



ACT Government Gazette

Gazetted Notices for the week beginning 18 April 2013

Executive Notices

VACANCIES

Calvary Health Care ACT (Public)

Corporate Services

Finance

Performance

Performance and Reporting Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 7123)

Gazetted: 23 April 2013

Closing Date: 7 May 2013

Performance and Reporting Manager Senior Officer Grade B (\$106,086 - \$119,426) Performance Unit Permanent Full Time Calvary Health Care ACT - Finance Department is seeking a highly skilled individual to fill the position of Performance and Reporting Manager. This permanent full time position will provide leadership and direction to the performance group responsible for ensuring the hospitals clinical information adds value to the Hospital's planning, performance monitoring and decision making processes. The successful applicant will possess highly developed leadership qualities that drive the direction setting and service delivery components of Clinical performance and Activity Based Funding. For further information regarding this role please contact Catherine Shadbolt on (02) 6201 6464. For selection criteria and to apply for this position please visit our website www.calvary-act.com.au Please note - those applicants that have already applied do not have to resubmit their applications. Closing date: Thursday 25 April 2013

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Catherine Shadbolt (02) 6201 6464 catherine.shadbolt@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Finance

Finance and Business Improvement

Senior Financial Accountant

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 7962)

Gazetted: 24 April 2013

Closing Date: 8 May 2013

Calvary Health Care ACT - Finance Department is seeking a highly skilled individual to fill the position of Performance and Reporting Manager. This permanent full time position will provide leadership and direction to the performance group responsible for ensuring the hospitals clinical information adds value to the Hospital's planning, performance monitors and decision making processes. The successful applicant will possess highly developed leadership qualities that drive the direction setting and service delivery components of Clinical performance and Activity Based Funding. For further information regarding this role please contact Catherine Shadbolt on (02) 6201 6464 For selection criteria and to apply for this position please visit our website www.calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Catherine Shadbolt (02) 6201 6464 catherine.shadbolt@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Allied Health

Pharmacy Department

Antimicrobial Stewardship

Health Professional Level 4 \$89, 768 - \$96, 809, Canberra (PN: 7936)

Gazetted: 18 April 2013

Closing Date: 9 May 2013

Allied Health Pharmacy Department Clinical Pharmacy Mentor and Student Coordinator Health Professional Level 4
Duties: You will provide specialist pharmaceutical assessment and intervention in ensuring the quality use of medicines within the hospital with a focus on Antimicrobial Stewardship. You will be responsible for the implementation of quality improvement projects, research programs and the promotion of Antimicrobial Stewardship through liaison and networking within the hospital, external agencies/groups and professional bodies. You will also provide leadership for and contribute to policy development, planning and clinical standards for the Antimicrobial Stewardship across the hospital.

Eligibility/Other Requirements: Selection Criteria Contact Officer: Liisa Nurmi (02) 6201 6269 liisa.nurmi@calvary-act.com.au

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

Nursing and Midwifery

Nursing

Clare Holland House

Nurse level 2

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

Gazetted: 23 April 2013

Closing Date: 7 May 2013

Clare Holland House provides specialist palliative care services to the ACT and the surrounding district. The service includes a 19 bed Inpatient Unit, and Home Based Palliative Care. Clare Holland House provides high quality, skilled and compassionate care to patients with an advancing illness who are no longer responding to curative treatment. It is located in beautiful parkland settings on the shores of Lake Burley Griffin, with views to the surrounding Brindabella Mountains. Clare Holland House is looking for an experienced Palliative Care Registered Nurse leader to fill the position of Registered Nurse Level 2. Applicants to this position will be expected to: Provide leadership through the promotion of best practice palliative care nursing. Directly undertake comprehensive and coordinated patient focussed care (acknowledging the patient and their significant others as the unit of care) utilising processes of continuous assessment, negotiated support and evaluation. Support the ongoing development of excellence in specialist palliative care nursing by: Empowering patients and their families to be active participants in their plan of care. Actively fostering knowledge and provision of specialist palliative care with new and less experienced staff using the framework of the National Palliative Care Standards. Act as a professional role model and resource person in the provision of active, compassionate patient centred care as a member of the interdisciplinary team. The successful candidate will be supported in their role development by the CNC, Palliative Care Educator, Palliative Care Nurse Practitioner and the Calvary Centre for Palliative Care Research. Clare Holland House has generous Education Fund to assist staff in their professional development. Applications close: COB Friday For further enquires please contact Lynne O'Callaghan on (02) 6264 7300. For selection documentation and further information about Calvary Health Care ACT visit our website at www.calvary-act.com.au. All applications must provide a response to the selection criteria.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Jane Etchells (02) 6264 7320 jane.etchells@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Nursing and Midwifery

Nursing

Intensive Care

Registered Nurse Level 2

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

Gazetted: 23 April 2013

Closing Date: 7 May 2013

The opportunity exists for a dynamic, motivated person to fill the position of Registered Nurse Level 2 in our newly purpose built Intensive Care Unit at Calvary Health Care Public Hospital Bruce. The successful applicant will have Demonstrated skills and knowledge in Intensive Care Nursing. Greater than 3 years' recent clinical experience in and Intensive Care setting. Post Graduates studies in a Critical Care area would be highly regarded. The successful applicant will be contributing to the leadership team to provide excellence in nursing care to patients who are admitted to our Intensive Care/ Coronary Unit at Calvary Public Hospital Bruce.

Note: This is a permanent position so applicants must hold Permanent Residency or be an Australian Citizen in order 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 at the same level that may become in the next six months.

