



ACT Government Gazette

Gazetted Notices for the week beginning 17 January 2013

Executive Notices

Territory and Municipal Services

Engagement

Daniel Iglesias – Director, Parks and City Services Division (E610) Section 72 of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

Nursing and Midwifery

Nursing

Nursing Executive

Registered Nurse Level 5 Grade 5 Medicine, Rehabilitation and Maternity Health Services

Registered Nurse Level 5 \$138, 572, Canberra (PN: 8863)

Gazetted: 22 January 2013

Closing Date: 5 February 2013

Nursing Director - Medicine, Rehabilitation & Maternity Health Services-PN 8863

An exciting opportunity exists for a Nurse leader who will thrive with key operational and strategic responsibilities. If you understand the benefits of a strongly values based culture; have a commitment to quality clinical management, stewardship and nursing leadership than we would welcome you joining our team. As part of a dynamic Calvary Nursing Executive Team you will have the opportunity to: - Shape and develop models of service and care - Lead and develop a team of people dedicated to excellence - Lead and support quality and research activities and - Be a leader in developing best practice initiatives In support we will provide you generous terms and conditions of employment, on-going professional development and the opportunity to excel

Eligibility Criteria: Registered or eligible for Registration as a Registered Nurse/Midwife with the Australian Health Practitioners Regulation Agency (AHPRA), relevant clinical and nursing & midwifery management and leadership experience All applications must address the selection criteria Eligibility/Other Requirements: Selection Criteria

Contact Officer: Kerrie Hayes (02) 6201 6101 jessica.bennett@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Nursing and Midwifery

Nursing

Intensive Care Unit

Registered Nurse Level 2 Clinical Development Nurse

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

Gazetted: 22 January 2013

Closing Date: 5 February 2013

The opportunity exists for a dynamic, motivated person to fill the position of Registered Nurse Level 2 Clinical Development Nurse at Calvary Health Care Public Hospital Bruce. The successful applicant will have demonstrated skills and knowledge in Intensive Care Nursing (ICU), adult education and clinical development. The successful applicant will be contributing to the dedicated team at Calvary Public Hospital to provide excellence in nursing care to critical ill inpatients at our hospital.

Note: Both part-time and full time applicants are encouraged to apply. To complete your application you must prepare responses to the Selection Criteria as documented and attach your current CV. This process may also be used to appoint acting positions of short term leave or other positions that may become available in the next six months.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Amanda Considine (02) 6201 6600 amanda.considine@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Allied Health

Social Work and Psychology

Psychology

Psychologist

Health Professional Level 3 \$77,710-86,165, Canberra (PN: 8684)

Gazetted: 22 January 2013

Closing Date: 5 February 2013

We are seeking a Psychologist with appropriate clinical experience, including demonstrated skills in assessment, treatment, therapeutic intervention, group work, case management, and case work. Conditions of service include generous personal leave provisions and salary packaging options with substantial tax benefits.

Eligibility/other requirements: unconditional registration with Psychologists Board of Australia and eligibility for membership with the Australian Psychological Society For further enquires please contact Psychologist Natalie Campbell on (02) 6264 7010 or email: Natalie.Campbell@calvary-act.com.au. Alternatively you can contact Carmel Ronning (Manager Public Mental Health Services) on (02) 6201 6806.

Contact Officer: Natalie Campbell (02) 6264 7010 natalie.campbell@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

**Allied Health
Medical Imaging
Radiography
Radiographers
Health Professionals Level 2/3 \$54,414-\$96,809, Canberra (PN: Various)**

Gazetted: 17 January 2013

Closing Date: 31 January 2013

HP 2/3 Radiographers to cover maternity leave positions. Part-Time and Full Time -Extensive experience in general radiography required. -AHPRA Registration -ACT MRS Board Radiation Licence. The medical imaging department is seeking applicants for a temporary maternity leave cover. Calvary hospital is a community hospital located in picturesque bushland setting on Canberra's Northside. The Medical Imaging Department has facilities for general and theatre radiography, multi-slice, CT, fluoroscopy and 3 ultrasound rooms and a fully integrated RIS/PACS environment. Contact Officer: Hammam Hijazi hammam.hijazi@calvary-act.com.au Eligibility/Other Requirements: Selection Criteria Contact Officer: Hammam Hijazi (02) 6201 6141 hammam.hijazi@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Canberra Institute of Technology

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

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

Centres

Centre for Business

Senior Teacher

Senior Teaching Post \$89,829, Canberra (PN: 52052)

Gazetted: 23 January 2013

Closing Date: 6 February 2013

Details: Counsel and advise students and potential students on programs of study, graduation queries and other issues relevant to students' effective participation in courses offered by the Team. Schedule classes and coordinate re-enrolment and enrolment processes, information sessions and marketing events for the Team, including timetable and policy amendments. Provide leadership in the continuing development of customer service and the advance standing processes across the Department, teach as required by the Education Manager up to the number of hours prescribed in the relevant Collective Agreement and maintain currency of Department brochures, website and e-Learn site. Coordinate and monitor consistency of delivery and assessment on and off campus.

