical pharmacy service to ward areas, quality improvement projects, medication safety initiatives, AMS program, clinical trials, student teaching and training as well as on-site aseptic manufacturing; duties include providing pharmaceutical assessment and intervention to hospital inpatients and outpatients using established clinical pharmacy principles, participation in training and professional development activities and quality projects; applicants should also possess an enthusiasm for teaching and training students and less experienced staff; applicants must hold a Bachelor of Pharmacy (or equivalent) registrable with AHPRA and Australian citizenship or permanent resident status.

Eligibility/Other Requirements: Applicants are expected to respond in writing and include the following: Respond to the selection criteria (The selection criteria can be found in the Position Description); a copy of their current resume; a cover letter outlining why they believe they are suitable for this role (maximum one page); names and contact details (including a contact phone number) for two professional referees; applicants must have relevant work rights.

Note: Please refer to the position description for further information or contact:

Contact Officer: Emily Diprose (02) 6201 6296 [Emily.Diprose@calvary-act.com.au](mailto:Emily.Diprose@calvary-act.com.au)

Applications can be forwarded to: [applications@calvary-act.com.au](mailto:applications@calvary-act.com.au)

## **Nursing and Midwifery**

### **Personal Assistant to Director of Nursing and Midwifery**

#### **Administrative Services Officer Level 4 \$61,874 - \$66,997, Canberra (PN: 7153)**

Gazetted: 30 June 2014

Closing Date: 7 July 2014

Details: Calvary Health Care ACT has an exciting temporary opportunity for a high level Personal Assistant to the Director of Nursing and Midwifery; this maternity leave relief position is for ten months from 1 August 2014 until 31 May 2015 and supports the Director of Nursing and Midwifery and Nursing Directors; the position plays a key role in the internal management of the Nursing Division through the coordination of all aspects of administration and the provision of support to the Nursing Division; Daily tasks include: Preparing routine correspondence, including research information, to assist the Director of Nursing in the preparation of responses, using Microsoft Office Suite; managing electronic diaries, including the preparation and co-ordination of agenda, room bookings, catering and travel requirements; carry out secretarial duties, including committee servicing support, taking of minutes, preparing agenda papers, and background documents; distribute in-coming correspondence and initiate appropriate follow up action; maintain database for study leave and conference attendance for staff in the Nursing Division, as well as compiling/maintaining reports related to the Nursing Division; leave relief for Executive Assistant to CEO as and when required.

Eligibility/Other Requirements: Applicants are expected to respond in writing and include the following: Respond to the selection criteria (The selection criteria can be found in the Position Description); a copy of their current resume; a

cover letter outlining why they believe they are suitable for this role (maximum one page); names and contact details for two professional referees.

Note: Please refer to the position description for further information or contact:

Contact Officer: Kanta Toraskar (02) 6201 6101 [Kanta.Toraskar@calvary-act.com.au](mailto:Kanta.Toraskar@calvary-act.com.au)

Applications can be forwarded to: [applications@calvary-act.com.au](mailto:applications@calvary-act.com.au)

## **Pharmacy**

### **Pharmacist**

#### **Health Professional Level 2 \$62,109 - \$75,477, Canberra (PN: 8115)**

Gazetted: 26 June 2014

Closing Date: 3 July 2014

Details: The Pharmacy Department is looking for a Clinical Pharmacist to commence as soon as possible; this is an exciting opportunity to work with our supportive team and rotate through various specialties including general medicine, palliative care, mental health, surgical, cardiology, and rehabilitation as well as the inpatient dispensary; the Department provides a range of Pharmacy services including clinical pharmacy service to ward areas, quality improvement projects, medication safety initiatives, AMS program, clinical trials, student teaching and training as well as on-site aseptic manufacturing; duties include providing pharmaceutical assessment and intervention to hospital inpatients and outpatients using established clinical pharmacy principles, participation in training and professional development activities and quality projects; applicants should also possess an enthusiasm for teaching and training students and less experienced staff; applicants must hold a Bachelor of Pharmacy (or equivalent) registrable with AHPRA and Australian citizenship or permanent resident status.

Eligibility/Other Requirements: Applicants are expected to respond in writing and include the following: Respond to the selection criteria (The selection criteria can be found in the Position Description); a copy of their current resume; a cover letter outlining why they believe they are suitable for this role (maximum 1 page); names and contact details (including a contact phone number) for two professional referees; applicants must have relevant work rights.

Note: Please refer to the position description for further information or contact:

Contact Officer: Emily Diprose (02) 6201 6296 [emily.diprose@calvary-act.com.au](mailto:emily.diprose@calvary-act.com.au)

Applications can be forwarded to: [applications@calvary-act.com.au](mailto:applications@calvary-act.com.au)

## **Perioperative Suite**

### **Registered Nurse Level 1 - Perioperative Suite**

#### **Registered Nurse Level 1 \$58,989 - \$78,799, Canberra (PN: 8795)**

Gazetted: 01 July 2014

Closing Date: 14 July 2014

Details: The Perioperative Unit has a rare opportunity for an experienced Registered Nurse with broad anaesthetic/PACU experience to join our diverse and multi skilled team; the Perioperative Unit incorporates seven operating theatres accommodating specialties including, orthopaedics, obstetrics and gynaecology, urology, general, minor vascular, ophthalmology, ENT and dental surgery; the successful candidate will be able to demonstrate: Demonstrated experience working in the perioperative setting particularly in the anaesthetic/PACU areas; effective communication and problem solving skills; demonstrate a commitment to continued clinical educational and professional development; the ability to work across a 7 day rotating roster; demonstrated ability to work as part of a team, with excellent interpersonal skills.

Eligibility/Other Requirements: Applicants are expected to respond in writing and include the following: Respond to the selection criteria (The selection criteria can be found in the Position Description); a copy of their current resume; a cover letter outlining why they believe they are suitable for this role (maximum one page); names and contact details (including a contact phone number) for two professional referees; applicants may be selected on application and referee reports only.

Note: Applications close: 15th July 2014.

Please refer to the position description for further information or contact:

Contact Officer: Deborah Dickinson (02) 6201 6892 [debbie.dickinson@calvary-act.com.au](mailto:debbie.dickinson@calvary-act.com.au)

Applications can be forwarded to: [applications@calvary-act.com.au](mailto:applications@calvary-act.com.au)

### **Pastoral Carer**

#### **Administrative Services Officer Level 3 \$55,732 - \$59,980, Canberra (PN: 6796)**

Gazetted: 01 July 2014

Closing Date: 14 July 2014

Details: We are seeking a committed person to work as part of the Pastoral Care Team at Calvary Health Care ACT within a holistic model of patient care; the successful applicant will be required to; provide sensitive spiritual and emotional support to patients, families and staff; demonstrate an understanding and respect for diverse spiritual and cultural beliefs; contribute to a team approach to Pastoral Care integrating the roles of volunteers, denominational visitors with paid staff; co-ordinate Pastoral Care response to medical emergencies, prioritising and supervising referrals; maintain records and be responsible and accountable; CPE or equivalent professional training, qualifications or experience is highly desirable; excellent communication and listening skills are necessary as well as sound computer skills; weekend shifts and on-call availability is essential.

Eligibility/Other Requirements: Applicants are expected to respond in writing and include the following: Respond to the selection criteria (The selection criteria can be found in the Position Description); a copy of their current resume; a cover letter outlining why they believe they are suitable for this role (maximum one page); names and contact details (including a contact phone number) for two professional referees.

Note: Please refer to the position description for further information or contact:

Contact Officer: Debra McCarthy (02) 6201 6215 [debra.mccarthy@calvary-act.com.au](mailto:debra.mccarthy@calvary-act.com.au)

Applications can be forwarded to: [applications@calvary-act.com.au](mailto:applications@calvary-act.com.au)

### **Nutrition**

#### **Nutrition Assistant**

#### **Technical Officer Level 1 \$47,953 - \$50,376, Canberra (PN: 7632)**

Gazetted: 27 June 2014

Closing Date: 4 July 2014

Details: An exciting opportunity exists for a Technical Officer Level 1, Nutrition Assistant; this position works under the direction of the Dietitians and involves nutrition screening, reviewing patient compliance with their nutrition care plan, updating the nutrition therapy database, auditing, stock control and administrative duties. Under the supervision of a Dietitian the successful applicant will assist in the; provision of nutrition care to patients, including nutrition screening; monitoring and updating the nutrition supplement and enteral feed system; provision of nutrition supplements, enteral feeds, and equipment to patients; maintenance of standards of hygiene associated with the special diet service (including cleaning of enteral feed pumps; dispensing nutrition products), and stock control (including office stock control) Under the direction of the Director of Nutrition the successful applicant will; communicate appropriately with patients and staff members to optimise patient care and departmental work practices; perform administrative duties as required by the Nutrition Department including client records documentation and data collection; participate in relevant education, quality control improvement programs (including staff appraisal, quality assurance and staff development); participate in departmental team activities.

Eligibility/Other Requirements: Applicants are expected to respond in writing and include the following: Respond to the selection criteria (The selection criteria can be found in the Position Description); a copy of their current resume; a cover letter outlining why they believe they are suitable for this role (maximum one page); names and contact details (including a contact phone number) for two professional referees; Certificate IV Nutrition Assistant or working towards qualification or equivalent; applicants must have relevant work rights.

Note: Please refer to the position description for further information or contact

Contact Officer: Judith Williams (02) 6201 6072 [judith.williams@calvary-act.com.au](mailto:judith.williams@calvary-act.com.au)

Applications can be forwarded to: [applications@calvary-act.com.au](mailto:applications@calvary-act.com.au)

### **Canberra Institute of Technology**

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

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

**Corporate Services**

**Student Information Management System**

**Banner Team**

**Banner Business/Functional Analyst**

**Administrative Services Officer Class 6 \$73,003 - \$83,550, Canberra (PN: 32613)**

Gazetted: 26 June 2014

Closing Date: 3 July 2014

Details: Assist in identifying, facilitating and planning Student Information Management System (SIMS) enhancements; prepare and implement plans for SIMS projects; lead provision of service, reports and advice to SIMS users and stakeholders; liaise with staff and external bodies on SIMS matters; and assist with training and processes.

Eligibility/Other Requirements: Experience with Banner Student Information System highly desirable.

Contact Officer: Lucy Marchant (02) 6207 4956 [lucy.marchant@cit.edu.au](mailto:lucy.marchant@cit.edu.au)

**Chief Minister and Treasury**

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

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

**Infrastructure Finance and Advisory**

**Executive Director, Infrastructure Finance and Advisory Division**

**Executive Level 2.6 \$287,894 to \$303,470 depending on current superannuation arrangements, Canberra (PN: E743)**

Gazetted: 27 June 2014

Closing Date: 19 July 2014

Details: The Chief Minister and Treasury Directorate (CMTD) leads the ACT Public Service and provides strategic advice and support to the Chief Minister, the Treasurer and the Cabinet on policy development, financial and economic policy, service delivery and whole of government issues, facilitates the implementation of government priorities and provides high level executive support and policy advice. CMTD is seeking to appoint an outstanding executive to the position of Executive Director, Infrastructure Finance and Advisory Division. As Executive Director, Infrastructure Finance and Advisory, you will lead a division responsible for co-ordinating the selection, funding, implementation, delivery and whole-of-lifecycle asset management of complex and major infrastructure projects, including supporting and advising on Public Private Partnership ventures.