Contact Officer: Narelle Comer, Nursing Unit Manager ICU Contact (02) 6201 6600 Narelle.Comer@calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Narelle Comer (02) 6201 6099 narelle.comer@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Allied Health

Pharmacy

Health Professional Level 3

Health Professional Level 3 \$77, 710 - \$86, 165, Canberra (PN: 9062)

Gazetted: 18 April 2013

Closing Date: 2 May 2013

Allied Health Pharmacy Department Pharmacist Health Professional Level 3. Duties: Provide pharmaceutical assessment and intervention to hospital inpatients using established clinical pharmacy principles. Participate in training and professional development activities and quality projects. Applicants should possess an enthusiasm for teaching and training students and less experienced staff.

Eligibility/other requirements: Bachelor of Pharmacy (or equivalent) Ability to be registered with the National Pharmacy Board, Australian citizenship or permanent resident status.

Contact Officer: Liisa Nurmi (02) 6201 6269 or email liisa.nurmi@calvary-act.com.au Eligibility/Other

Requirements: Selection Criteria Contact Officer: Liisa Nurmi 02 6201 6269 liisa.nurmi@calvary-act.com.au

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

Nursing and Midwifery

Nursing

Clare Holland House

Registered Nurse level 1

Registered Nurse level 1 \$55,567 - \$75,084, Canberra (PN: 7078)

Gazetted: 23 April 2013

Closing Date: 7 May 2013

Clare Holland House provides specialist palliative care services to the ACT and the surrounding district. The service includes a 19 bed Inpatient Unit, and Home Based Palliative Care. Clare Holland House provides high quality, skilled and compassionate care to patients with an advancing illness who are no longer responding to curative treatment. It is located in beautiful parkland settings on the shores of Lake Burley Griffin, with views to the surrounding Brindabella Mountains. Clare Holland House is looking for a Registered Nurse to fill the position of Registered Nurse with the Inpatient Unit. If you have tried other areas of nursing and found them different to what your original intent for becoming a nurse may have been, perhaps now is the time to try palliative care nursing. This is a growing specialty that really is patient and family focused a specialty where nursing makes a difference and caring for the whole person is the real goal. Clare Holland House offers a comprehensive 8 week orientation to palliative care and you will be mentored by another RN. You will have access to a Palliative Care Educator who can support your learning and assist you with accessing ongoing learning at a post graduate level if you choose. You will also have support from senior nursing and medical staff including the Palliative Care Nurse Practitioner and the Calvary Centre for Palliative Care Research If that is not enough attraction for you let me tell you about the people at Clare Holland House, we have a highly motivated multidisciplinary team who genuinely care for one another as well as for the patients. Coming to work is a positive experience and laughter is commonly heard throughout the day. Applications close: COB Friday. For further enquires please contact Lynne O'Callaghan on 6264 7300. For selection documentation and further information about Calvary Health Care ACT visit our website at www.calvary-act.com.au. All applications must provide a response to the selection criteria.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Lynne O'Callaghan (02) 6264 7300 lynne.ocallaghan@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Registered Nurse level 1

Nursing and Midwifery

Perioperative Suite

Registered Nurse Level 1

Registered Nurse level 1 \$55,567 - \$75,084, Canberra (PN: 8186)

Gazetted: 18 April 2013

Closing Date: 2 May 2013

Opportunities exist for Registered Nurses Level 1 within the Perioperative suite within the area of recovery with an opportunity to rotate into anaesthetics at a later date. Experience is preferable but we would be willing to train the right candidate. Our surgical specialties include General, Orthopaedics, Dental, Ophthalmic, Plastics, ENT, Urology, Obstetrics and Gynaecology. Come and work with a welcoming and committed team. In support, we will provide you generous terms and conditions of employment, on-going professional development and the opportunity to excel. For further confidential enquiries please contact Debbie Dickinson (02) 6201 6892 For selection documentation further information about Calvary Health Care ACT Visit our website at www.calvary-act.com.au A Service of the Sisters of the Little Company of Mary with values of hospitality, healing, stewardship and respect www.calvary-act.com.au Corner Belconnen Way & Hayden Drive Bruce ACT 2617

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Debbie Dickinson (02) 6201 6892 debbie.dickinson@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Medical Imaging

Health Professional Level 4 Sonographer/Radiographer

Health Professional level 4 Sonographer/Radiographer \$54, 414 - \$86, 165, Canberra (PN: 7426)

Gazetted: 23 April 2013

Closing Date: 21 May 2013

Health Professional Level 2/3 PN Various 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.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Hamman Hijazi (02) 6201 6141 hamman.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

CIT Corporate Services

Facilities and Asset Development

Project Support Officer

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

Gazetted: 18 April 2013

Closing Date: 25 April 2013

Details: A temporary vacancy has become available in the CIT Corporate Services. The Officer will be primarily tasked with coordinating support services for the following Institute systems: Document Reproduction and Office System; Staff Photocopy Full-Cost Recovery System; CIT Print Facility; CIT Card System; CIT Student Pay Photocopy System; CIT Pay Network Printing System and CIT Asset management system (BEIMS). The Officer will be required to manage all aspects of system end-user support requirements and system liaison with external vendors.

Eligibility/Other Requirements: Knowledge and understanding of the role of Information Communication Technology (ICT) in an educational or Government environment.

Notes: This a temporary position from 29 April 2013 to 31 October 2013.

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

Centres

Health Community and Wellbeing

Sport and Fitness

Sport and Fitness Teacher

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 51269)

Gazetted: 18 April 2013

Closing Date: 7 May 2013

Details: Canberra Institute of Technology Sport and Fitness area seeks an individual who has demonstrated professional knowledge and practical skills appropriate to teaching Sport and Fitness to a Diploma level.