Eligibility/Other Requirements: Mandatory Qualifications: All STP teachers are expected to hold: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent); an Advanced Diploma in Adult Education (or equivalent); and appropriate industry competencies demonstrated by the following qualifications: Degree or higher qualifications and/or vocational qualifications in Business, Management or related disciplines. Mandatory Industry Experience: All STP teachers are required to have relevant industry experience.

Notes: This position is offered as a temporary vacancy for two (2) years.

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

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

Centres

CIT Business

Business Services and Technology

Teacher Band 1

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 51543)

Gazetted: 23 January 2013

Closing Date: 12 February 2013

Details: Canberra Institute of Technology, Business has a 12 month teaching contract position in the Business Services and Technology area. This role involves an experienced Vocational teacher that can deliver across the range of qualifications offered in the area. The person in this role would be responsible to: Teach as required by the Education Manager up to the number of hours prescribed in the Industry award; confidently advise students on their programs of study and provide feedback on educational pathways; assist in scheduling of classes and re-enrolment and enrolment processes for the Centre; perform the educational and administrative tasks; maintain a strong connection with industry to support commercial delivery opportunities and other incidental duties as directed by the Education Manager and work effectively in a team environment. A demonstrated high level knowledge and experience of the Vocational Education and Training environment would be an advantage in this role.

Eligibility/Other Requirements: All Teacher Band 1 teachers will hold: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment; and an appropriate industry competencies demonstrated by the following qualifications: Diploma in Business Administration or higher is highly desirable including knowledge of computer based competencies up to Certificate IV in Business Administration.

Notes: This is a temporary vacancy for the period of 12 months until 6 February 2014 with a possible extension for up to three years, to be reviewed yearly.

Contact Officer: Elizabeth Nair (02) 6207 3222 elizabeth.nair@cit.edu.au

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

Centres

Centre for Business

Teacher Band 1

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 51803)

Gazetted: 22 January 2013

Closing Date: 12 February 2013

Details: Teach as required by the Education Manager up to the number of hours prescribed in the relevant industrial award. Organise and lead relevant field work and student excursions as required or allowed by the curriculum, counsel and advise students on issues relating to their effective participation in courses offered by the Program area. Set and mark examinations and other assessment instruments, maintain student records including complete and detailed records of relevant student assessments and performance for a range of on the job and off the job situations. Develop individually and as a member of a team curricula, including educational resource material and online resources for new and existing programs of study.

Eligibility/Other Requirements: Mandatory Qualifications: All Teacher Band 1 teachers will hold: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment; and appropriate industry competencies demonstrated by the following qualifications: Bachelor or Degree or higher in Commerce, Economics, Arts (Accounting) or similar. All Teacher Band 1.7 and Teacher Band 1.8 teachers, in addition to the above, are required to hold an: Advanced Diploma in Adult Vocational Education (or equivalent) Mandatory Industry Experience: All Teacher Band 1 teachers are required to have relevant industry experience.

Notes: This vacancy is offered as a temporary position for up to three (3) years with a review every 12 months.

Contact Officer: Bettina Hiscock (02) 6207 3272 bettina.hiscock@cit.edu.au

Commerce and Works

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

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

Shared Services ICT

Executive

Manager, ICT Policy

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 00050)

Gazetted: 17 January 2013

Closing Date: 5 February 2013

Details: The successful applicant will be required to effectively co-ordinate the development and maintenance of Information and Communications Technology (ICT) policies. Develop, implement and coordinate Information Management (IM) projects, including Whole of Government projects, and undertake high level research and analysis on a range of IM and ICT issues.

Eligibility/Other Requirements: Tertiary qualifications desirable. Demonstrated extensive experience and proven ability in the development and implementation of policy initiatives, and demonstrated experience and highly developed ability in the initiation and carriage of projects in the IM and/or ICT fields.

Contact Officer: Lyn Campbell (02) 6207 4573 lyn.campbell@act.gov.au

Community Services

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

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

Office for Children, Youth and Family Support

Policy, Data and Research

Youth Policy

Senior Policy Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 07463)

Gazetted: 23 January 2013

Closing Date: 6 February 2013

Details: Applications are invited for the above position, in Policy, Data and Research, Office for Children, Youth and Family Support (OCYFS). The successful applicant will be required to provide advice to the Executive and Senior Management on complex policy matters and program issues, with a focus on youth justice policy, and lead policy, program and service development projects and research. This position operates within a fast paced environment, focused on delivering outcomes for children, young people and their families.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field and experience in social or youth policy with a focus on youth justice, or the ability to quickly acquire this knowledge.