Eligibility/Other Requirements: The Executive Director is a key member of the Directorate's senior executive team. An established record in managing major infrastructure projects, including involvement with Public Private Partnership ventures and project financing is essential. You should have a strong focus on results and be experienced in maintaining effective working relationships with stakeholders. Relevant tertiary qualifications are highly regarded.

Remuneration: The position currently attracts a remuneration package ranging from \$282,162 - \$298,019, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$234,930.

From 1 July 2014, the position will attract a remuneration package ranging from \$287,894 - \$303,470, depending on current superannuation arrangements of the successful applicant. This will include a cash component of \$239,629.

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

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

Contact Officer: David Nicol (02) 6207 0260 [david.nicol@act.gov.au](mailto:david.nicol@act.gov.au)

**Workforce Capability and Governance Division**

**Continuous Improvement and Workers' Compensation**

**Injury Management and Safety**

**Claims Management Administrative Support Officer**

**Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 30454)**

Gazetted: 26 June 2014

Closing Date: 10 July 2014

Details: The Injury Management and Safety Team in the Chief Minister and Treasury Directorate has a vacancy for a Claims Management Administrative Support Officer. The Team works collaboratively with business areas across ACT Government to coordinate targeted and holistic injury management rehabilitation and return to work services for injured and ill employees. Duties include consulting with Directorates and Comcare to assist with the administrative management of less complex low risk compensation cases which includes implementation of injury management policies and processes, interpretation of relevant legislation and assisting with the implementation of best practice injury management across Government. The position also involves analysing information from multiple sources to prepare case reviews and action plans that support claims management processes and achieve positive outcomes. You will be rewarded with a positive team environment and flexible work arrangements and the opportunity to contribute to successful management of injured and ill workers. Successful applicants will have an eye for detail, work under limited supervision and be able to provide administrative support across a variety of task for other team members.

Note: Those candidates found suitable may be offered a permanent appointment or be placed on an order of merit for filling temporary or permanent future positions at level within the next 12 months from this process. Selection may be based on application and referee reports alone, or may involve interview and/or practical task assessment.

Contact Officer: Angela Allen (02) 6207 7542 [angela.allen@act.gov.au](mailto:angela.allen@act.gov.au)

**Commerce and Works**

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

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

**Shared Services ICT**

**Business Application Management**

**Health ICT**

**E-Health Support Manager**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 01492)**

Gazetted: 27 June 2014

Closing Date: 14 July 2014

Details: This role is responsible for the on-going management of the ICT Health Team providing support, training and maintenance to ACT Health staff in the ACT Patient Administration System (ACTPAS), Clinical Portal and/or the Mental Health Client Management application (Mhagic), and other centrally managed Health applications.

Eligibility/Other Requirements: Three years experience in Health ICT and/or ICT management would be a distinct advantage.

Notes: This temporary position is available for six months with the possibility of extension and/or permanent filling from this recruitment process. Selection may be from application and referee reports.

Contact Officer: Justine Spina (02) 6205 5063 [justine.spina@act.gov.au](mailto:justine.spina@act.gov.au)

**Shared Services**

**Partnership Services Group**

**Territory Records Office**

**Digital Records Project Manager**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 34257)**

Gazetted: 27 June 2014

Closing Date: 4 July 2014

Details: This is a temporary role whose primary responsibility is to manage a consultancy project that will conduct a feasibility study examining approaches to whole of government digital recordkeeping for the ACTPS. The role requires

a strategic thinker and project and contract manager who can guide the work of the consultancy to ensure that it delivers high quality outputs on time and within budget. The Digital Recordkeeping Project Manager will also identify and contribute to the delivery of additional digital recordkeeping tools, advice and products within the Territory Records Office in support of the recommendations of the feasibility study, and will assist in skills and knowledge transfer on digital records management to ongoing Territory Records Office staff.

Notes: This is a temporary position available from 4 August 2014 until 31 May 2015.

Contact Officer: Danielle Wickman (02) 6207 0194 dani.wickman@act.gov.au

**Shared Services**

**Shared Services ICT**

**Customer Relations**

**Systems Administrator - eLearn**

**Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 05442)**

Gazetted: 01 July 2014

Closing Date: 15 July 2014

Details: The successful applicant will be required to provide technical support for the Canberra Institute of Technology's online learning environment, eLearn. The role requires a Systems Administrator as part of a small team in the administration of the CIT's online learning environment, eLearn, which comprises Red Hat Linux Servers, Postgres Databases and their associated applications and storage sub-systems.

Contact Officer: Chris Ginman (02) 6207 3253 chris.ginman@cit.edu.au

**Revenue Management**

**Compliance**

**Inspection Officer**

**Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 55103)**

Gazetted: 30 June 2014

Closing Date: 14 July 2014

Details: The Compliance section develops compliance strategies and conducts investigations aimed at achieving maximum compliance by clients in relation to their statutory obligations. This section also plays a key role in the enforcement of the ACT's revenue tax laws and in the protection of public revenue. The main functions of this position include undertaking audits and investigations as an individual or as a team member in the various revenue, taxation and legislative matters administered by the ACT Revenue Office. The role includes the preparation of appropriate assessments, reassessments, reports and adjustments to computer records arising from investigations.

Notes: This is a temporary position available until 2 December 2014 with the possibility of extension.

Contact Officer: Belinda Myles (02) 6205 7224 belinda.myles@act.gov.au

**Revenue Management**

**Compliance**

**Inspection Officer**

**Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 56119)**

Gazetted: 27 June 2014

Closing Date: 11 July 2014

Details: The Compliance section develops compliance strategies and conducts investigations aimed at achieving maximum compliance by clients in relation to their statutory obligations. The section also plays a key role in the enforcement of the ACT's revenue laws and in the protection of public revenue. The main functions of this position are undertaking operational and administrative tasks which include conducting searches of internal and external databases to assist with audits and investigations as a team member in the various revenue, taxation and legislative matters administered by the ACT Revenue Office. The successful applicant will prepare appropriate assessments, reports and adjustments to computer records arising from investigations.

Eligibility/Other Requirements: Current driver's licence.

Notes: Occupants can be rotated to other positions at the same level within the Section as required.

Contact Officer: Kirsty Bourke (02) 6205 2993 [kirsty.bourke@act.gov.au](mailto:kirsty.bourke@act.gov.au)

### **Community Services**

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

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

#### **Housing and Community Services**

##### **Housing ACT**

##### **Gateway Services**

##### **Manager One Human Services Gateway - Gateway Services**

##### **Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 34236)**

Gazetted: 30 June 2014

Closing Date: 9 July 2014

Details: The Manager One Human Services Gateway will be responsible for driving and overseeing the implementation of the One Human Services Gateway. The One Human Services Gateway is an innovative new model of integrated practice between government and community partners to improve service delivery to clients. The occupant will be expected to demonstrate strong leadership skills, an understanding of a frontline service delivery environment and the ability to work in collaboration with a range of key stakeholders.

Notes: This is a temporary position available 1 August 2014 for a period of 12 months.

Contact Officer: Bridie Doyle (02) 6207 1401 [bridie.doyle@act.gov.au](mailto:bridie.doyle@act.gov.au)

#### **Office for Children Youth and Family Support**

##### **Statutory Services/Care and Protection Services**

##### **Principal Practitioner**

##### **Health Professional Level 5 \$106,086 - \$119,426, Canberra (PN: 33996, several)**

Gazetted: 30 June 2014

Closing Date: 14 July 2014

Details: The Principal Practitioner's are responsible for providing expert case practice advice and leadership, supporting and developing Case Workers, Practice Leaders and Senior Practitioners in the integration of theory and practice while demonstrating expertise through case management.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. At least seven years of practice experience in child protection/youth justice fields including at least two years in leadership roles. Proficiency with Microsoft programs. Current driver's licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) ACT 2011* will be required. For further information on Working with Vulnerable people registrations refer to:

[www.legislation.act.gov.au/a/2011-44/default.asp](http://www.legislation.act.gov.au/a/2011-44/default.asp) and

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people)

Contact Officer: Austin Kenney (02) 6205 4430 [austin.kenney@act.gov.au](mailto:austin.kenney@act.gov.au)

#### **Office for Children Youth and Family Support**

##### **Statutory Services/Care and Protection Services**

##### **Senior Practitioner**

##### **Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 34000, several)**

Gazetted: 30 June 2014

Closing Date: 14 July 2014

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

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. At least five years experience in child protection/youth justice fields and at least two years experience in leadership roles. Proficiency with Microsoft programs. Current driver's licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) ACT 2011* will be required. For further information on Working with Vulnerable people registrations refer to:

[www.legislation.act.gov.au/a/2011-44/default.asp](http://www.legislation.act.gov.au/a/2011-44/default.asp) and

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people)

Contact Officer: Austin Kenney (02) 6205 4430 [cpsrecruitment@act.gov.au](mailto:cpsrecruitment@act.gov.au)

**Office for Children Youth and Family Support  
Statutory Services/Care and Protection Services  
Practice Leader**

**Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 33994)**

Gazetted: 30 June 2014

Closing Date: 14 July 2014

Details: The Practice Leader position is responsible for providing professional leadership, influence and advice in the development of professional practice. The position is integral in supporting Case Workers in their understanding and ongoing improvement and professional development. The position is responsible for supervising social work students, developing and delivering training, and facilitating a range of forums to support and improve the practice of all staff.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. At least five years experience in child welfare/youth justice fields and at least two years experience in leadership roles. Proficiency with Microsoft programs. Current driver's licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) ACT 2011* will be required. For further information on Working with Vulnerable people registrations refer to:

[www.legislation.act.gov.au/a/2011-44/default.asp](http://www.legislation.act.gov.au/a/2011-44/default.asp) and

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Contact Officer: Austin Kenney (02) 6205 4430 [cpsrecruitment@act.gov.au](mailto:cpsrecruitment@act.gov.au)

**Policy and Organisational Services**

**Finance and Budget**

**Contracts and Grants Unit**

**Equal Remuneration Order Contracts Officer**

**Administrative Services Officer Class 6 \$73,003 - \$83,550, Canberra (PN: 33078)**

Gazetted: 26 June 2014

Closing Date: 3 July 2014

Details: The Senior Contracts Officer will be primarily responsible for managing equal remuneration case support payments and for other activities that support the Directorate's contracts and/or community grants schemes.

Eligibility/Other Requirements: Experience in operating a range of computer programs including databases, Excel, and other reporting systems highly desirable.

Notes: This is a temporary position available until 30 June 2016.

Contact Officer: Surangani Luck (02) 6205 4655 [DHCSContractsandGrants@act.gov.au](mailto:DHCSContractsandGrants@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](mailto:jobs@act.gov.au)**

**Allocation Manager**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 33528)**

Gazetted: 30 June 2014

Closing Date: 15 July 2014

Details: The position of Allocations Manager is a key player in working with Prosecutors and interfacing with the court system on allocation of matters in both the Magistrate and Supreme Courts in the ACT. The role requires a person with the ability to manage high volumes of work with sound attention to detail and strong negotiation and liaison skills.

Eligibility/Other Requirements: An understanding of the legal process would be an advantage. The successful candidate will be required to undergo a criminal record check.

Contact Officer: Leeanne Hollow (02) 6207 5399 [leeanne.hollow@act.gov.au](mailto:leeanne.hollow@act.gov.au)

**Economic Development**

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

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

**Office of the Director-General/Chief Executive Officer**

**Ministerial Cabinet and Policy Coordination**

**LDA Board Secretariat**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 34259)**

Gazetted: 26 June 2014

Closing Date: 10 July 2014

Details: The Economic Development Directorate is seeking a highly motivated perfectionist to join the Ministerial and Cabinet Coordination Team within the Office of the Director-General/CEO. The successful candidate will be required to provide high-level secretariat support to the LDA Board and its subcommittees. This challenging role will also be responsible for undertaking analysis of Government policies, project briefs, cabinet submissions, policy positions and responses and reports for Executives in EDD/LDA and other Directorates.