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. Appropriate industry competencies demonstrated by the following qualifications: Bachelor's Degree or equivalent in a relevant discipline; Fitness qualifications or other relevant discipline as appropriate to teaching to a Diploma level. 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). All Teacher Band 1 teachers are required to have relevant industry experience.

Contact Officer: Richard Burgess (02) 6207 3879 richard.burgess@cit.edu.au

Centres

CIT Student Services

Business Centre ADFA

Administration Officer

Administrative Services Officer Class 2/3 \$46,372 - \$57,004, Canberra (PN: 17188, several)

Gazetted: 18 April 2013

Closing Date: 2 May 2013

Details: CIT Business seeks two individuals to work in a job share role. The position is to assist with the Administration functions of the Centres commercial activities at Australian Defence Force Academy (ADFA). The duties will include office administration, liaising with Teachers, timetable coordination, ADFA liaison and high quality customer service.

Note: These are temporary positions available until the 6 December 2013. These part-time positions will be filled at either two days per week at 14:42 hours or three days per week at 22:03 hours.

Contact Officer: Amanda Gillborn (02) 6207 4972 amanda.gillborn@cit.edu.au

Chief Minister and Treasury

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

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

Workforce Capability and Governance

Continuous Improvement and Workers' Compensation

Workplace Injury Performance

Project Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 32128)

Gazetted: 19 April 2013

Closing Date: 6 May 2013

Details: An opportunity exists to join the Continuous Improvement and Workers' Compensation Branch, Chief Minister and Treasury Directorate. The branch is responsible for the management and prevention of workplace injuries in the ACT Public Service (ACTPS). The role involves collaborating with colleagues to develop and implement innovative programs to assist reduce the incidence of workplace injury and disease and improve the health and return to work outcomes for ACTPS injured workers. This is a demanding operational environment and the ability to work under pressure, meet tight deadlines and manage competing priorities is essential.

Notes: This is a temporary position available until June 2014 with the possibility of extension and/or permanency from this process.

Contact Officer: Gary King (02) 6207 8792 gary.king@act.gov.au

Commerce and Works

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

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

Shared Services

Business Services

Executive

Strategic Relationship Manager

Senior Officer Grade A \$123,208, Canberra (PN: 23928, several)

Gazetted: 19 April 2013

Closing Date: 7 May 2013

Details: Manage the strategic relationship between Shared Services and the customer directorate(s) and act as the Business Partner for forward planning of services, and for any significant customer concerns in regards to delivery of agreed services.

Contact Officer: Nikki Pulford (02) 6205 5466 nikki.pulford@act.gov.au

Shared Services

Shared Services Finance

Accounts Processing Unit

Team Leader Accounts Receivable

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 22998)

Gazetted: 24 April 2013

Closing Date: 8 May 2013

Details: The successful Team Leader of the Accounts Receivable Processing Team will be responsible for the ongoing management of resources and continuous improvement of accounts receivable processing services and debt management through the implementation of innovative processes within the Accounts Processing Team. The Accounts Processing Team is responsible for providing ACT Public Service client agencies and key stakeholders with a range of services relating to accounts receivable and payable processing.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Qualifications in a related discipline are desirable.

Contact Officer: Sonja Grosse (02) 6207 7295 sonja.grosse@act.gov.au

Shared Services

Human Resources

Recruitment Services

Team Leader - Recruitment

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 08068)

Gazetted: 19 April 2013

Closing Date: 3 May 2013

Details: Shared Services Recruitment Services are seeking an experienced and committed Team Leader to provide day to day management of the Recruitment Services team, including coordination and leadership of standard recruitment services to ACT Government Directorates. The Recruitment Team Leader also contributes to maintaining and growing stakeholder relationships, developing and implementing best practice recruitment frameworks and processes, and ongoing continuous improvement within the Recruitment Services team.

Note: Applications should be forwarded directly to the Client Manager Recruitment Services via email at jeremy.smith@act.gov.au. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working With Vulnerable people registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Jeremy Smith (02) 6205 4547 jeremy.smith@act.gov.au

Revenue Management

Compliance

Senior Inspection Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 00095)

Gazetted: 18 April 2013

Closing Date: 2 May 2013

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 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.

Contact Officer: Joseph Tonna (02) 6207 0104 joseph.tonna@act.gov.au

Shared Services ICT

Executive

Executive Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 14624)

Gazetted: 24 April 2013

Closing Date: 14 May 2013

Details: The successful applicant will be required to effectively provide confidential and effective administrative and secretarial support to the Shared Services ICT Executive Director. A demonstrated ability to examine, track, disseminate and monitor all correspondence and maintain appropriate filing systems is crucial.

Contact Officer: Sarbjit Sidhu (02) 6207 6489 sarbjit.sidhu@act.gov.au

Shared Services Human Resources

Information and Data

Record Services

Courier/Records Officer

Administrative Services Officer Class 1 \$40,974 - \$45,283, Canberra (PN: 01467, several)

Gazetted: 24 April 2013

Closing Date: 8 May 2013

Details: Under general direction these positions provide high quality customer service in performing data entry, mail collection and delivery and file management services. The successful applicants will possess good interpersonal, communication and literacy skills and the ability to work individually or as part of a team.

Eligibility/Other Requirements: The ability to move heavy boxes and mail bags (16kg) as per the guidelines outlined in the *ACT Manual Handling Code of Practice 1999* is mandatory. A current driver's licence is mandatory.