Contact Officer: Sarah Anderson (02) 6207 1090 sarah.anderson@act.gov.au

Office of the Chief Executive

Executive

Executive Assistant to the Director-General

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 19415)

Gazetted: 18 January 2013

Closing Date: 5 February 2013

Details: The Executive Assistant, along with other members of the Executive team, manages the smooth operation of the Executive Unit including the Director-General's schedule, maintaining efficient and effective office systems and demonstrating high quality customer service.

Contact Officer: Lesley Daw (02) 6207 6516 lesley.daw@act.gov.au

Office for Children, Youth and Family Support

Youth Services

Youth Justice Case Management

Case Manager

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 07401, several)

Gazetted: 23 January 2013

Closing Date: 12 February 2013

Details: The position entails the delivery of quality assessments and supervision to a caseload of children and young people subject to criminal justice orders, both in the community and in custody. You will be responsible for high quality and culturally appropriate service provision to young people and their significant others in accordance with relevant legislative frameworks, including the *Children and Young People ACT 2008* and other relevant legislation regulating Court and criminal justice procedures within the ACT. Your work will also promote the core values outlined in the Blueprint for *Youth Justice in the ACT 2012-22*, including community safety, early intervention and diversionary practice, evidence-based practice, family engagement and the promotion of young peoples' best interests.

Eligibility/Other Requirements: Relevant tertiary qualifications, with at least twelve months experience in case management roles. 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 and http://www.ors.act.gov.au/community/working_with_vulnerable_people Current driver's licence

Notes: The position maybe filled based on written applications and referee reports only.

Contact Officer: Tamara Graham (02) 6207 0755 tamara.graham@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

ACT Gambling and Racing Commission

Legislation and Policy Review

Policy Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 01869)

Gazetted: 17 January 2013

Closing Date: 31 January 2013

Details: The position reports directly to the Manager - Legislation and Policy Review and is responsible for assisting with policy development and implementation, legislative review, research into gaming related issues and projects that aim to reduce the harms associated with problem gambling in the Territory.

Contact Officer: Luceille Yeomans (02) 6207 2086 luceille.yeomans@act.gov.au

Tourism, Events and Sport

Sport and Recreation Services

ACT Academy of Sport

Performance Science Coordinator

Professional Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 15087)

Gazetted: 17 January 2013

Closing Date: 31 January 2013

Details: Sport and Recreation Services is seeking an enthusiastic and dynamic Performance Science Coordinator to join our ACT Academy of Sport (ACTAS) team. The successful applicant will play a crucial role in leading the delivery of sport science services for athletes within squad programs and the Individual Athlete Program.

Eligibility/Other Requirements: Relevant Postgraduate qualifications are required. A PhD in a sport related discipline is highly desirable. Significant experience delivering applied sport science services within a high performance daily training environment. International Society of Advanced Kinanthropometry (ISAK) level 2 accreditation is highly desirable. An understanding and knowledge of sports based PhD models and programs is highly desirable

Contact Officer: Phil Moreland (02) 6207 4404 phil.moreland@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.

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

Tertiary Education and Performance

Training and Tertiary Education

Skills Reform

Business Analyst

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 31725)

Gazetted: 17 January 2013

Closing Date: 31 January 2013

Details: The Skills Reform section is seeking a suitable Business Analyst. The successful applicant will analyse strategic business needs to define and document the policy decisions and business improvement processes. They will define and document the business rules and requirements which need to be built into a system currently under development to manage funded training initiatives delivered by the ACT Vocational Education and Training (VET) sector.

Eligibility/Other Requirements: The successful applicant will have a proven background and expertise in working in a fast paced and complex system development environment. They will also have a deep understanding of the VET sector and its business system needs.

Notes: This is a temporary position for 12 months with possibility of extension.

Contact Officer: Melissa Pinney (02) 6205 8538 melissa.pinney@act.gov.au

Tertiary Education and Performance

Planning and Performance

Planning and Reporting

Assistant Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 02917)

Gazetted: 23 January 2013

Closing Date: 30 January 2013

Details: The Planning and Reporting section is seeking a highly suitable Assistant Manager. The successful candidate will coordinate the Directorate's reporting requirements including the annual report and statements of performance. The position also provides advice to executive and conducts liaison activities with stakeholders.