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

Contact Officer: Chris Wilson (02) 6205 2697 [chris.wilson@act.gov.au](mailto:chris.wilson@act.gov.au)

**Tourism, Events and Sport**

**Sport and Recreation Services**

**Sportsgrounds Maintenance and Improvements**

**Sportsgrounds Maintenance Gardener**

**General Service Officer Level 5/6 \$45,647 - \$50,446, Canberra (PN: 34253, several)**

Gazetted: 30 June 2014

Closing Date: 14 July 2014

Details: Sport and Recreation Services is seeking a fit and able individual to be a team member, as part of the Horticultural Maintenance team, to assist in the maintenance activities of ACT Government Sportsgrounds. Duties include general mowing and edging activities, weeding, cleaning of facilities, operation of pneumatic tyred tractors with turf implant and other specialized turf equipment in turf management activities. Individual needs to have experience in operation of irrigation systems and have been involved in operating irrigation through a central control system. Also will be involved line marking activities and some minor tree surgery work.

Eligibility/Other Requirements: Current ACT driver's licence. Ability to undertake the physical requirements of the tasks listed in the Duty Statement. Advanced knowledge and experience in the operation of computerised irrigation management systems. Certificate III in Turf Management or Horticulture. To be eligible to cross through the GSO5/6 soft barrier you must have training in: Occupational Health and Safety; Awareness and Risk Management Training; light

rigid truck licence; Temporary Traffic Management (TTM) Awareness; and Plant and Equipment Training – operation, care and maintenance. Attainment of Certificate II in Government. (Number of units needed for qualification 9 Units (4 Required + 5 Electives). Required Units: PSPGOV201B Work in a public sector environment; PSPGOV202B Use routine workplace communication techniques; PSPGOV203B Deliver a service to clients; PSPOHS201B Follow workplace safety procedures. Electives in: PSPOHS301A Contribute to workplace safety; PSPGOV313A Compose workplace documents; PSPREG201A Carry out inspections and monitoring under guidance; PSPSCI303A Undertake scientific/technological research; PSPGOV307B Organise workplace information. Desirable but not mandatory: Chemcert III; Chainsaw Certificate – basic felling/ crosscut; Forklift ticket.

Note: This position is temporary, available to 30 June 2015.

Contact Officer: Phil Davies (02) 6207 5426 phil.davies@act.gov.au

### **Education and Training**

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

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

#### **Organisational Integrity**

##### **Information and Knowledge Services**

##### **Senior Business Analyst**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 33253)**

Gazetted: 27 June 2014

Closing Date: 4 July 2014

Details: An opportunity for an experienced Senior Business Analyst to join a small team within the Education and Training Directorate (ETD) with responsibility for implementing business-driven information systems innovations throughout the Directorate. The roadmap for these systems includes both ETD central office and ACT public school system staff and students, and also includes connecting with parents and carers.

Eligibility/Other Requirements: Demonstrated business analysis skills with a minimum five years experience as a Senior Business Analyst with substantial IT Projects is highly desirable. Experience in defining requirements as part of a project team delivering digital solutions including online portals, intranets, business intelligence and integration.

Note: This is a temporary position available until the 30 June 2015 with the possibility of extension.

Contact Officer: Graham Sporne (02) 6205 5464 graham.sporne@act.gov.au

#### **Organisational Integrity**

##### **Planning and Performance**

##### **Planning and Reporting**

##### **Manager**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 17090)**

Gazetted: 30 June 2014

Closing Date: 7 July 2014

Details: The Planning and Reporting section is seeking applications from suitable Manager's. The successful applicant will develop and implement initiatives to improve the Directorate's governance framework and practices, as well as develop a culture of good governance. This position also includes providing high-level strategic advice on matters including strategic planning, policy management and organisational development.

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

Contact Officer: Craig Jones (02) 6205 9185 craigw.jones@act.gov.au

#### **Office of Deputy Director-General**

##### **Training and Tertiary Education**

**Training and Skills Development**

**Manager**

**Senior Officer Grade B \$108,208 - \$121,815, Canberra (PN: 04410)**

Gazetted: 26 June 2014

Closing Date: 3 July 2014

Details: This position requires a skilled manager who is also an experienced leader, successful negotiator and expert in building and maintaining stakeholder relationships. The successful applicant will use a deep knowledge of the vocational education and training (VET) sector to guide the implementation of ACT funding initiatives and to proactively work with stakeholders at all levels to maximise success. In the advertised period the role will also include deep engagement in change management of the Branch and strong support for the development and implementation of a new IT business system to manage funded training initiatives.

Note: This position is temporary available from 11 August 2014 to the 7 August 2015 with the possibility of extension.

Contact Officer: Ann Goleby (02) 6205 2683 [ann.goleby@act.gov.au](mailto:ann.goleby@act.gov.au)

**Organisational Integrity**

**Planning and Performance**

**Planning and Reporting**

**Planning Officer**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 00138)**

Gazetted: 30 June 2014

Closing Date: 7 July 2014

Details: The Planning and Reporting section seeking applications from suitable Planning Officer's. The successful applicant will provide planning advice for the provision of services and facilities, undertake the preparation of enrolment projections for ACT public schools and represent the Directorate on Interdepartmental Committees associated with planning. This position includes, monitoring the impact of planning proposals on the provision of the Directorate's facilities and services and providing interpretive planning advice.

Eligibility/Other Requirements: A strong skill in Microsoft Excel and knowledge of urban planning or demography is desirable.

Notes: This is a temporary position available until 31 December 2015 with the possibility of extension or permanency.

Contact Officer: Craig Jones (02) 6205 9185 [craigw.jones@act.gov.au](mailto:craigw.jones@act.gov.au)

**Operational Integrity**

**Planning and Performance**

**Performance and Systems**

**Data Analyst**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 33327)**

Gazetted: 30 June 2014

Closing Date: 14 July 2014

Details: Education and Training Directorate seek a suitable candidate to prepare and provide data to inform school decision making. Duties will include the development and analysis of administrative and performance datasets; preparation of contextual analysis, charts and rates; preparation of metadata, including data quality statements; and assist users to use and analyse data to support decision making. The officer will liaise with the Technical Project Team in the development of an IT solution to provide access to the data sets.

Notes: This position is temporary for six months with the possibility of extension and/or permanency from this process.

Contact Officer: Simon Tiller (02) 6205 9317 [simon.tiller@act.gov.au](mailto:simon.tiller@act.gov.au)

**Organisational Integrity**

**Planning and Performance**

**Performance and Systems**

### **Project Officer**

#### **Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 33328)**

Gazetted: 30 June 2014

Closing Date: 14 July 2014

Details: The Education and Training Directorate seeks an Officer at the Administrative Services Officer Class 6 level to prepare and provide data to inform school decision making. Duties will include the development and analysis of administrative and performance datasets; preparation of contextual analysis, charts and rates; and preparation of metadata, including data quality statements. The Officer will also assist users to use data to support decision making.

Notes: This is a temporary position available until 24 December 2014 with the possibility of extension. This position may lead to permanent filling.

Contact Officer: Simon Tiller (02) 6205 9317 [simon.tiller@act.gov.au](mailto:simon.tiller@act.gov.au)

### **Governance and Assurance**

#### **Children's Policy and Regulation Unit**

##### **Education and Care Adviser**

#### **Professional Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 33238)**

Gazetted: 27 June 2014

Closing Date: 11 July 2014

Details: The Children's Policy and Regulation Unit are seeking a motivated professional to fill a temporary Education and Care Adviser position for approximately 12 months. The successful applicant will undertake assessment and monitoring activities as well as providing professional support and information on all aspects of education and care services to providers, educators, families and other stakeholders.

Eligibility/Other Requirements: Qualifications and experience in education and care is required. Related qualifications and experience will be considered. The successful applicant will be required to complete (ACECQA) Authorised Officer and Assessor Training. A current driver's licence is essential. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Notes: This is a temporary position available until 30 June 2015 with the possibility of extension and/or permanency from this process. A merit list will be generated from this recruitment process to fill positions at level that become available within the next 12 months. Previous applicants need to apply.

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

### **Office of the Deputy Director General**

#### **Training and Tertiary Education**

##### **Training and Skills Development**

##### **Field Officer**

#### **Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 33329)**

Gazetted: 01 July 2014

Closing Date: 8 July 2014

Details: The Training and Tertiary Education Branch is seeking a Field Officer to work within our Industry Liaison Unit. The successful applicant will have a detailed understanding of Vocational Education and Training (VET) systems, current reforms, relevant legislation and current issues. The successful applicant will be liaising directly with employers, industry representatives, community organisations, employment service providers, schools, industry associations and other VET related bodies to promote support and strengthen understanding of the training opportunities available under skills reform projects ACT VET system.

Note: This is a temporary position available until the 31 December 2016 with the possibility of extension.

Contact Officer: Natascha Schwartz (02) 6207 6048 [natascha.schwartz@act.gov.au](mailto:natascha.schwartz@act.gov.au)

### **Office for Schools**

### **Belconnen Network**

#### **University of Canberra Senior Secondary College, Lake Ginninderra English and SOSE Educator**

**Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 07539)**

Gazetted: 27 June 2014

Closing Date: 7 July 2014

Details: The University of Canberra Senior Secondary College, Lake Ginninderra provides high quality and comprehensive Year 11 and 12 curriculum delivery for the award of the ACT Year 12 Certificate. The unique partnership structure, including the University of Canberra and the Australian Institute of Sport, provides further educationally rich and diverse extension opportunities and experiences for our students. Qualified, professional, innovative and highly motivated applicants are sought for a Science teaching position. The successful applicant will join a dynamic college staff and must be skilled in the delivery of senior English Year 11 and 12 with Year 9 and 10 SOSE and English (National Curriculum) for all ability levels. Applicants must also demonstrate initiative in using innovative classroom pedagogy and the development of outreach and partnership programs. Interested teachers are encouraged to contact the college prior to lodging an application.

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

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

Contact Officer: Martin Watson (02) 6205 7099 [martin.watson@ed.act.edu.au](mailto:martin.watson@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.

### **Environment and Sustainable Development**

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

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

#### **Policy**

##### **Nature Conservation Policy**

##### **Conservation Research**

##### **Kangaroo Management Project Officer**

**Professional Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 18338)**

Gazetted: 27 June 2014

Closing Date: 11 July 2014

Details: Under direction, this position will provide research input on planning, management and conduct of flora and fauna monitoring and survey activities in woodland and grassland ecosystems. Providing scientific and logistic support to achieve specified outputs including research projects to answer questions raised for grassland and woodland management purposes. Demonstrated knowledge and ability to plan and undertake flora and fauna surveys including design, collection and data analysis is essential.

Eligibility/Other Requirements: A Bachelor-level university degree in a field of environmental management or biological science is essential. Other requirements are outlined in the position description.

Notes: This is a temporary position available from 1 September until 30 June 2016 with the possibility of extension.