Contact Officer: Beth Metzger (02) 6207 5798 beth.metzger@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

Policy and Organisational Services

Human Resources and Workplace Relations

Organisational Services

Human Resources Business Partner

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 25168)

Gazetted: 24 April 2013

Closing Date: 1 May 2013

Details: The Human Resources and Workplace Relations team is seeking a highly skilled Human Resources Business Partner who will be responsible for establishing and maintaining effective working relationships managers and staff across a business unit and the Directorate. The successful applicant will have responsibility for the fair, balanced and effective application of the Workplace Behaviours provisions of the Enterprise Agreement, as well as a sound knowledge of relevant legislation, an understanding of workforce planning issues and a strong commitment to providing responsive and effective customer service.

Contact Officer: Michael Beardsley (02) 6207 1364 michael.beardsley@act.gov.au

**Office for Children, Youth and Family Support
Policy, Data and Research
Child Protection Policy
Senior Policy Officer**

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 11515)

Gazetted: 22 April 2013

Closing Date: 6 May 2013

Details: Applications are invited for the above position, in Policy, Data and Research, Office for Children, Youth and Family Support (OCYFS). We are seeking a person who has demonstrated experience in providing policy and project advice to the Executive and Senior Management. The successful applicant will be required to contribute to strategic activities and projects relating to the provision of child protection services in the ACT. 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 child protection, or the ability to quickly acquire this knowledge.

Notes: Selection may be from application and referee reports only. Applicants should submit an application coversheet, a written response to the selection criteria and resume to Shared Services at jobs@act.gov.au. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable people registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people

Contact Officer: Sue Mickleburgh (02) 6207 2049 susan.mickleburgh@act.gov.au

**Policy and Organisational Services
Governance, Advocacy and Community Policy
Organisational Governance
Organisational Accountability Officer**

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 09300)

Gazetted: 24 April 2013

Closing Date: 1 May 2013

Details: The Directorate is seeking an Officer to undertake research and liaison for high-level co-ordinated responses on behalf of the Directorate, and initiating action to ensure timely responses for information. In addition, the position involves undertaking research tasks, preparation of complex correspondence, briefings for the relevant portfolio Ministers' and other projects to support the work of the Organisational Governance Unit. The position will manage a range of administrative duties, undertake Secretariat work for high-level Directorate meetings as required and monitor the Directorate's implementation of commitments.

Notes: This is a temporary position available from 20 May 2013 to 08 August 2013.

Contact Officer: Tracy Chester (02) 6205 0469 tracy.chester@act.gov.au

**Policy and Organisational Services
Organisational Services
Learning and Community Education
Administrative Officer**

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 11645)

Gazetted: 22 April 2013

Closing Date: 6 May 2013

Details: The position is responsible for a range of administrative and support services including reception duties, records management and maintaining training rooms and facilities. A key responsibility of this position includes manual tasks in the Professional Development Centre.

Notes: This is a part-time position at 22:00 hours per week and requires the successful applicant to attend five mornings per week.

Contact Officer: Julie Whellum (02) 6207 6336 julie.whellum@act.gov.au

**Therapy ACT
Physiotherapy
Physiotherapist**

Health Professional Level 1/2 \$50,899 - \$75,477, Canberra (PN: 01486)

Gazetted: 22 April 2013

Closing Date: 7 May 2013

Details: Therapy ACT provides a range of multidisciplinary therapy and support services for children, adolescents and adults with delays in development and developmental disabilities. Services are provided through age-based teams in a range of community settings. The successful applicant will, under supervision, assess, plan, implement and evaluate individual and group programs for this client group.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Physiotherapy. Current physiotherapy registration with AHPRA. Eligible for membership of APA. Current driver's licence is essential.

Notes: Full-time or part-time hours will be considered.

Contact Officer: Glenda Knight (02) 6205 9009 glenda.knight@act.gov.au

**Office for Children, Youth and Family Support
Policy, Data and Research
Government Business and Research
Manager**

Senior Professional Officer Grade B \$106,086 - \$119,426, Canberra (PN: 11297)

Gazetted: 18 April 2013

Closing Date: 25 April 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 take a lead role in the provision of strategic advice to the Executive and Senior Management on complex policy, program and data issues. This includes managing the Government Business and Data teams. 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 Policy or the ability to quickly acquire this knowledge.

Notes: This is a temporary position available for six months. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working With Vulnerable people registration refer to -

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

Contact Officer: Nathan Boyle (02) 6205 5326 nathan.boyle@act.gov.au

Cultural Facilities Corporation

**Canberra Theatre Centre
Front of House**

Front of House Manager

Administrative Services Officer Class 6 \$70,913 - \$ 81,459, Canberra (PN: 029)

Gazetted: 23 April 2013

Closing Date: 7 May 2013

We are looking for a self starter who is passionate about customer service and sales, preferably in an arts environment. You will have an in depth understanding and knowledge of the food and beverage industry, inventory control system and be able to use your connections to generate new business for the Canberra Theatre Centre To be successful in this role you will be proactive and resourceful, and be able to supervise a large pool of casual employees and delegate tasks as appropriate. You will need to be available to work evening and weekend hours and be on call if necessary. This role has a demanding nature and as such you will need to be a skilled multi tasker and people management expert.

Eligibility/Other Requirements: Minimum 5 years experience at management level in a food and beverage industry.

Note: 12 month temporary contract with the possibility of permanent appointment. Applications must address the selection criteria.