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

Surgery and Oral Health

Calvary Public Hospital, Bruce

Plastic Surgeon

Staff Specialist/Senior Staff Specialist

Gazetted: 24 January 2013

Closing Date: 31 January 2013

Details: A position is available through Canberra Hospital and Health Services for a Plastic Surgeon to be permanently out posted to Calvary public Hospital at Bruce to provide surgical and outpatient services.

Eligibility/Other Requirement: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australasian College of Surgeons or an equivalent higher specialist qualification.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Salary, Remuneration and Conditions: An attractive remuneration package will be negotiated with successful applicants. Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Employees in Health have available to them salary packaging with fringe benefits, a tax-free threshold is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items.

In addition, the Health Directorate provides employees the use of tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Medical Staff in the Health Directorate enjoy excellent conditions, and our Enterprise Agreement is available at www.health.gov.au/employment

Contact Officer: Barbara Reid, Executive Director, Surgical and Oral Health (02) 6244 3515

Canberra Hospital and Health Services

Medicine

Resources

Respiratory and Sleep Medicine Outpatients Clinical Nurse Consultant

Registered Nurse Level 3.2 \$101,556, Canberra (PN: 22181)

Gazetted: 24 January 2013

Closing Date: 7 February 2013

Details: An exciting opportunity has arisen within the Department of Respiratory and Sleep Medicine at Canberra Hospital and Health Services to undertake the Clinical Nurse Consultant role. Applications are invited from innovative and committed Registered Nurses interested in making a difference through strong leadership and the professional development of the nursing team within this Department. The Clinical Nurse Consultant is responsible for managing the Tuberculosis Prevention and Control Program in the ACT and the coordination and day to day operational management of a safe and efficient Respiratory and Sleep Medicine Outpatient service. Come and join us in the Nation's Capital. Big city opportunities with an attractive location and lifestyle. Excellent remuneration and secure public service conditions.

Relocation support packages and information liaison. Free parking and easy commuting. Our nurses enjoy competitive base salaries and superannuation, plus: generous PBI salary packaging and employee benefits cards. Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Holds a current driver's licence. Holds or is progressing towards a postgraduate qualification relevant to the area would be an advantage.

Note: Work hours for this position are Monday to Friday, with no shift work. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. You must also provide a current curriculum vitae and the names and contact details of two professional referees.

Contact Officer: Katherine Wakefield (02) 6174 5164 katherine.wakefield@act.gov.au

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Child and Adolescent Mental Health
Step Up Step Down Young Adult Unit Coordinator
Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 31652)

Gazetted: 24 January 2013

Closing Date: 7 February 2013

Details: Mental Health, Justice Health, Alcohol and Drug Services is a contemporary evidence-based service providing high quality mental health care that is guided by the principles of recovery. The service aims to provide collaborative care involving the client, their family/carers and other key services. The role involves working as a member of a multidisciplinary team as well as providing clinical input, psycho-education, consultation and liaison to professional organisations and stakeholder groups pertinent to the client group.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Tertiary qualifications or equivalent in nursing. Current passenger vehicle driver's licence.

Note: 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: Wendy Preston (02) 6205 1472

Director General Reports
Population Health
Health Protection Service
Senior Pharmacist
Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 19118, several)

Gazetted: 24 January 2013

Closing Date: 7 February 2013

Details: The Pharmaceutical Services section of the Health Protection Service is seeking two experienced Senior Pharmacists. Reporting to the Chief Pharmacist, the successful candidates will be required to undertake a range of regulatory and policy activities as they relate to pharmaceuticals and public health. Candidates should possess a high level of experience in pharmacy practice and be experienced in government regulatory and policy matters.

Eligibility/Other Requirements: Be registered or have applied for registration as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence.

Notes: There is one permanent position available and one temporary position, available until 30 June 2013 with the possibility of extension. Applicants must submit their resume and a brief statement (one -two pages) addressing the Selection Criteria as a document to be uploaded and included with the application. Contact details for two referees are also required, including one from the current employer.

Contact Officer: Vivien Bevan (02) 6205 0961

Canberra Hospital and Health Services
Mental, Justice, Alcohol and Drug Services
Access and Acute Mental Health
Registered Nurse
Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 18513)

Gazetted: 24 January 2013

Closing Date: 31 January 2013

Details: The Mental Health Assessment Unit provides 24-hour acute mental health services in the emergency department of The Canberra Hospital. It is strongly focused on the provision of timely and effective assessment and interventions for our consumers. The successful applicant will be required to work as a member of a multi disciplinary team, to provide assessment and short-term management of consumers in acute distress and with major mental illnesses. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in nursing. Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Applicants must have a minimum of 12 months experience in a related/relevant organisation or service. Current driver's licence. This position involves shift work including evenings, weekends and overnight.