Contact Officer: Don Fletcher (02) 6207 2104 [don.fletcher@act.gov.au](mailto:don.fletcher@act.gov.au)

#### **Policy**

##### **Nature Conservation Policy**

**Conservation Planning and Research**

**Fire Ecology Project Officer**

**Professional Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 17705)**

Gazetted: 30 June 2014

Closing Date: 14 July 2014

Details: This position will provide on-going support and management of the Conservation Planning and Research (CPR) fire research and monitoring programs. This will include supporting ecological assessment and monitoring including on-ground activities and working with staff on the mitigation of possible environmental impacts. Work will include assisting in ecological surveys, analysis and preparation of data and written material, including reports, information papers and correspondence; and organising an active information and research strategy of fire science in CPR. Preference will be given to applicants with experience in and understanding of fire in the Australian landscape, project implementation and design, terrestrial ecology, and stakeholder consultation. More information is available in the position description.

Eligibility/Other Requirements: A current manual driver's licence. A willingness to participate in fire suppression and fire training (passing a fitness test is a mandatory requirement). Willingness to work in remote locations, out of hours and in adverse weather conditions and the ability to work independently in the field.

Notes: This is a temporary position available from 1 September 2014 until 30 June 2016. The successful applicant may be extended for a further 12 months subject to available funding.

Contact Officer: Margaret Kitchin (02) 6207 7623 [margaret.kitchin@act.gov.au](mailto:margaret.kitchin@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**

**Women's, Youth and Children**

**Paediatrics**

**Paediatrician**

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

**Senior Specialist \$199,231, Canberra (PN: 26039)**

Gazetted: 03 July 2014

Closing Date: 24 July 2014

The Position: Applications are invited for the above 0.6 FTE staff specialist position from suitably qualified medical graduates with Fellowship of the relevant Australian Medical Specialist College (FRACP) or equivalent who are eligible for medical specialist registration with the Australian Health Practitioner's Regulation Agency. Paediatrics at Canberra Hospital (PatCH), is the Paediatric Unit in Canberra Hospital, can cater for up to 50 inpatients, and has an active medical and surgical day stay and clinical investigation unit, and a busy and growing outpatient department. There is also a tertiary accredited Level 5 NICU. The hospital also offers subspecialty paediatric care in areas of Paediatric Respiratory Medicine, Paediatric Nephrology, Paediatric Endocrinology and Diabetes. The Outpatient department includes a range of multidisciplinary clinics and is actively supported by staff specialists and visiting consultants from Canberra and from Paediatric tertiary hospitals in Sydney. There is a Paediatric Surgical Unit that performs a wide range of paediatric and neonatal surgery and is an accredited paediatric surgical training centre. The emergency department for the Canberra Hospital sees over 14,500 paediatric presentations per year, and is accredited with RACP for paediatric training.

Salary, Remuneration and Conditions:

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

Senior Specialist: \$199,231

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

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

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Paediatrics or equivalent higher specialist qualification.

Contact Officer: Dr Jeffery Fletcher, Clinical Director of Paediatrics (02) 6174 7607 [jeffery.fletcher@act.gov.au](mailto:jeffery.fletcher@act.gov.au)

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

**Canberra Hospital and Health Services**  
**Office of the Chief Medical Administrator**  
**Deputy Medical Administrator**  
**Senior Specialist \$199,231, Canberra (PN: 02803)**

Gazetted: 03 July 2014

Closing Date: 17 July 2014

The Position: ACT Health is seeking Expressions of Interest to fill the part-time (0.5FTE) Deputy Chief Medical Administrator position for an initial 12-month period commencing in July 2014 with the possibility of extension after the initial 12-month period. The successful applicant must be capable of providing high-level advice and support to the Chief Medical Administrator on all matters relating to the junior and senior medical workforce of Canberra Hospital and Health Services (CHHS). The position may be held conjointly with a part-time Senior Staff Specialist appointment within the CHHS. Medical practitioners who possess strong leadership skills, a demonstrated ability to bring people together for individual and collaborative goals, attuned to opportunity and able to take calculated risks should consider applying.

Salary, Remuneration and Conditions:

Senior Specialist: \$199,231

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

Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component.

Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and relevant specialist College Fellowship. Eligibility to apply for academic standing in the Australian National University Medical School.

Contact Officer: Professor Frank Bowden (02) 6244 3596 [frank.bowden@act.gv.au](mailto:frank.bowden@act.gv.au)

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

**Canberra Hospital and Health Services**  
**Cancer, Ambulatory and Community Health**  
**Cancer Nursing**  
**Gastro-Intestinal Cancer Nurse Care Coordinator**  
**Registered Nurse Level 3.1 \$93,917 - \$97,782, Canberra (PN: 03644)**

Gazetted: 03 July 2014

Closing Date: 10 July 2014

Details: The Cancer Ambulatory and Community Health Service (CACHS) are seeking a Registered Nurse who has highly developed interpersonal skills and demonstrated Oncology/ Radiation knowledge and practice to undertake the role of Gastro-Intestinal Cancer Nurse Care Coordinator. Applicants will be required to demonstrate experience in Cancer Nursing including the ability to assist patients and their families understand their diagnosis and treatment plan, and to provide tailored support to patients throughout their trajectory.

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

Note: This is a full-time position working Monday to Friday. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.  
Contact Officer: Julie O'Rourke (02) 6244 3510

**Director General Reports**

**Financial Management**

**Financial Operations Support**

**Client Manager**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 01868, several)**

Gazetted: 03 July 2014

Closing Date: 10 July 2014

Details: The Client Managers provide a range of services such as budget preparation, reporting, analysis and financial support to different areas across the Health Directorate. Staff working within these teams will be responsive to the needs of clients, flexible in meeting changing priorities and adaptable in working with a variety of assigned areas. This position provides direct support to client areas in addition to supporting project teams as required.

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

Contact Officer: Vicki Andres (02) 6244 4069

**Canberra Hospital and Health Services**

**Medicine**

**Pharmacy - TCH**

**Medications Safety Quality**

**Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 23682)**

Gazetted: 03 July 2014

Closing Date: 17 July 2014

Details: This is an exciting opportunity to join the dynamic pharmacy team at Canberra Hospital and Health Services (CHHS). The CHHS Pharmacy Department employs over 75 full-time equivalent staff, including 45 Pharmacist positions. The department provides a full range of contemporary Pharmacy Services including clinical pharmacy services, specialised compounding services, investigational drug support, quality use of medicines (medicines information, medicines safety), and justice health services.

Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or extensive clinical pharmacy, or quality improvement experience deemed equivalent.

Note: Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Daniel Lalor (02) 6244 7106

**Canberra Hospital and Health Services**

**Medicine**

**Pharmacy - TCH**

**Aseptic and Production Lead Pharmacist**

**Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 26228)**

Gazetted: 03 July 2014

Closing Date: 17 July 2014

The Canberra Hospital and Health Services (CHHS) Pharmacy Department employs over 75 full-time equivalent (FTE) staff, including 45 FTE Pharmacist positions. The department provides a full range of contemporary Pharmacy Services including clinical pharmacy services, specialised compounding services, investigational drug support, quality use of medicines (medicines information, medicines safety), and corrections health services.

Our department has recently expanded to include a Lead Pharmacist across each of the Divisions of CHHS (Medical; Surgical and Oral Health; Critical Care; Women's, Youth and Children; Rehabilitation and Aged Care; Cancer, Ambulatory and Community Health Support; and Mental Health, Justice Health, Alcohol and Drugs). The Lead Pharmacists are senior clinical experts to provide management, leadership and coordination to the pharmacy services for each of these divisions and support and mentorship to the pharmacists rotating through these clinical areas.

Benefits and Assistance Offered:

Relocation assistance: May be available, including removal costs and temporary accommodation.

Employer Superannuation Contributions: The standard employer contribution is a payment of 9.25% (based on a percentage of your earnings) for you into the fund of your choice. ACT Health provides more than the minimum contribution when staff salary package a minimum of 3%.

Salary Packaging: For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$17,000.00 is available. Eligible employees can also package 'Meal Entertainment' as defined as 'the provision of entertainment by way of food and drink'. This is an uncapped benefit, meaning it does not form part of your \$17,000.00 annual limit and is not included in your Reportable Fringe Benefit Amount on your Payment Summary.

Annual Leave Entitlements: The annual leave entitlement is four weeks (147 hours) per year, which can increase by five days for every ten Sundays worked (or pro rata).

Teaching and supervision opportunities: Opportunities to be involved in teaching and supervision and links with the University of Canberra Pharmacy School.

Postgraduate Study and Continuing professional Development Opportunities: Post graduate study is encouraged in our department and study leave is available to support this. Employees are eligible to apply for several scholarships and grants to support postgraduate study <http://health.act.gov.au/professionals/allied-health/scholarships>. In house, structure continuing professional development opportunities are available for pharmacists at all levels. The department is affiliated with both the Australian National University Medical School and the University of Canberra School of Pharmacy.

The responsibility of this position is to provide leadership, management, and coordination of the pharmacy production services within Canberra Hospital and Health Services (including the aseptic production unit, Total Parenteral Nutrition (TPN) for adults, paediatrics and neonates, extemporaneous compounding and pre-packs. This position will also include advanced operational, education, research and quality improvement roles and provide a range of pharmacy services on weekends and after hours on a rotational basis as rostered.

Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications (or working towards) in clinical pharmacy, compounding pharmacy or extensive clinical and compounding pharmacy experience deemed equivalent.

Note: Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Monica Jones (02) 6244 2118 [monica.r.jones@act.gov.au](mailto:monica.r.jones@act.gov.au)

## **Canberra Hospital and Health Services**

### **Pathology**

### **Cytogenetics**

### **Chief Scientist**

**Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 21255)**

Gazetted: 03 July 2014

Closing Date: 17 July 2014

Details: The Cytogenetic Department provides a comprehensive clinical diagnostic service that includes conventional cytogenetic and molecular cytogenetic techniques. We are seeking to fill the position of Chief Scientist of this department.

Eligibility/Other Requirements: Bachelor degree in science from a tertiary institution. Membership of Human Genetics Society of Australasia (MHGSA). Ten years relevant experience in cytogenetics laboratory. Desirable: Working towards Fellowship of Human Genetics Society of Australasia (FHGSA) or equivalent qualifications.

Note: This is a temporary position available for a period 12 months with the possibility of permanency. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Monica Brady (02) 6244 2835

## **Canberra Hospital and Health Services**

### **Medicine**

### **Pharmacy**

#### **Lead Pharmacist for Cancer Care**

**Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 24088)**

Gazetted: 03 July 2014

Closing Date: 17 July 2014

Details: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of over 45 Pharmacists. An exciting opportunity exists for the position of Lead Pharmacist for Cancer Care, CHHS to join this team. This is a permanent full-time position that will be responsible for providing leadership, and coordination for all pharmacy services to the Cancer services of CHHS. This position will also provide advanced clinical, education, research, mentoring and quality improvement roles relating to surgical disciplines and will be required to provide a range of pharmacy services on weekends and after hours on a rotational basis as rostered. It is expected that this position will have a 50% clinical load, with the other listed duties making up the remaining 50%. Part-time/job share arrangements will be considered.

Relocation assistance:

May be available, including removal costs and temporary accommodation.

Employer Superannuation Contributions:

The standard employer contribution is a payment of 9.25% (based on a percentage of your earnings) for you into the fund of your choice. ACT health provides more than the minimum contribution when staff salary package a minimum of 3%.

Salary Packaging

For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$17,000.00 is available.

Eligible employees can also package 'Meal Entertainment' as defined as 'the provision of entertainment by way of food and drink'. This is an uncapped benefit, meaning it does not form part of your \$17,000.00 annual limit and is not included in your Reportable Fringe Benefit Amount on your Payment Summary.

Annual Leave Entitlements

The annual leave entitlement is 4 weeks (147 hours) per year, which can increase by 5 days for every 10 Sundays worked (or pro rata).