Contact Officer: Hong Tsai (02) 6243 5754 hong.tsai@act.gov.au Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email trudy.collins@act.gov.au)

Canberra Theatre Centre

Marketing

Assistant Marketing Manager, Publicist

Administrative Services Officer Class 4 \$58,869 -\$63,917, Canberra (PN: 55254)

Gazetted: 18 April 2013

Closing Date: 2 May 2013

We're looking for an enthusiastic PR professional or journalist to run PR and marketing campaigns for shows coming to the Canberra Theatre Centre. You should have a degree in PR, Communications, Marketing or Journalism, great interpersonal skills and a high level of organisation. Great writing, editing and proof reading skills are a must. CTC is a busy, dynamic venue hosting more than 170 events each year. Much more than just another marketing/comms position this is one of the best PR opportunities in Canberra.

Eligibility/Other Requirements: Degree in PR, Communications, Marketing or Journalism

Note: 3 year temporary contract with the possibility of permanent appointment. Applications must address the selection criteria.

Contact Officer: Ricky Bryan (02) 6243 5706 ricky.bryan@act.gov.au Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email trudy.collins@act.gov.au

Economic Development

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

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

Land Development Strategy and Finance

Strategic Finance

EDD Financial Management

Finance Manager (Capital Works)

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 19184)

Gazetted: 18 April 2013

Closing Date: 26 April 2013

Details: Under general direction of the Financial Controller, the Capital Works Manager is responsible for maintaining a robust Capital Works budgeting and management framework. This includes managing Capital Works related tasks during preparation of the EDD annual and monthly financial statements, monitoring and management of Capital Works cash flows, assets and liabilities, and managing Capital Works input to the Territory's annual Budget development process. Key tasks are Capital Works budgeting and management, preparation of monthly Capital Works information and financial advice.

Eligibility/Other Requirements: Tertiary qualifications in accounting, finance or commerce is desirable.

Membership or progress towards membership of a professional body (eg. CPA Australia, ICAA) would be highly regarded.

Notes: This is a temporary position available from asap to 20 September 2013.

Contact Officer: Richard Hutch (02) 6205 5325 richard.hutch@act.gov.au

Land Development, Strategy and Finance

Strategic Finance

Project Accounting

Project Accountant

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 13857)

Gazetted: 18 April 2013

Closing Date: 25 April 2013

Details: The occupant of the position will be required to undertake financial feasibility studies for a range of land development and capital works projects, and to monitor, review and update the feasibility plans and undertake formal reviews of project performance on a regular basis. As part of this role, you will be required to liaise very closely with all Project Managers and a range of external and internal stakeholders, including staff, contractors and consultants.

Eligibility/Other Requirements: Completion or substantial progression towards tertiary qualifications in accounting, finance or commerce will be desirable. Membership or progression toward membership of a professional body (eg. CPA Australia, ICAA) would be an advantage.

Notes: This is a temporary position available from asap to 20 September 2013.

Contact Officer: Kathy Deards (02) 6205 2040 kathy.deards@act.gov.au

Education and Training

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

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

Learning, Teaching and Student Engagement

Student Engagement

Director's Office

Executive Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 11210)

Gazetted: 18 April 2013

Closing Date: 25 April 2013

Details: The Executive Officer is responsible for the coordination, preparation and distribution of information between the Director's office and the Branch Leadership, the Division Senior Leadership Team and other stakeholders. The position occupant will be required to coordinate strategic policy development and review across the Branch.

Eligibility/Other Requirements: Experience in Cabinet, Ministerial and Assembly processes and high level organisation, negotiation and consultation skills are highly desirable for this position.

Notes: This is a temporary position available until 6 November 2013 with the possibility of an extension and/or permanency from this process.

Contact Officer: Beth Mitchell (02) 6205 7029 beth.mitchell@act.gov.au

Strategy and Coordination

Information, Communications and Governance

Ministerial and Commonwealth Relations

Cabinet Liaison Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 10022)

Gazetted: 19 April 2013

Closing Date: 3 May 2013

Details: Ministerial and Commonwealth Relations are seeking a highly motivated applicant to work as part of a team in a fast paced environment. The successful applicant will coordinate the circulation of Cabinet documents within the Directorate and across agencies; provide advice to Directorate staff on the development of Cabinet documents. Monitoring Assembly business; assist with the processing of correspondence and brief requests; provide support in the preparation of briefs and speeches and other projects as required.

Eligibility/Other Requirements: Desirable: Knowledge and understanding of Ministerial, Cabinet and Assembly procedures or the ability to quickly gain such knowledge.

Notes: This is a temporary position available asap until 18 October 2013, with the possibility of an extension.

Please note this position may lead to permanent filling.

Contact Officer: Kristen Laurent (02) 6207 9234 kristen.laurent@act.gov.au

Learning, Teaching and Student Engagement

Learning and Teaching

Strategy, Research and Innovation

Assistant Manager

School Leader B \$116,751, Canberra (PN: 04020)

Gazetted: 18 April 2013

Closing Date: 6 May 2013

Details: Support the Manager to develop and achieve section strategic goals and implement the section plan.

Assist the Manager to manage the human, financial and physical resources of the section to achieve optimal social and educational outcomes for all students.

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

Notes: The applicant must have demonstrated high level ICT competency. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be

required. For further information on Working With Vulnerable people registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people
Contact Officer: Laurie Campbell (02) 6205 8260 laurence.campbell@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.

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**

Policy

**Nature Conservation Policy
Natural Resource Management Programs
Manager**

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 32131)

Gazetted: 18 April 2013

Closing Date: 7 May 2013

Details: The Nature Conservation Policy Branch is seeking an enthusiastic person to lead the Natural Resource Management (NRM) Programs Section that is responsible for managing programs in partnership with other governments, community and business stakeholders to improve biodiversity conservation, natural resource management and sustainable agriculture in the ACT and region.