Note: 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: Debbie Plant (02) 6205 1979

Canberra Hospital and Health Service
Rehabilitation, Aged and Community Care

Aged Care

TTCP Access Officer

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 31728)

Gazetted: 24 January 2013

Closing Date: 31 January 2013

Details: The Transitional Therapy and Care Program (TTCP) is seeking either a Health Professional level 3 (Req ID 00AHV) or a Registered Nurse level 2 (Req ID 00AIF) to fill a temporary full time position as an Access Officer. This is an exciting new position with an opportunity to combine excellent clinical skills with service development. You will be based at the Canberra Hospital and will work closely with all stakeholders to facilitate timely, client focus access into TTCP. Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency.

Note: This is a temporary position available for a period of 12 months. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. This position(s) maybe required to participate in an overtime, on call and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

Contact Officer: Jane Lawrence (02) 6205 3964

Canberra Hospital and Health Service

Rehabilitation, Aged and Community Care

Aged Care

TTCP Access Officer

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 16889)

Gazetted: 24 January 2013

Closing Date: 31 January 2013

Details: The Transitional Therapy and Care Program (TTCP) is seeking either a Health Professional level 3 (Req ID 00AHV) or a Registered Nurse level 2 (Req ID 00AIF) to fill a temporary (one year) full time position as an Access Officer. This is an exciting new position with an opportunity to combine excellent clinical skills with service development. You will be based at the Canberra Hospital and will work closely with all stakeholders to facilitate timely, client focus access into TTCP.

Eligibility/Other Requirements: Degree or Diploma and current national registration with AHPRA (if applicable) in a recognised allied health profession. Eligibility for membership to recognised professional associations as required. Current driver's licence. This position(s) maybe required to participate in an overtime, on call and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

Note: This is a temporary position available for a period of 12 months. 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: Jane Lawrence (02) 6205 3964

Canberra Hospital and Health Services

Medicine

Clinical

Enrolled Nurse Level 2, Ward 6A

Enrolled Nurse Level 2 \$54,667, Canberra (PN: 15910, several)

Gazetted: 24 January 2013

Closing Date: 31 January 2013

Details: Interest is being sought for Enrolled Nurses to fill dynamic and rewarding positions within ward 6A, working a rotating roster as an Enrolled Nurse Level 2. This is an acute medical area that offers challenges and opportunity. The clinical unit provides a supportive, nurturing and learning environment to enable EN's to deliver high quality care to acutely unwell endocrine, cardiac, respiratory and rheumatology patients. We value and encourage innovation. If you are motivated, able to demonstrate well-developed interpersonal skills and have an ability to work collaboratively with a multidisciplinary team, this is an opportunity not to be missed.

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

Note: 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: Kendra Kemister (02) 6244 2265

Canberra Hospital and Health Service

Mental, Justice Alcohol and Drugs

Adult Community and Older Persons

Clinical Manager

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 27067, several)

Gazetted: 24 January 2013

Closing Date: 31 January 2013

Details: Older Persons Mental Health Community Team provides clinical services for mental health consumers over the age of 65 in the ACT and is strongly focused on the provision of timely and effective interventions for our consumers and their families. The successful applicant will be required to work as a member of a multi disciplinary team providing assessment and clinical management of consumers with major mental illnesses and issues of aging and participating in a

Duty Officer roster. The applicant will be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers and Psychiatrists.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy with current unconditional ACT registration where applicable and/or eligibility for membership of the appropriate professional organisation. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current passenger vehicles driver's licence. 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: Kylie Hensen (02) 6205 1957

Director General Reports

Quality and Safety

Patient Safety and Quality

Administration Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 22748)

Gazetted: 24 January 2013

Closing Date: 31 January 2013

Details: An opportunity has arisen for a permanent administrative assistant in the Health Directorate's Quality and Safety Unit. The role will be responsible to the Medico Legal Unit. The successful applicant will undertake general administrative and database duties in a busy administrative environment. The position occupant will require a breadth of knowledge and experience of data entry and records management, good communication skills and be able to multi-task and prioritise workloads.

Note: 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: Jenny Broome (02) 6205 6955 jenny.broome@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Administration

Reception Surgical Bookings and Pre-Admission Clinic

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 22149)

Gazetted: 24 January 2013

Closing Date: 31 January 2013

Details: A position is available as Receptionist in the Department of Surgical Bookings and Pre-Admission Clinic at Canberra Hospital. The successful applicant will be required to provide reception services and co-ordinate outpatient clinics for the Pre-Admission Clinic in the Surgical Bookings Department. Duties include provision of high quality customer service to patients and stakeholders who contact the Pre-Admission Clinic, liaising with surgical bookings staff, clinical staff, surgeons, theatre staff and other stakeholders. Knowledge and experience of ACTPAS and Microsoft Office Suite is essential.