Teaching and supervision opportunities:

Opportunities to be involved in teaching and supervision & links with the University of Canberra Pharmacy School

Postgraduate Study and Continuing professional Development Opportunities

Post graduate study is encouraged in our department and study leave is available to support this

Employees are eligible to apply for several scholarships and grants to support postgraduate study

<http://health.act.gov.au/professionals/allied-health/scholarships>

In house, structure continuing professional development opportunities are available for pharmacists at all levels

The department is affiliated with both the Australian National University Medical School and the University of Canberra School of Pharmacy

The CHHS Pharmacy Department employs over 75 full-time equivalent staff, including 45 full-time Pharmacist positions. The Department provides a full range of contemporary Pharmacy Services including clinical pharmacy services, specialised compounding services, investigational drug support, quality use of medicines (medicines information, medicines safety), and corrections health services.

Our department has recently expanded to include a Lead Pharmacist across each of the Divisions of CHHS (Medical; Surgical and Oral Health; Critical Care; Women's Youth and Children; Rehabilitation and Aged Care; Cancer, Ambulatory and Community Health Support; and Mental Health Justice Health and Alcohol and Drug).

The Lead Pharmacists are Senior Clinical experts to provide management, leadership and coordination to the pharmacy services for each of these divisions and support and mentorship to the pharmacists rotating through these clinical areas. We have also been allocated extra funding for new clinical rotational pharmacist and preceptor positions.

Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications (or working towards) relevant to this position (e.g. Clinical Pharmacy, Cancer Studies, Management, Education or Research) and /or a minimum of five years working in Cancer pharmacy services. Membership with the Society of Hospital Pharmacists of Australia and /or Clinical Oncology Society of Australia highly desirable.

Notes: Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Miriam Lawrence (02) 6244 2203

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

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

#### **Justice Health Services**

#### **Team Leader**

#### **Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 21787)**

Gazetted: 03 July 2014

Closing Date: 17 July 2014

Details: The Justice Health Services of ACT Health are currently seeking a Team Leader to provide clinical and operational leadership for the Mental Health Forensic Services. This Service forms part of the Division of Mental Health, Justice Health and Alcohol and Drug Services and delivers specialised Forensic Mental Health Services within the ACT. Manage the operational delivery of clinical services for the Mental Health Forensic Service in the ACT. Operationally lead, manage and be the single point of accountability for the designated team and report to the operational Director of the Justice Health Services. Provide clinical expertise, supervision and direction to other members of the team. Are you the right person for the job? You will be assessed on your ability to demonstrate the following key attributes. Within the context of the responsibilities described above, the ideal applicant will be someone who can demonstrate the following: Clinical expertise Displays personal drive and integrity; Supports strategic direction Communicates with influence; Achieves results Workplace Safety; Supports productive working relationships Experience in Forensic Mental Health.

Eligibility/Other Requirements: The successful applicant must possess: Social Work: A tertiary degree (or equivalent) qualification from an accredited tertiary institution in Social Work. Eligibility for full membership to the Australian Association of Social Workers. Occupational Therapy: Eligible for registration with Australian Health Professionals Registration Authority (AHPRA). Psychology: A four year degree in Psychology (Honours, Graduate Diploma) from an accredited tertiary institution. Registration with the Psychology Board of AHPRA is required. Possession of a Masters or Doctoral degree in Clinical Psychology from an accredited tertiary institution, or significant progress towards this, would be highly regarded. Nursing: Eligible for registration as a Registered Nurse with AHPRA and possession of a current annual practising certificate. Possession of relevant post-registration and/or tertiary qualifications in mental health nursing would be well regarded for a position at this level. While not mandatory credentialed status with the Australian College of Mental Health Nurses would be well regarded. Eligibility for appointment as an authorised Mental Health Officer under the *Mental Health (Treatment & Care) Act 1994* would be well regarded. Have a current "C" class driver's licence.

Proof of qualification and registration or membership required prior to commencement of clinical duties.

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

Contact Officer: Herb Krueger (02) 6205 1062

**Canberra Hospital and Health Services**  
**Cancer, Ambulatory and Community Health**  
**Cancer Nursing**  
**Radiation Oncology Nurse**  
**Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 28060)**

Gazetted: 03 July 2014

Closing Date: 10 July 2014

Details: Applications are invited from innovative, knowledgeable and committed Registered Nurses to work within a team environment. It is essential that applicants possess sound clinical knowledge, radiation therapy experience, and excellent time management skills. The successful applicants focus will be on the delivery of care to patients undergoing radiation therapy with an emphasis on clinical skills and evidence based patient care. The successful applicant will be part of a dedicated team with excellent communication skills and commitment to professional development and mentoring new staff. Please note that Radiation Oncology operates Monday to Friday.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Working towards or holds relevant qualifications either at certificate or postgraduate level, or relevant experience desirable.

Note: This is a temporary part-time position, 4 days per week for a period of 10 months.

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

Contact Officer: Julie O'Rourke (02) 6244 3510

**Canberra Hospital and Health Services**  
**Women, Youth and Children**  
**Women and Babies**  
**Midwife**  
**Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 22276)**

Gazetted: 03 July 2014

Closing Date: 17 July 2014

Details: Canberra Midwifery Program, based in the Birth Centre at Canberra Hospital, currently have a permanent full-time vacancy for a Level 2 Registered Midwife. This position would suit an enthusiastic and experienced Midwife interested in providing a high standard of evidence based and woman-centred care through a caseload model of midwifery care.

Eligibility/Other Requirements: Registered or eligible for registration as a Midwife with the Australian Health Professionals Registration Authority. Current driver's licence.

Note: This position is full-time but part-time employment (minimum 28 hours per week) may be negotiated. Salary complimented with 40% loading plus car allowance, as per Schedule 3 of Nursing and Midwifery Agreement 2014-2017. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Melissa Pearce 0411 245 642

**Canberra Hospital and Health Services**  
**Mental Health, Justice Health, Alcohol and Drug Services**  
**Child and Adolescent Mental Health**  
**Child and Adolescent Mental Health Clinician**  
**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 23741)**  
Gazetted: 03 July 2014

Closing Date: 17 July 2014

Details: The Child and Adolescent Mental Health Service (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health problems. The Southside and Northside Community Teams currently have temporary vacancies for Health Professional Level 3. The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment, treatment and clinical management within a recovery focused framework. Clinician's will be required to provide clinical management, assessment, intake and triage duties. Applications are sort from Allied Health professionals who have experience in providing therapeutic interventions for children, young people and their families.

Eligibility/Other Requirements: Tertiary qualifications in Psychology, Social Work or Occupational Therapy with current ACT registration; eligibility for membership of the appropriate professional organisation. At least a four or five year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1) and General Psychology registration with AHPRA. Experience in mental health, assessment, case management and interagency liaison is highly desirable.

Note: This is a temporary position available for a period of 12 months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Rochelle Morrison (02) 6205 1469

**Canberra Hospital and Health Services  
Mental Health, Justice Health, Alcohol and Drug Services  
Child and Adolescent Mental Health  
Clinician**

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 27822)**

Gazetted: 03 July 2014

Closing Date: 17 July 2014

Details: The Child and Adolescent Mental Health Service (CAMHS), Dialectical Behaviour Therapy (DBT) Program is seeking a suitably trained Clinician with demonstrated experience in DBT, to participate in the CAMHS DBT Program. The program involves the implementation of a comprehensive DBT adolescent program, as well as active participation in evaluating outcomes for consumers and their parents. A suitable Clinician will have attended DBT training, and have a thorough understanding and ability to apply the theoretical underpinnings and functions of DBT. They will have an interest and ability to provide individual therapy and skills group facilitation and a demonstrated commitment to working within the DBT model, and will actively participate in the CAMHS DBT consult group.

Eligibility/Other Requirements: Tertiary qualification or equivalent in Psychology, Occupational Therapy or Social Work with current Australian Health Practitioner Regulation Agency (AHPRA) registration and/or eligibility for membership of the appropriate professional organisation.

Note: This is a temporary position available for a period of 12 months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Please submit current Curriculum Vitae, your responses to the selection criteria and the names and contact details of two professional referees.

Contact Officer: Elloise Barry (02) 6205 1128 [elloise.j.barry@act.gov.au](mailto:elloise.j.barry@act.gov.au)

**Canberra Hospital and Health Services  
Cancer, Ambulatory and Community Health  
CACHS Executive**

**Canberra Region Cancer Centre Volunteer Coordinator**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: T00438)**

Gazetted: 03 July 2014

Closing Date: 10 July 2014

Details: Cancer, Ambulatory and Community Health Support (CACHS) are seeking an enthusiastic person with experience in developing new initiatives to meet service demand. The successful applicant will also have proven skills

in implementation and people management to create sustainable programs which serve to enhance the experience for patients and families/carers. This development position will be responsible for establishing a vibrant and extensive volunteers program within CACHS primarily within the Canberra Region Cancer Centre (CRCC). The role will look to ensure the inclusion of current volunteers and develop opportunities for increasing volunteer services. This role will involve the coordination, training and support that ensure best utilisation and outcomes for our volunteers, will link to the CHHS volunteer program and will develop and reflect services specific to the needs of people accessing cancer treatment and services.

Eligibility/Other Requirements: Experience in related project management outcomes would be an advantage.

Note: This is a temporary part-time position at 22:03 hours per week available for a period of 10 months commencing as soon as possible. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Narelle Aldridge (02) 6174 7163

**Strategy and Corporate**

**Business and Infrastructure**

**Infrastructure Support**

**Building Supervisor**

**Health Service Officer Level 10 \$70,913 - \$81,460, Canberra (PN: 33542)**

Gazetted: 03 July 2014

Closing Date: 17 July 2014

Details: Building Supervisor will be responsible for supervising trade teams in the Property Management and Maintenance unit. Maintenance Supervisors work closely with Maintenance Planners to develop programs for the effective delivery of reactive and planned maintenance. Responsibilities include overseeing, leading and managing the workforce, scheduling and maintaining systems in accordance with various Standards, Regulations and legislative requirements, and providing technical advice and support.

Eligibility/Other Requirements: A Technical Trade Certificate in building related work or tertiary qualification relevant to the building trade and/or an engineering qualification is mandatory. A current driver's licence is essential. A Certificate IV in WHS and/or a Certificate IV in Project Management are desirable.

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

Contact Officer: Andrew Steele 0419 015 838

**Strategy and Corporate**

**Business and Infrastructure**

**Infrastructure Support**

**Mechanical/Plumber Planner**

**Health Service Officer Level 10 \$70,913 - \$81,460, Canberra (PN: 33544)**

Gazetted: 03 July 2014

Closing Date: 17 July 2014

Details: Mechanical/Plumber Planner will be responsible, across all ACT Health sites, for: maintenance planning; developing and managing maintenance engineering key performance indicators providing technical advice and customer liaison in regard to reactive and planned maintenance undertaken by trade teams and the supervision of business unit administration staff.

Eligibility/Other Requirements: A Technical Trade Certificate in building related work or tertiary qualification relevant to the building trade and/or an engineering qualification is mandatory. A current driver's licence is essential. A Certificate IV in WHS and/or a Certificate IV in Project Management are desirable.

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

Contact Officer: Andrew Steele 0419 015 838

**Strategy and Coordination**  
**Business and Infrastructure**  
**Infrastructure Support**  
**Electrical/Refrigeration Planner**  
**Health Service Officer Level 10 \$70,913 - \$81,460, Canberra (PN: 33541)**

Gazetted: 03 July 2014

Closing Date: 17 July 2014

Details: Electrical/Refrigeration Planner will be responsible, across all ACT Health sites, for: maintenance planning; developing and managing maintenance engineering key performance indicators providing technical advice and customer liaison in regard to reactive and planned maintenance undertaken by trade teams and the supervision of business unit administration staff.