Eligibility/Other Requirements: Tertiary qualifications in natural resource management, environmental science or related disciplines would be an advantage.

Note: This is an expected temporary position available from 1 July 2013 until 30 June 2017 subject to Commonwealth funding and may be filled as a part-time position.

Contact Officer: Kathryn Tracy (02) 6207 5717 kathryn.tracy@act.gov.au

Policy

**Nature Conservation Policy
Natural Resource Management Programs
Assistant Manager**

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 16999)

Gazetted: 19 April 2013

Closing Date: 7 May 2013

Details: The Nature Conservation Policy Branch is seeking an enthusiastic person to be a senior officer in the Natural Resource Management (NRM) Programs Section that is responsible for managing programs in partnership with other governments, community and business stakeholders to improve biodiversity conservation, natural resource management and sustainable agriculture in the ACT and region.

Eligibility/Other Requirements: Tertiary qualifications in Natural Resource Management, Environmental Science or related disciplines would be an advantage.

Note: This is an expected temporary position available from 1 July 2013 until 30 June 2017. This position is subject to Commonwealth funding and may be filled as a part-time position.

Contact Officer: Kathryn Tracy (02) 6207 5717 kathryn.tracy@act.gov.au

Policy

**Nature Conservation Policy
Natural Resource Management Programs
Aboriginal Natural Resource Management Facilitator**

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 16097)

Gazetted: 19 April 2013

Closing Date: 7 May 2013

Details: The Environment and Sustainable Development Directorate is seeking an Aboriginal Natural Resource Management Facilitator to: deliver activities which improve the knowledge and capacity of the Aboriginal community to participate in natural resource management in the ACT; work with Aboriginal organisations, the

Aboriginal community, government and natural resource management groups to maximise opportunities for Aboriginal participation in natural resource management; and source funding and build partnerships to support Aboriginal natural resource management activities in the ACT.

Note: This is an Aboriginal Identified position. This is a temporary position available from 1 July 2013 until 30 June 2014 with possibility of extension subject to Commonwealth funding and may be filled as a part-time position.
Contact Officer: Anna VanDugteren (02) 6205 2914 anna.vandugteren@act.gov.au

Policy

Nature Conservation Policy

Natural Resource Management Programs

Monitoring, Evaluation, Reporting and Improvement Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 13925)

Gazetted: 18 April 2013

Closing Date: 7 May 2013

Details: The Nature Conservation Policy Branch is seeking an enthusiastic person to join the Natural Resource Management (NRM) Programs team to develop and implement the Monitoring, Evaluation, Reporting and Improvement framework for several funding programs aimed at improving biodiversity conservation, natural resource management and sustainable agriculture of the ACT and region.

Eligibility/Other Requirements: Qualifications and/or experience in natural resource management or another field of science would be an advantage.

Notes: This is a temporary position available until 30 June 2013 with the possibility of extension subject to Commonwealth funding and may be filled as a part-time position.

Contact Officer: Tammie Spackman (02) 6207 2114 tammie.spackman@act.gov.au

Policy

Nature Conservation Policy

NRM Programs

Administration Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 10978)

Gazetted: 19 April 2013

Closing Date: 7 May 2013

Details: The Nature Conservation Policy Branch is seeking an enthusiastic person to be part of a program implementation team that is responsible for managing programs in partnership with other governments, community and business stakeholders to improve biodiversity conservation, natural resource management and sustainable agriculture in the ACT and region, including through provision of Secretariat support to an independent skills-based advisory committee.

Eligibility/Other Requirements: Experience in natural resource management or program administration would be an advantage.

Notes: This is an expected temporary vacancy from 1 July 2013 to 30 June 2017 subject to Commonwealth funding and will be filled part-time with the hours to be negotiated.

Contact Officer: Kathryn Tracy (02) 6207 5717 kathryn.tracy@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

Pathology

Anatomical Pathology

Anatomical Pathology Specialist

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

Senior Specialist \$199,231, Canberra (PN: 29824)

Gazetted: 25 April 2013

Closing Date: 23 May 2013

The Position: The Department of Anatomical Pathology is part of ACT Pathology, the supplier of comprehensive pathology services to Canberra Hospital, Calvary Hospital and ACT Community. The Department provides pathology services to ACT and Queanbeyan Breast Screen. There are 8 other Anatomical Pathologists and 6 registrar positions. The Department promotes a collegial and flexible work environment. There are over 23,000 surgical pathology and 15,000 cytopathology accessions. Facilities for a wide range of immunohistochemistry, electron microscopy, flow cytometry, molecular pathology and liquid cytology are available on site. As well as Anatomical Pathology there are departments of Microbiology, Haematology, Chemical Pathology and Immunopathology within ACT Pathology, which are directed by Specialist Pathologists and a molecular genetics laboratory.

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 \$240,332 - \$318,730.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal College of Pathologists of Australasia (FRCPA).

Note: This position is full-time temporary from 15 June 2013 to 15 December 2013.

Contact Officer: Professor Peter Collignon A/g Executive Director Pathology (02) 6244 2909 or Associate Professor Sanjiv Jain, Director Anatomical Pathology (02) 6244 2867

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

Director General Reports

Population Health

Health Promotion

Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 32167)

Gazetted: 25 April 2013

Closing Date: 2 May 2013

Details: The Population Health Division (PHD) is looking for a dedicated and motivated individual to fill the role of Manager, Health Promotion Grants Program. The Health Promotion Grants Program sits under the Health Improvement Branch of PHD and this position is responsible for the day to day activities of the program.