Eligibility/Other Requirements: Sound communication skills, knowledge and understanding of surgical bookings and wait list management practices and principles.

Note: To complete your application you must prepare response to the Selection Criteria as a document to be uploaded with your application.

Contact Officer: Tara Ross (02) 6244 4175

Canberra Hospital and Health Services

Capital Region Cancer Services

Cancer Stream Administration

Medical Transcriptionist

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 10753)

Gazetted: 24 January 2013

Closing Date: 31 January 2013

Details: An exciting opportunity exists for an experienced Medical Transcriptionist to join the team within Capital Region Cancer Service at the Canberra Hospital. The position will provide accurate medical correspondence for a number of clinical departments. The successful applicant will have proficiency in progressing medical transcription for a number of clinical specialties, have exceptional attention to detail and enjoy working as part of a team.

Eligibility/Other Requirements: Holds or is working towards a medical terminology certificate is highly desirable.

Note: 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: Stuart Couper (02) 6174 7162

Justice and Community Safety

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

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

ACT Corrective Services

Administration

ICT Project Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 31647)

Gazetted: 22 January 2013

Closing Date: 5 February 2013

Details: ACT Corrective Services requires a Project Manager to assist with the establishment and delivery of a significant information management and information and communications technology project.

Eligibility/Other Requirements: In addition to at least three years project management experience (preferably implementing successful change management processes in ICT contexts), the successful candidate will have demonstrated 'soft skills' associated with positively engaging internal and external stakeholders at all levels, previous experience setting up and successfully delivering ICT projects, and be committed to bringing the project in on time and to budget. The successful candidate will also be able to demonstrate a genuine willingness and capacity to understand in detail the business of corrections in the ACT. Whilst not essential, prior exposure to corrections and project management qualifications will be highly regarded.

Note: This is a temporary position is offered initially for 12 months, with the possibility of extension.

Contact Officer: Bernadette Mitcherson (02) 6207 0847 bernadette.mitcherson@act.gov.au

Office of the Legislative Assembly

Hansard, Communications and Library

Senior Editor

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: HANS502)

Gazetted: 18 January 2013

Closing Date: 5 February 2013

This position provides the opportunity for an experienced Hansard editor to manage the production and publication of Legislative Assembly and committee transcripts. To be successful you will need to demonstrate your ability to deliver exceptional and impartial client services and your experience in using automated systems to provide electronic information services.

Note: Please have the closing date of 5 February 2013

Contact Officer: Val Barrett (02) 6205 0126 OLARecruitment@parliament.act.gov.au

Applications can be forwarded to: Office of the Legislative Assembly C/-Recruitment - Corporate Services GPO Box 1020 Canberra ACT 2601

Hansard, Communications and Library

Senior Librarian

Professional Officer Class 2 \$70,913 - \$81,460, Canberra (PN: HANS508)

Gazetted: 18 January 2013

Closing Date: 5 February 2013

This position provides the opportunity for an experienced librarian to take a confident, innovative and proactive approach in responding to the information needs of the Library's clients. To be successful you will need to demonstrate your ability to deliver exceptional and impartial client services and your experience in using automated systems to provide a range of electronic information services.

Note: Please have the closing date of 5 February 2013

Contact Officer: Jan Bordonni (02) 6205 0395 OLARecruitment@parliament.act.gov.au

Applications can be forwarded to: Office of the Legislative Assembly C/-Recruitment - Corporate Services GPO Box 1020 Canberra ACT 2601

Corporate Services

Payroll and HR Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: CORP419)

Gazetted: 18 January 2013

Closing Date: 1 February 2013

As a member of the Corporate Services team, you will provide timely, accurate and comprehensive payroll and human resource services to Non-Executive Members, their staff, the Clerk and Office of the Legislative Assembly staff. The successful candidate will demonstrate excellent communication skills, sound judgement, commitment to continuous improvement and the ability to work within a small team. You will have capability and experience in interpreting legislation and carrying out payroll transactions. Note: Interviews are expected to be held 1st week in February Contact Officer:

Emma Talbot 620 50150 OLARecruitment@parliament.act.gov.au Applications can be forwarded to: Office of the

Legislative Assembly C/-Recruitment - Corporate Services GPO Box 1020 Canberra ACT 2601

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

Parks and City Services

Libraries ACT

Administration

Digital Library Manager

Professional Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 00516)

Gazetted: 22 January 2013

Closing Date: 12 February 2013

Details: Libraries of the future are increasingly moving into the online world of social media. Young people in particular access their services and information via new media. The successful candidate will develop and maintain dynamic and interactive web presence to ensure that Libraries ACT is at the forefront of emerging technologies. They will also be an effective communicator managing and working with small and large teams.