Eligibility/Other Requirements: A Technical Trade Certificate in building related work or tertiary qualification relevant to the building trade and/or an engineering qualification is mandatory. A current driver's licence is essential. A Certificate IV in WHS and/or a Certificate IV in Project Management are desirable.

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

Contact Officer: Andrew Steele 0419 015 838

**Strategy and Corporate**  
**Business and Infrastructure**  
**Infrastructure Support**  
**Electrical/Refrigeration Supervisor**  
**Health Service Officer Level 10 \$70,913 - \$81,460, Canberra (PN: 33543)**

Gazetted: 03 July 2014

Closing Date: 17 July 2014

Details: Electrical/Refrigeration Supervisor. This role supervises trade teams in the Property Management and Maintenance unit, Maintenance Supervisors work closely with Maintenance Planners to develop programs for the effective delivery of reactive and planned maintenance. Responsibilities include overseeing, leading and managing the workforce, scheduling and maintaining systems in accordance with various Standards, Regulations and legislative requirements, and providing technical advice and support.

Eligibility/Other Requirements: A Technical Trade Certificate in building related work or tertiary qualification relevant to the building trade and/or an engineering qualification is mandatory. A current driver's licence is essential. A Certificate IV in WHS and/or a Certificate IV in Project Management is desirable.

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

Contact Officer: Andrew Steele 0419 015 383

**Strategy and Corporate**  
**Business and Infrastructure**  
**Infrastructure Support**  
**Mechanical/Plumbing Supervisor**  
**Health Service Officer Level 10 \$70,913 - \$81,460, Canberra (PN: 33545)**

Gazetted: 03 July 2014

Closing Date: 17 July 2014

Details: Mechanical/Plumbing Supervisor. This role supervises trade teams in the Property Management and Maintenance unit. Maintenance Supervisors work closely with Maintenance Planners to develop programs for the

effective delivery of reactive and planned maintenance. Responsibilities include overseeing, leading and managing the workforce, scheduling and maintaining systems in accordance with various Standards, Regulations and legislative requirements, and providing technical advice and support.

Eligibility/Other Requirements: A Technical Trade Certificate in building related work or tertiary qualification relevant to the building trade and/or an engineering qualification is mandatory. A current driver's licence is essential. A Certificate IV in WHS and/or a Certificate IV in Project Management is desirable.

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

Contact Officer: Andrew Steele 0419 015 838

**Strategy and Corporate  
Business and Infrastructure  
Infrastructure Support  
Building Planner**

**Health Service Officer Level 10 \$70,913 - \$81,460, Canberra (PN: 33540)**

Gazetted: 03 July 2014

Closing Date: 17 July 2014

Details: Building Maintenance Planner will be responsible, across all ACT Health sites, for: maintenance planning; developing and managing maintenance engineering key performance indicators providing technical advice and customer liaison in regard to reactive and planned maintenance undertaken by trade teams and the supervision of business unit administration staff.

Eligibility/Other Requirements: A Technical Trade Certificate in building related work or tertiary qualification relevant to the building trade and/or an engineering qualification is mandatory. A current driver's licence is essential. A Certificate IV in WHS and/or a Certificate IV in Project Management are desirable.

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

Contact Officer: Andrew Steele 0419 015 838

**Canberra Hospital and Health Services  
Women, Youth and Children  
Women and Babies**

**Neonatal Nursing, Transition Program 2014**

**Registered Nurse Level 1 \$58,989 - \$78,799, Canberra (PN: 32806, several)**

Gazetted: 03 July 2014

Closing Date: 17 July 2014

Details: Are you looking for a change and would like to work in Special Care Nursery at the new Centenary Hospital for Women and Children? Special Care Nursery (SCN) is located in the Centenary Hospital for Women and Children, Garran ACT. It is a dynamic fourteen bed unit which provides neonatal care from birth to discharge. SCN is a family integrated and developmentally care focused unit with staff who work closely to achieve excellent outcomes for the neonates and families in our care. You will be well supported by a twelve month structured transition program including support by Clinical Development Nurses. The Neonatal Department, as part of ACT Health also works in conjunction with the Australian Catholic University to provide an opportunity to undertake post graduate Neonatal qualifications.

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

Notes: This is a temporary position available for a period of 12 months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Janine McEwan (02) 6174 7578

**Canberra Hospital and Health Services  
Cancer, Ambulatory and Community Health  
Radiation Oncology  
Radiation Therapist Intern  
Radiation Therapist Grade 1 \$54,740, Canberra (PN: 28825, several)**

Gazetted: 03 July 2014

Closing Date: 17 July 2014

Details: The Canberra Hospital are looking for dynamic, motivated 3rd year students wishing to secure a position for their intern year in 2015 with the added bonus of a \$15,000 scholarship to help them through their final phase of study. Radiation Oncology is moving into the future, and fast. We need like minded people to help take us there, and we want to hear from you. We service the National Capital and a growing region. Enjoy the lifestyle that the Capital offers. We operate a four linac department with a stereotactic radiotherapy service and HDR brachytherapy service.

You should be enthusiastic, responsible, committed, motivated and keen to grow with us. You will have the opportunity to work in both the planning and treatment areas and contribute to an active teaching and quality improvement program. Current equipment includes: Four Varian linear accelerators (one with exactrac for stereo), ARIA, Philips and Toshiba CT simulators, SXRT, Pinnacle 3D RTTPS, Oncentra planning system, iPlan planning system and HDR Brachytherapy. Opportunities exist for inclusion on multidisciplinary teams involved in research and development within the department. In addition the Radiation Oncology Private Practice Trust Fund provides the opportunity to apply for grants for conference attendance and professional development activities. Applicants must be in their 3rd year of study in a Radiation Therapy degree at an Australian institution and be willing to commit to a minimum of 1 year full time or equivalent employment with ACT Health following graduation.

Eligibility/Other Requirements: Registration with the AIR Professional Accreditation and Education Committee (PAEC). An appropriate qualification in Radiation Therapy with provisional registration as a Radiation Therapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Note: This is a temporary position available from 1 February 2016 until 27 January 2017. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Initial short-listing will be based upon written applications. Interviews and referee reports may assist in determining final selection.

Contact Officer: Kate Francis (02) 6244 2218 kate.francis@act.gov.au

**Canberra Hospital and Health Services  
Cancer, Ambulatory and Community Health  
Radiation Oncology  
Radiation Therapist Intern  
Radiation Therapist Grade 1 \$54,740, Canberra (PN: 28828, several)**

Gazetted: 03 July 2014

Closing Date: 17 July 2014

Details: The Canberra Hospital are looking for dynamic, motivated 3rd year students wishing to secure a position for their intern year in 2015 with the added bonus of a \$15,000 scholarship to help them through their final phase of study. Radiation Oncology is moving into the future, and fast. We need like minded people to help take us there, and we want to hear from you. We service the National Capital and a growing region. Enjoy the lifestyle that the Capital offers. We operate a four linac department with a stereotactic radiotherapy service and HDR brachytherapy service.

You should be enthusiastic, responsible, committed, motivated and keen to grow with us. You will have the opportunity to work in both the planning and treatment areas and contribute to an active teaching and quality improvement program. Current equipment includes: Four Varian linear accelerators (one with exactrac for stereo), ARIA, Philips and Toshiba CT simulators, SXRT, Pinnacle 3D RTTPS, Oncentra planning system, iPlan planning system and HDR Brachytherapy. Opportunities exist for inclusion on multidisciplinary teams involved in research and development within the department. In addition the Radiation Oncology Private Practice Trust Fund provides the opportunity to apply for grants for conference attendance and professional development activities. Applicants must be

in their 3rd year of study in a Radiation Therapy degree at an Australian institution and be willing to commit to a minimum of 1 year full time or equivalent employment with ACT Health following graduation.

Eligibility/Other Requirements: Registration with the AIR Professional Accreditation and Education Committee (PAEC). An appropriate qualification in Radiation Therapy with provisional registration as a Radiation Therapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Note: This is a temporary position available from 2 February 2015 until 29 January 2016. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Initial short-listing will be based upon written applications. Interviews and referee reports may assist in determining final selection.

Contact Officer: Kate Francis (02) 6244 2218 kate.francis@act.gov.au

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

#### **Pathology**

#### **Immunoassay**

#### **Clinical Chemistry and Immunoassay Health Professional**

#### **Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 24746)**

Gazetted: 03 July 2014

Closing Date: 17 July 2014

Details: Clinical Chemistry and Immunoassay Departments of ACT Pathology are 24 hour/7 day a week clinical laboratories servicing the Canberra Hospital and surrounding areas. We are looking for enthusiastic and dynamic scientists to join our team. There is a requirement to participate in out of hour's rosters once competencies have been obtained.

Eligibility/Other Requirements: A Degree or Associate Diploma in Science or equivalent relevant qualification.

Note: There are several temporary full-time positions available for a period of up to six months with the possibility of extension. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Heather Robins (02) 6244 2843

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

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

#### **Community Care Program**

#### **Physiotherapist**

#### **Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 24267)**

Gazetted: 03 July 2014

Closing Date: 17 July 2014

Details: There is an exciting full-time position available for a Physiotherapist who has had at least 12 months physiotherapy work experience to join the Community Care Program Physiotherapy Team. This position will be based in the Community Health Centres but may also be required to treat patients in their homes. Community Care Program Physiotherapists assess and treat a diverse range of musculoskeletal conditions and provide care to the frail elderly and disabled at home. Interventions are provided on an individual basis, in group settings at health centres and in patient homes. We are a friendly team with strong supportive links across the directorate. Staff meet regularly to share knowledge and foster the team culture, striving for continual quality improvement and excellent patient outcomes. Our Physiotherapists work alongside other health professionals to deliver multi disciplinary, patient centred care.

Eligibility/Other Requirements: Degree in Physiotherapy or equivalent qualification, and registration with the Physiotherapy Board of Australia. Current driver's licence is essential.

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

selection criteria and CV. At least two written referee reports are to be included with applications. These positions may be required to participate in overtime, on call, and/or rotation roster. This recruitment round may be used to fill future full time and part time physiotherapy vacancies at this level across the Division of Rehabilitation, Aged and Community Care.

Contact Officer: Dominic Furphy (02) 6205 3808

**Canberra Hospital and Health Services**

**Medicine**

**Pharmacy - TCH**

**Pharmacist**

**Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 18611, several)**

Gazetted: 03 July 2014

Closing Date: 08 August 2014

Details: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of over 45 Pharmacists. Due to an expansion of services we are currently recruiting a variety of permanent and temporary positions for Clinical Pharmacists (HP2). The CHHS Pharmacy Department employs over 75 full time equivalent (FTE) staff, including 45 FTE pharmacist positions. The department provides a full range of contemporary Pharmacy Services including clinical pharmacy services, specialised compounding services, investigational drug support, quality use of medicines (medicines information, medicines safety), and corrections health services. Our department has recently expanded to include a Lead Pharmacist across each of the Divisions of CHHS (Medical; Surgical and Oral Health; Critical Care; Women's Youth and Children; Rehabilitation and Aged Care; Cancer, Ambulatory and Community Health Support; and Mental Health Justice Health and Alcohol and Drug). The Lead Pharmacists are senior clinical experts to provide management, leadership and coordination to the pharmacy services for each of these divisions and support and mentorship to the pharmacists rotating through these clinical areas. We have also been allocated extra funding for new clinical rotational pharmacist positions

**Benefits and Assistance Offered**

**Relocation assistance:**

May be available, including removal costs and temporary accommodation.