Eligibility/Other Requirements: Relevant experience and/or tertiary qualifications in a health related discipline. High level strategic planning and project management skills and experience 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: Joanne Greenfield (02) 6205 9440

Strategy and Corporate

Performance and Innovation

Clinical Service Improvement

Early Recognition of the Deteriorating Patient, Project Officer

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 32165)

Gazetted: 25 April 2013

Closing Date: 2 May 2013

Details: Applications are invited from innovative and committed registered nurses for a permanent vacancy within the Clinical Service Improvement Unit of the Health Directorate's Performance and Innovation Branch. The position is responsible for planning, managing and implementing projects associated with the Early Recognition of the Deteriorating Patient program. As the successful applicant you will have proven project management, research and audit skills. You will be experienced in developing and delivering education programs and you will possess the communication and interpersonal skills to lead and participate in a changing and innovative organisation.

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

Notes: Applicants are asked to address the selection criteria and attach a recent resume. Please provide the names and contact numbers for two referees (one being your current supervisor). Selection may be based on referee reports and application only. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Nicole Slater (02) 6207 6827

Strategy and Corporate

People Strategy and Services

Staff Development

Perioperative Educator

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 26328)

Gazetted: 25 April 2013

Closing Date: 2 May 2013

Details: An opportunity for an enthusiastic Registered Nurse with excellent communication skills, and a passion for education is required to fill this acting position. This position will provide leadership and support to Perioperative and Staff Development Unit (SDU). This position will be responsible for the planning, development, implementation and evaluation of education programs for Health Directorate staff. Additional support will be offered for new educators. This is an autonomous role that requires sound decision making skills, excellent customer service focus, the ability to problem solve and demonstrated emotional intelligence.

Eligibility/Other Requirements: Perioperative experience is essential and post graduate qualifications are also highly desirable. Registered or eligible for registration with the Australian Health Practitioner Regulation Agency.

Note: This is a temporary part-time position available at four days a week for 12 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: Maureen Tolley (02) 6244 3429

Canberra Hospital and Health Services

Operational Support

Executive Director of Medical Service

Junior Medical Officer Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 10821)

Gazetted: 25 April 2013

Closing Date: 2 May 2013

Details: We are seeking an enthusiastic person to manage efficient, reliable and high quality recruitment, rostering and support services to the Junior Medical Officers (SRMO/Registrars) of the ACT Government Health Directorate. The successful applicant will have a strong understanding of the JMO workforce and an excellent customer service ethic with a demonstrated knowledge of e-rostering.

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. Please note - previous applicants need not reapply.

Contact Officer: Janelle Corey (02) 6244 2507

Canberra Hospital and Health Services

Medicine

Clinical

Clinical Development Nurse

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 21921)

Gazetted: 25 April 2013

Closing Date: 2 May 2013

Details: An exciting opportunity is now available for an experienced and motivated Registered Nurse to work with the dynamic Hospital in the Home (HITH) team in the role of Clinical Development Nurse. This challenging and rewarding position If you are committed to providing quality care, use evidence to guide your nursing practice, enjoy teaching, mentoring and supporting new staff and those working within the team as part of their professional development, we would welcome your application.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Working towards or hold relevant qualifications either at a certificate or postgraduate level desirable. Driver's licence essential.

Note: This is a full-time position, however, part-time or job share will be considered. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Sandra Hives (02) 6244 3957 sandra.hives@act.gov.au

Canberra Hospital and Health Services

Medicine

Clinical

Nurse, Hospital in the Home

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 18154)

Gazetted: 25 April 2013

Closing Date: 2 May 2013

Details: An exciting opportunity is now available for experienced and motivated Registered Nurses to work with a dynamic team in the expanding Hospital in the Home (HITH) service. HITH is an acute hospital substitution for patients who are medically stable and self caring to provide treatment in the patient's home. The primary treatments provided by HITH are IV antibiotics and complex dressings, warfarinisation, IV hydration and IV diuretics. HITH also incorporates a day infusion service and a registrar review clinic for orthopaedic and plastics patients. If you are looking for a challenging and rewarding position, committed to providing quality evidence based practice and have extensive nursing experience this is the position for you.

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

Note: HITH operates a 24 hour service and shifts include morning and evening with an RNL2 on call overnight. 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. Please include a current Curriculum Vitae and the names of two professional referees.

Contact Officer: Sandra Hives (02) 6244 3957 sandra.ives@act.gov.au

Canberra Hospital and Health Services

Capital Region Cancer Service

Cancer Stream Administration

Psychologist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 25676)

Gazetted: 25 April 2013

Closing Date: 9 May 2013

Details: The Capital Region Cancer Services currently has a vacancy for a Psychologist to work in hospital and community based Cancer Counselling Service. Applications are invited from experienced registered psychologists to provide high quality oncology client services, clinical assessments and interventions. The Capital Region Cancer Services has multi-disciplinary social work and psychology teams and strives for high standards of current best practice.

Eligibility/Other Requirements: Mandatory postgraduate qualifications in Clinical Psychology. Masters degree with major in psychology; or equivalent qualifications. Psychologist Registration with the APHRA. Current driver's licence.

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. This position may be required to participate in 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: Catherine Furner (02) 6174 5284

Director General Reports

Quality and Safety

Workplace Safety

Safety Advisor

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 03837)

Gazetted: 25 April 2013

Closing Date: 16 May 2013

Details: Provide work safety and environment advice and support to managers, Health Safety Reps, and contractors. High level of administrative, organisational, interpersonal and customer service skills are required. A high level awareness of safe workplaces, hazard identification and risk assessment/risk management in a diverse environment is required, however officers with a general background in workplace safety, or engineering/technical skills, wishing to further develop workplace health, safety and environment or injury prevention skills are encouraged to apply.