Eligibility/Other Requirements: Proven experience in digital services essential, Project Management experience desirable and appropriate tertiary qualifications in librarianship or associated industry, as recognised by Australian Library and Information Association (ALIA), are expected.

Notes: Libraries ACT operates across seven (7) days a week and applicants will be required to work on weekends.

Contact Officer: Karen Hansen (02) 6207 5721 karen.hansen@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.

Business Enterprises

ACT Property Group

Property Asset Management

Asset Management Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 16979)

Gazetted: 18 January 2013

Closing Date: 14 February 2013

Details: ACT Property Group is seeking a suitably experienced and qualified person to fill the position of Asset Management Officer in its Property Asset Management Section. This person will assist in the development and implementation of a sustainable Whole-of-Government approach to strategic property asset management and the effective management of ACT Property Group's 152 Government properties ranging from office buildings to depots.

Eligibility/Other Requirements: Qualifications or recent relevant experience in government procurement, project management, building trades and/or asset management is preferred. Must hold a current driver's license.

Contact Officer: Tania Shaw (02) 6205 9937 tania.shaw@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.

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

Independent Competition and Regulatory Commission

Senior Regulatory Advisor

Senior Officer Grade A \$123,208, Canberra (PN: 27796)

Gazetted: 23 January 2013

Closing Date: 30 January 2013

Details: A Senior Regulatory Advisor is required to provide high-level expert advice and support to the Commission on industry and regulatory policy including for the water and energy industries, and on other matters associated with microeconomic reform, competition policy and regulatory issues in relation to the Commission's statutory functions, including the management of the Economic's team.

Eligibility/Other Requirements: Strong background in microeconomics and/or econometrics. Economic advisory experience in utility regulation is essential with a preference for recent electricity and water utility regulatory experience. Knowledge and experience in financial markets and or commodity markets highly desirable. Solid writing and communication skills. Evidence of high level analytical skills, including modelling. Advanced economics degree qualified, preferably PhD or PhD candidate. Management of staff including training and development. Project Management Skills.

Note: Contact ICRC on (02) 6205 0799 or icrc@act.gov.au for application package.