**Employer Superannuation Contributions:**

The standard employer contribution is a payment of 9.25% (based on a percentage of your earnings) for you into the fund of your choice. ACT health provides more than the minimum contribution when staff salary package a minimum of 3%.

**Salary Packaging**

For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$17,000.00 is available.

Eligible employees can also package 'Meal Entertainment' as defined as 'the provision of entertainment by way of food and drink'. This is an uncapped benefit, meaning it does not form part of your \$17,000.00 annual limit and is not included in your Reportable Fringe Benefit Amount on your Payment Summary.

**Annual Leave Entitlements**

The annual leave entitlement is 4 weeks (147 hours) per year, which can increase by 5 days for every 10 Sundays worked (or pro rata).

**Teaching and supervision opportunities:**

Opportunities to be involved in teaching and supervision and links with the University of Canberra Pharmacy School Postgraduate Study and Continuing Professional Development Opportunities

Post graduate study is encouraged in our department and study leave is available to support this

Employees are eligible to apply for several scholarships and grants to support postgraduate study

<http://health.act.gov.au/professionals/allied-health/scholarships>

In house, structure continuing professional development opportunities are available for pharmacists at all levels

The department is affiliated with, both the Australian National University Medical School and the University of Canberra, School of Pharmacy.

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

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

Contact Officer: Miriam Lawrence (02) 6244 2203 miriam.lawrence@act.gov.

**Canberra Hospital and Health Services**

**Pathology**

**Calvary Laboratory**

**Medical Scientist**

**Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 29242)**

Details: ACT Pathology - Calvary Laboratory is a branch laboratory located at the Calvary Hospital campus in Bruce, ACT. The laboratory provides a 24 hours/7 days a week pathology service to the Calvary Hospital. We are looking for an enthusiastic and dynamic multi-skilled Medical Scientist to join our team. There will be a requirement to participate in the after hour's roster once competencies have been obtained.

Eligibility/Other Requirements: A Degree or Associate Diploma in Science or equivalent relevant qualification.

Note: This is a temporary full time position for a period of six months with the possibility of extension. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Mary Brun (02) 6201 6701

**Canberra Hospital and Health Services**

**Clinical Support Services**

**Director Acute Support Service**

**Clinical Psychologist**

**Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 17936)**

Gazetted: 03 July 2014

Closing Date: 10 July 2014

Details: An exciting opportunity exists for a Clinical Psychologist to join the supportive and collaborative Clinical Support Services Psychology team based at The Canberra Hospital. The team provides clinical care to acute areas (including paediatric, and general medical caseloads such as Renal, Cardiology, Neurology, Neurosurgery) and outpatient services (e.g. Pain Management Unit, Cardiac and Pulmonary Rehabilitation). This diversity of caseload presents as an exciting opportunity to develop your skills across various areas, and work closely with other multidisciplinary colleagues. To support staff, in-house supervision for staff working towards Area of Practice Endorsement in Clinical Psychology is offered. Regular professional development opportunities exist with Clinical Psychology, Psychology and multidisciplinary colleagues across ACT Health.

Eligibility/Other Requirements: General Psychology registration with the Australian Health Practitioner Regulation Agency. Ability to work towards or currently registered as a Clinical Psychology Registrar; Area of Practice Endorsement in Clinical Psychology.

Note: This is a part-time position at three and a half days per week. Applicants with less than 12 months employment will be considered for appointment at the Health Professional Level 1 level (four and a half days per week). This position may be required to participate in an overtime, on call, and/or rotation roster. Please include two written referee reports with your application, noting that one should be from a recent and/or current Clinical Psychology supervisor and that appointment may be based on written application and referee reports only. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. This recruitment round may be used to fill at-level Clinical Psychology positions across ACT Health that may arise over the next 12 months.

Contact Officer: Patricia Peneder (02) 6244 2504

**Justice and Community Safety**

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

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

**Security and Emergency Management Branch**

**Project Officer**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 42746)**

Gazetted: 27 June 2014

Closing Date: 4 July 2014

Details: The Security and Emergency Management Branch is responsible for the development of strategic policy on whole-of-government issues including emergency management, counter-terrorism, protective security and critical infrastructure protection. The branch is part of the Justice and Community Safety Directorate and works closely with all ACT Government directorates, the Australian Federal Police, and relevant interstate and federal agencies. JACS SEMB is responsible for the management of protective security for the ACT Government. This combines procedural, physical, personnel and information security measures designed to protect government information, functions, resources, employees and clients against security threats. JACS SEMB is the Whole of Government control function for the development, verifying, reviewing and implementation of Whole of Government protective security policies and procedures. The occupant of this position will work as part of a small team and oversee: The Whole of Government protective security communications, engagement and implementation plan; Whole of Government coordination of protective security matters; Development and review of new and existing protective security policies, procedures, plans and manuals.

Eligibility/Other Requirements: This is a designated security assessed position to Negative Vetting 1 (secret).

Confirmation of appointment is subject to satisfactory outcome of the security clearance. The successful applicant will be required to undergo, and be granted, a security clearance to the above level. If a clearance is not granted employment in the role will not commence or, if already commenced, will be terminated.

Notes: This is a temporary part-time position available until 19 December 2014.

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: Charrissa Moriarty (02) 6205 0611 [charrissa.moriarty@act.gov.au](mailto:charrissa.moriarty@act.gov.au)

**ACT Corrective Services**

**Business Policy and Co-ordination**

**Workforce Development and Training**

**RTO Operations Manager**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 10083)**

Gazetted: 30 June 2014

Closing Date: 14 July 2014

Details: ACT Corrective Services is seeking an experienced workplace trainer and assessor to manage the operations of its nationally Registered Training Organisation (RTO). At present, the RTO delivers certificate level industry specific qualifications to Correctional Officers and Probation and Parole Officers. However, the RTO is keen to attract an Operations Manager with the drive and skill to significantly expand its training footprint across the ACT and region. Reporting to the Senior Manager, Workforce Development and Training, working from Canberra City, you will develop and maintain policy and procedure manuals, forms and registers to enhance continuous improvement and governance practices. You will also develop learning materials at a range of AQF levels under various training packages and undertake development, validation and implementation of AQTF compliant assessment tools for a range of qualification levels. In addition, you will liaise and negotiate with internal and external stakeholders and develop feasible solutions within a dynamic operational and training environment. Other important functions include ensuring

service delivery meets the requirements of relevant funding agreements. One critical function is mentoring and guiding trainers and assessors. To be successful in this role, you will be able to demonstrate capacity to compose and edit complex written material. You will also be able to demonstrate high level analytical and organisational skills. Additionally, you will possess a demonstrable capacity to adapt your skills and knowledge to new and challenging situations. A capacity to work as part of a team and meet critical deadlines is essential, as is experience supporting trainers and assessors to achieve identified outputs and outcomes. This position is located in Canberra. The ACT Government provides excellent benefits and conditions that reflect the efforts of the energetic and committed people who work behind the scenes to make Canberra one of the most liveable cities in the world. The ACT Government prides itself on a flexible working environment so you can achieve true work-life balance. If you are from interstate and interested in this Canberra-based role, please visit [www.canberrayourfuture.com.au](http://www.canberrayourfuture.com.au) for more information about the benefits of living in the nation's capital.

Eligibility/Other Requirements: Whilst relevant tertiary qualifications are desirable, a certificate IV in Training and Assessment is essential, as is a driver's licence. Candidates will be required to undergo a criminal history check.

Contact Officer: Jeremy Boland (02) 6205 1314 [jeremy.boland@act.gov.au](mailto:jeremy.boland@act.gov.au)

### **Office of Regulatory Services**

#### **Road User Services**

#### **Parking Review**

#### **Parking Review Manager**

#### **Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 02498, expected vacancy)**

Gazetted: 30 June 2014

Closing Date: 7 July 2014

Details: Under general direction of the Manager, Compliance, manage the Parking Review Unit, including the supervision of Staff, set and achieve priorities, monitor work flow and manage staffing resources to meet objectives. Identify training requirements of staff and assist or organise training for career development. Respond to the more complex customer situations including responding to ministerial. Carry out delegated functions under the *Road Transport (General) Act 1999*. Represent the Unit at meetings, liaise with representatives of government, industry and members of the public in various contexts. Ensure that a high-level of customer service and advice is provided in accordance with the functions and responsibilities of the unit. Advise on the impact and implementation of proposed policies, strategies, systems and procedures. Maintain and ensure procedures are in place to ensure a high level of data integrity and accuracy. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Current driver's licence.

Contact Officer: Tony Spasenoski (02) 6207 9729 [tony.spasenoski@act.gov.au](mailto:tony.spasenoski@act.gov.au)

### **Security and Emergency Management Branch**

#### **Security Emergency Management Branch**

#### **Administrative Service Officer**

#### **Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 07944)**

Gazetted: 27 June 2014

Closing Date: 11 July 2014

Details: The Security and Emergency Management Branch is responsible for the development of strategic policy on whole-of-government issues including emergency management, counter-terrorism, protective security and critical infrastructure protection. The branch is part of the Justice and Community Safety Directorate and works closely with all ACT Government directorates, the Australian Federal Police, and relevant interstate and federal agencies. The occupant of this position will work as part of a small team and oversee: branch administration including financial and risk reports, correspondence management via TRIM, branch travel bookings via CWT; assisting with Whole of Government personnel security clearances, including actioning and reporting.

Eligibility/Other Requirements: This is a designated security assessed position to Negative Vetting 1 (secret).

Confirmation of appointment is subject to satisfactory outcome of the security clearance. The successful applicant will be required to undergo, and be granted, a security clearance to the above level. If a clearance is not granted employment in the role will not commence or, if already commenced, will be terminated.

Notes: This is a temporary position available until 19 December 2014.

How to Apply: Expressions of interest are sought from potential candidates for the position of branch administration. Applications should include a supporting statement of no more than two pages outlining experience and/or ability in branch administration within the security and emergency management arena. In addition contact details of at least two referees and current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Charrissa Moriarty (02) 6205 0611 [charrissa.moriarty@act.gov.au](mailto:charrissa.moriarty@act.gov.au)

Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant.

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

#### **Business Support**

##### **Senior Attendant**

##### **Administrative Service Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 422)**

Gazetted: 27 June 2014

Closing Date: 11 July 2014

Details: Under the direction of the Security Controller and Principal Attendant, assist in the co-ordination of the Attendant operations of the Assembly, particularly in relation to security, access control, emergency and messengerial procedures.

Contact Officer: Rod Campbell 6205 0445 [rod.campbell@parliament.act.gov.au](mailto:rod.campbell@parliament.act.gov.au)

Applications can be forwarded to: LA OLA Recruitment@act.gov.au

#### **Library Information Officer**

##### **Professional Officer Class 1 \$52315 - \$72539, Canberra (PN: 511)**

Gazetted: 27 June 2014

Closing Date: 11 July 2014

Details: Under supervision, and as a member of the library team, contribute to the provision of quality library services, including the provision of a reference and information service, a current awareness service using hard copy and electronic formats of internal and external sources of information; apply technology skills to support library systems and emerging technologies; perform original and copy cataloguing; and develop online library and information services including the maintenance of an intranet.

Eligibility/Other Requirements: Eligibility for professional membership of the Australian Library and Information Association (ALIA) or recognised professional qualifications in library and information studies or a related discipline.

Note: This is a part time position of 5 hours per day, Monday to Friday.

Contact Officer: Jan Bordonni (02) 6205 0395 [jan.bordonni@parliament.act.gov.au](mailto:jan.bordonni@parliament.act.gov.au)

Applications can be forwarded to: LA OLA [Recruitment@act.gov.au](mailto:Recruitment@act.gov.au)

### **Territory and Municipal Services**

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

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

#### **Parks and City Services**

##### **Parks and Conservation**

##### **Design and Development**

##### **Senior Environmental Planner**

##### **Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 25340)**

Gazetted: 30 June 2014

Closing Date: 14 July 2014

Details: ACT Parks and Conservation is seeking an experienced Senior Environmental Planner to work as part of the Design and Development section, to manage the delivery of a suite of environmental projects under the Molonglo Valley Plan for the Protection of Matters of National Environmental Significance 2011, (NES Plan) agreement. The successful applicant will lead a small team to manage the delivery of Capital Works projects that require a high level of inter-directorate liaison, to the agreed scope, approved schedule and within the allocated budget essential in achieving the required outputs of the 2014-15 Capital Works program.

Eligibility/Other Requirements: Tertiary qualifications in Landscape Architecture and Environmental Science or equivalent essential.

Notes: This is a temporary position available for 10 months with the possibility of extension. Succinct applications that clearly demonstrate applicant's contribution/s towards successful team projects will be viewed highly. Selection will be by Selection Advisory Committee and may be based on application and referee reports only without interview.

Contact Officer: Diana Hill (02) 6207 6911 diana.hill@act.gov.au

**Directorate Services**

**Operational Support**

**Asset Acceptance**

**Operations Manager**

**Senior Professional Officer Grade B \$106,086 - \$119,426, Canberra (PN: 15159)**

Gazetted: 26 June 2014

Closing Date: 10 July 2014

Details: Asset Acceptance needs a dynamic and highly motivated Operations Manager to join a team of qualified and professional Engineers to contribute to the management of the assessment and acceptance of municipal infrastructure assets on behalf of the ACT Government. The successful applicant will need to exhibit a track record in Civil and Systems Engineering works as they apply to development infrastructure, an understanding of the requirements of ACT Standards, Specifications, Codes and extensive experience in managing the operational activities of an engineering organisation and contribute in a professional and competent manner.

Eligibility/Other Requirements: Essential to have a degree in Highway/Traffic/Civil Engineering eligible to be approved by the Institution of Engineers Australia or equivalent, and hold a current driver's licence.

Notes: This is a temporary position available until 30 June 2015 with a possibility of permanency from this process.

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

Contact Officer: Gabriel Joseph (02) 6207 6581 gabriel.joseph@act.gov.au

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

**Directorate Services**

**Governance**

**Ministerial and Cabinet Services**

**Administrative Officer Ministerial Assembly and Cabinet Services**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 00498)**

Gazetted: 01 July 2014

Closing Date: 8 July 2014

Details: The ACT Territory and Municipal Services Directorate (TAMS) plans, develops and delivers a range of government services and commercial enterprises for the people of the ACT. The Directorate Services Division in TAMS provides essential internal services to allow the divisions to deliver great services, bring out the best in our people and to assist the directorate to work smartly and efficiently. The Governance Branch provides a range of whole of directorate services and functions. This position supports the Senior Manager of Ministerial Assembly and Cabinet Services (MACS) in the delivery of Ministerial, Assembly and Cabinet services for the Directorate. The position also assists in supporting the TAMS Director General, Deputy Director General and Executive Directors in ensuring timely and high quality advice to the Minister's office. The position deals daily with the Minister's office, and is expected to

be responsive to the Minister's requirements, facilitating the delivery of advice and written material from the Directorate.

Note: All applications, including application cover sheet, your written response to the selection criteria, resume and referee report must be submitted to Shared Services. Successful candidate may be selected by application and referee reports only.

Contact Officer: Leonie Mossop (02) 6205 3608 leonie.mossop@act.gov.au

**Parks and City Services**

**Parks and Conservation**

**Design and Development**

**Project Officer Budget and Systems**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 17939)**

Gazetted: 30 June 2014

Closing Date: 14 July 2014

Details: ACT Parks and Conservation (PACS) is seeking an experience and qualified finance and systems Project Officer to work as part of the Design and Development section, to undertake accounting and financial tasks and budget analysis for PACS Capital Works program. The position works closely with the Design and Development Manager, PACS Design Team and the TAMS Strategic Finance Branch to ensure financial and progress reports reflect the recording of meaningful and accurate financial information.

Eligibility/Other Requirements: Tertiary qualifications in accounting and professional membership or progress towards CPA/CA or comparable bodies is desirable.

Notes: This position is temporary for ten months with the possibility of extension. Succinct applications that clearly demonstrate applicant's knowledge, experience and skills in this area of project finance that will contribute to successful team projects will be viewed highly. Selection will be by Selection Advisory Committee and may be based on application and referee reports only without interview.

Contact Officer: Diana Hill (02) 6207 6911 diana.hill@act.gov.au

**APPOINTMENTS**

**Chief Minister and Treasury**

**Senior Officer Grade B \$109,831 - \$123,642**

David Andrew Ellis 751-31320, Section 68(1), 3 July 2014

**Commerce and Works**

**Senior Officer Grade C \$93,254 - \$100,382**

Ken Edwards 844-01150, Section 68(1), 1 July 2014

**Administrative Services Officer Class 6 \$73,003 - \$83,550**

Hannah Gill 827-42576, Section 68(1), 25 June 2014

**Senior Officer Grade C \$93,254 - \$100,382**

Michael Walter 843-99249, Section 68(1), 1 July 2014

**Economic Development**

**Senior Officer Grade C \$93,254 - \$100,382**

Judith Tahapehi 836-05944, Section 68(1), 1 July 2014

**Environment and Sustainable Development**

**Administrative Services Officer Class 3 \$55,732 - \$59,980**

Jenna McAlpin 835-90703, Section 68(1), 3 July 2014

**Health**

**Administrative Services Officer Class 6 \$74,098 - \$84,803**

Donna Anthes 840-51875, Section 68(1), 1 July 2014

**Registered Nurse Level 1 \$58,989 - \$78,799**

Richard Duffy 840-50506, Section 68(1), 17 July 2014

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

Lauren Dunn 842-87845, Section 68(1), 3 July 2014

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

Brett McRitchie 843-90148, Section 68(1), 27 June 2014

**Health Professional Level 4 \$89,786 - \$96,809**

Sarah Miller 843-99679, Section 68(1), 30 June 2014

**Health Professional Level 5 \$106,086 - \$119,426**

Erica Nixon 816-81185, Section 68(1), 1 July 2014

**Registered Nurse Level 2 \$81,918 - \$86,823**

Maureen O'Brien 842-87677, Section 68(1), 1 July 2014

**Senior Officer Grade C \$93,254 - \$100,382**

Michael Phipps 839-27388, Section 68(1), 3 July 2014

**Administrative Services Officer Class 6 \$73,003 - \$83,550**

Rachel Pickrell 829-68516, Section 68(1), 20 June 2014

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

Anita Wong 839-27951, Section 68(1), 26 June 2014

**Justice and Community Safety**

**Administrative Services Officer Class 3 \$54,908 - \$59,094**

Amy Brennan 844-01521, Section 68(1), 26 June 2014

**Correctional Officer Class 1 \$53,417 - \$64,102**

Matthew Horua 843-99185, Section 68(1), 30 June 2014

**WorkCover Officer 5 \$65,660 - \$69,623**

Rachelle Huggett 844-01011, Section 68(1), 30 June 2014

**Correctional Officer Class 1 \$53,417 - \$64,102**

Louise Hynes 843-99142, Section 68(1), 30 June 2014

**Correctional Officer Class 1 \$53,417 - \$64,102**

Kerryn Pholi 843-99089, Section 68(1), 30 June 2014

**Administrative Services Officer Class 6 \$74,098 - \$84,803**

Lisa Ross 786-40956, Section 68(1), 7 July 2014

**Correctional Officer Class 1 \$53,417 - \$64,102**

Mark Stewart 843-99644, Section 68(1), 30 June 2014

**Territory and Municipal Services**

**EGSO4.2 - Workshop Staff \$56,628**

Damien Hennock 844-01652, Section 68(1), 30 June 2014

**TGSO 5.4 \$65,917**

Richard Anthony Scott 844-01345, Section 68(1), 16 June 2014

**TRANSFERS**

**Economic Development**

**Sophie Medved: 537-32942**

From: Senior Officer Grade C \$93,254 - \$100,382

Commerce and Works

To: Senior Officer Grade C \$93,254 - \$100,382

Economic Development, Canberra (PN. 25996) (Gazetted 14 May 2014)

**Health**

**Margaret Campbell: 792-35098**

From: Health Professional Level 3 \$81,995

Health

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

Health, Canberra (PN. 32266) (Gazetted 17 April 2014)

**PROMOTIONS**

**Commerce and Works**

**Revenue Management**

**Sarah Louise Redden: 821-16671**

From: Administrative Services Officer Class 6 \$74,098 - \$84,803

Commerce and Works

To: †Senior Officer Grade C \$93,254 - \$100,382

Commerce and Works, Canberra (PN. 56114) (Gazetted 23 May 2014)

**Business Services**

**Strategic Finance**

**Financial Services**

**Tanja Serdar: 820-83224**

From: Administrative Services Officer Class 4 \$61,874 - \$66,997

Commerce and Works

To: Administrative Services Officer Class 5 \$68,766 - \$72,789

Commerce and Works, Canberra (PN. 30897) (Gazetted 3 July 2013)

**Revenue Management**

**James Strickland: 821-24268**

From: Administrative Services Officer Class 5 \$68,766 - \$72,789

Commerce and Works

To: †Senior Officer Grade C \$93,254 - \$100,382

Commerce and Works, Canberra (PN. 56120) (Gazetted 23 May 2014)

**Education and Training**

**Education Strategy**

**Kaaren Blom: 030-55840**

From: Senior Officer Grade A \$127,557

Education and Training

To: †School Leader A \$144,112

Education and Training, Canberra (PN. 09727) (Gazetted 14 May 2014)

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.

**Health**

**Canberra Hospital and Health Services**

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

**Kalvinder Kaur: 827-44192**

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

Health

To: †Health Professional Level 4 \$89,786 - \$96,809

Health, Canberra (PN. 25956) (Gazetted 23 August 2013)

**Strategy and Corporate**

**Jeanne McLauchlan: 259-61262**

From: Registered Nurse Level 3.2 \$106,172

Health

To: †Senior Officer Grade A \$127,557

Health, Canberra (PN. 09734) (Gazetted 5 June 2014)

**Justice and Community Safety**

**ACT Corrective Services**

**Custodial Operations**

**Maria Costigan: 827-33442**

From: Administrative Services Officer Class 2 \$49,189 - \$54,315

Health

To: Correctional Officer Class 1 \$53,417 - \$64,102

Justice and Community Safety, Canberra (PN. 34239) (Gazetted 18 November 2013)

**Territory and Municipal Services**

**Business Enterprise Division**

**ACT Property Group**

**Trades and Services**

**Stephen McDougall: 836-00019**

From: General Service Officer Level 10 \$70,913 - \$81,460

Territory and Municipal Services

To: †Senior Officer Grade C \$91,876 - \$98,899

Territory and Municipal Services, Canberra (PN. 29336) (Gazetted 18 October 2013)

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