Contact Officer: Ranjini Nayager (02) 6207 6172 ranjini.nayager@act.gov.au

APPOINTMENTS

ACT Auditor General's Office

Audit Band 1 \$45,081 - \$87,691

Kanitha Mony 835-70104, Section 68(1), 11 December 2012

Canberra Institute of Technology

Teacher Band 1 \$62,403 - \$83,963

Ellen Lloyd 821-02595, Section 68(1), 17 January 2013

Commerce and Works

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

Kylie Caulfield 827-48724, Section 68(1), 15 January 2013

Senior Technical Officer Grade C \$89,876 - \$96,809

Ko-Lun (Travis) Wu 835-94886, Section 68(1), 21 January 2013

Community Services

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

Claire Bennett 835-92856, Section 68(1), 21 January 2013

Economic Development

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

Paul Krix 835-94843, Section 68(1), 21 January 2013

Education and Training

School Assistant 2 \$39,431 - \$43,728

Dianne Spandler 835-94827, Section 68(1), 29 January 2013

Health

Health Service Officer Level 2/3 \$39,340 - \$43,599

Roji Bhattarai 838-51942, Section 68(1), 11 January 2013

Health Service Officer Level 2/3 \$39,340 - \$43,599

Craig Barnes 838-52961, Section 68(1), 14 January 2013

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

Samantha Burnett-Prothero 836-56549, Section 68(1), 18 January 2013

Radiation Therapist Grade 2 \$56,797 - \$79,302

Mecaela Couper 835-91765, Section 68(1), 12 March 2013

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

Dona Dolphus 824-32594, Section 68(1), 18 January 2013

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

Virgilio Francisco 835-95168, Section 68(1), 31 January 2013

Health Service Officer Level 2 \$39,340 - \$40,750

Christopher Gregg 834-52482, Section 68(1), 16 January 2013

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

Cathy Louise Leary 835-92813, Section 68(1), 21 January 2013

Health Professional Level 6 \$123,208

Stuart Margison 838-53809, Section 68(1), 14 January 2013

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

Jessica Van Wageningen 834-51519, Section 68(1), 18 January 2013

Health Service Officer Level 2/3 \$39,340 - \$43,599

Joanne Yap 831-21835, Section 68(1), 14 January 2013

Justice and Community Safety

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

Lauren Angel 827-52344, Section 68(1), 17 January 2013

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

Rowan Michael Clancy 827-44029, Section 68(1), 17 January 2013

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

Bradley Huckstepp 827-60408, Section 68(1), 21 January 2013

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

Georgi Pullattu 827-19720, Section 68(1), 17 January 2013

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

Bruce Rhodes 827-31551, Section 68(1), 17 January 2013

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

Rebecca Taylor 827-31578, Section 68(1), 17 January 2013

Territory and Municipal Services

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

Timothy Bruce Chaseling 817-85275, Section 68(1), 21 January 2013

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

Cecelia Ann Curtis 835-94915, Section 68(1), 30 January 2013

General Service Officer Level 5/6 \$45,647 - \$50,446

Kristal Hannan 820-87161, Section 68(1), 20 January 2013

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

Melissa Vittorio 835-94894, Section 68(1), 30 January 2013

Treasury

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

Michael Anderson 835-94448, Section 68(1), 21 January 2013

TRANSFERS

Health

Rita Craig: 771-93891

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

Health

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

Health, Canberra (PN. 29219) (Gazetted 13 December 2012)

PROMOTIONS

Commerce and Works

Shared Services ICT

Customer Relations

Health ICT

James Collins: 835-63414

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 27963) (Gazetted 13 November 2012)

Shared Services

Human Resources

Employee Relations and Training

Myfanwy Greenwood: 736-44317

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 08524) (Gazetted 31 October 2012)

Community Services

Housing and Community Services

Christopher Phillipson: 827-61216

From: Graduate Administrative Assistant \$58,870 - \$60,739

Community Services

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

Community Services, Canberra (PN. 31772)

Education and Training

Office for Schools

Belconnen Network

Latham Primary School

Elizabeth Ann Bobos: 787-65441

From: School Leader B \$116,751

Education and Training

To: †School Leader A \$0

Education and Training, Canberra (PN. 01780) (Gazetted 6 November 2012)

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.

Office for Schools

North/Gungahlin Network

Bonner Primary School

Amy Czoban: 755-79344

From: Classroom Teacher \$54,951 - \$86,881

Education and Training

To: †School Leader C \$100,271

Education and Training, Canberra (PN. 31539) (Gazetted 29 November 2012)

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.

Office for Schools

North / Gungahlin Network

Campbell High School

Amanda-Jane Hoppitt: 821-25973

From: School Assistant 2 \$39,431 - \$43,728

Education and Training

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

Education and Training, Canberra (PN. 08140) (Gazetted 20 November 2012)

Office for Schools

Belconnen Network

Southern Cross Early Childhood School

Vicki Lucas: 719-06651

From: School Leader C \$100,271

Education and Training

To: †School Leader B \$116,751

Education and Training, Canberra (PN. 25798) (Gazetted 17 August 2012)

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.

Office for Schools

Tuggeranong Network

Calwell High School

Robert McLachlan: 755-76581

From: Classroom Teacher \$54,951 - \$86,881

Education and Training

To: †School Leader C \$100,271

Education and Training, Canberra (PN. 02685) (Gazetted 26 October 2012)

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.

Office of Schools

Belconnen Network

Kingsford Smith School

Nghi Perrim: 777-86144

From: Classroom Teacher \$54,951 - \$86,881

Education and Training

To: †School Leader C \$100,271

Education and Training, Canberra (PN. 17987) (Gazetted 16 November 2012)

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.

Environment and Sustainable Development

Corporate

Ministerials, Government and Legal Services

Rosslyn Davey: 738-49005

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

Environment and Sustainable Development

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

Environment and Sustainable Development, Canberra (PN. 30776) (Gazetted 16 July 2012)

Health

Canberra Hospital and Health Services

Aaron Davis: 827-17434

From: Health Service Officer Level 3 \$42,160 - \$43,599
Health

To: †Enrolled Nurse Level 1 \$50,160 - \$53,766
Health, Canberra (PN. 31342) (Gazetted 7 June 2012)

Canberra Hospital and Health Services

Women, Youth and Children

Women's and Babies

Vicki Gore: 772-00828

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

To: †Registered Nurse Level 3.2 \$101,556
Health, Canberra (PN. 31201) (Gazetted 20 December 2012)

Canberra Hospital and Health Services

Women, Youth and Children

Women's and Babies

Alison Moore: 756-32563

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

To: †Registered Nurse Level 3.2 \$101,556
Health, Canberra (PN. 22395) (Gazetted 20 December 2012)

RETIREMENTS AND DISMISSALS

Territory and Municipal Services

Section 122 of the *Public Sector Management Act 1994*: Thomas Johnston, ACTION, 18 January 2013.

CORRIGENDA

Treasury

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

Melissa Grinlinton 823-77134, Section 68(1), 14 January 2013
Date incorrectly notified in gazette 10 January 2013 as 10 January 2013.