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: Peter Pharaoh (02) 6174 8051

Strategy and Corporate

Deputy Director General Strategy and Corporate

Elective Surgery Project Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 32056)

Gazetted: 25 April 2013

Closing Date: 9 May 2013

Details: An exciting opportunity has arisen for a person to join the Elective Surgery Access Team in ACT Health. The position requires a person who is adaptable and innovative with a willingness to perform a variety of tasks within the section. The successful applicant will be required to assist in project management activities as well as learn other duties in the unit to ensure continuity of all tasks during leave periods. The Elective Surgery Access Team is responsible for a number of strategies to improve access to elective surgery in the ACT including reviewing the way elective surgery is provided across the ACT and the coordination of a telephone information service for patients on the ACT Elective Surgery Waiting List.

Eligibility/Other Requirements: Project management skills and/or experience would be desirable.

Note: This is a temporary position available for a period of Twelve 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: Elaine Men (02) 6205 1157

Canberra Hospital and Health Services

Medicine

Chronic Disease

Project and Research Officer

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

Gazetted: 25 April 2013

Closing Date: 2 May 2013

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

Note: This is a temporary position available from mid May 2013 until the beginning of November 2013 with the possibility of extension up to 12 months.

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

Contact Officer: Tanelle Raines (02) 6205 5345 Jennie Yaxley (02) 6205 5297

Canberra Hospital and Health Services

Medicine

Pharmacy - TCH

Clinical Pharmacist

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 10952)

Gazetted: 25 April 2013

Closing Date: 9 May 2013

Details: Fast-track your career with a Pharmacist position at The Canberra Hospital. The Canberra Hospital is the region's major public hospital, with over 600 beds. We provide specialist and acute care to more than 500,000 people, including a full range of medical, surgical, obstetric and paediatric and neonatal services. Canberra Hospital is a tertiary level health facility and a teaching hospital of the Australian National University (ANU) Medical School and The University of Canberra Nursing and Allied Health Schools. The Canberra Hospital Pharmacy Department employs approximately 70 staff, including 35 full-time Pharmacist positions. The department provides a full range of contemporary Pharmacy Services including clinical pharmacy services, specialised manufacturing services, investigational drug support, drug information, and corrections health services. Our core values are excellence in clinical services, education, and team work. We have a dynamic, talented team of 35 Pharmacists, and are currently recruiting a variety of permanent and temporary positions at the HP2 level. Duties include provision of clinical pharmacy services to inpatients as part of a multi-disciplinary team, and provision of pharmacy services from the dispensary, sterile production, chemotherapy production, and medicines information services on a rotational basis. We are also looking for Pharmacists with an interest in eHealth for a number of projects commencing mid to late 2013. Pharmacists employed in permanent or temporary positions will subsequently be considered for these roles. Please indicate your interest in future eHealth projects in your application.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current clinical experience is desirable for this position.

Note: For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$9,095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items. Additional salary packaging benefits are also available such as meal and accommodation entertainment. Pharmacists outside Australia will be considered for these positions. Contact the National Pharmacy Board of Australia to enquire about your eligibility for registration <http://www.pharmacyboard.gov.au/>. 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: Natalie Bula (02) 6244 2118

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drugs

Alcohol and Drug Program

Counsellor

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 28450)

Gazetted: 25 April 2013

Closing Date: 9 May 2013

Details: The Alcohol and Drug Service is a multidisciplinary service within ACT Health, providing a range of specialist services for people affected by alcohol and other drug use. This position will work with a multi-skilled team of health professionals to provide a range of psychotherapeutic supports and services to the community. The successful applicant will be required to have recent demonstrated experience in the provision of comprehensive assessments, counselling and group work.

Eligibility/Other Requirements: Psychologist or clinical psychologist with full registration; social worker with eligibility for accredited membership with the Australian Association of Social Workers, or counsellor with an undergraduate degree in a health related discipline and a postgraduate diploma in counselling and eligibility for membership of PACFA. Previous clinical experience is essential. Preparedness to attain alcohol and other drug competencies as required by the Minimum Qualifications Strategy. Current driver's licence.

Note: This position may be 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. 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: Carmel McBride (02) 6205 1609 carmel.mcbride@act.gov.au

Canberra Hospital and Health Services

**Capital Region Cancer Service
Cancer Stream Administration
Social Worker**

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 21036)

Gazetted: 25 April 2013

Closing Date: 2 May 2013

Details: The Capital Region Cancer Services currently has a vacancy for a temporary full-time Social Worker to work in our hospital based service. Applications are invited from experienced social workers to provide high quality oncology client services interventions in both the inpatient and outpatient services. The Capital Region Cancer Services has a multi-disciplinary social work and psychology teams and strives for high standards of current best practice.

Eligibility/Other requirements: An Australian Association of Social Workers (AASW) accredited Bachelor of Social Work degree or Master of Social Work (qualifying) is required for entry into the profession of social work, and to meet the minimum eligibility requirements for AASW membership. Current driver's licence.

Note: This is a temporary position available for four 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*. 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. 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: Catherine Furner (02) 6174 5284

**Canberra Hospital and Health Services
Mental, Justice, Alcohol and Drug Services
Forensic Mental Health Services**

Administrative Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 26029)

Gazetted: 25 April 2013

Closing Date: 2 May 2013

Details: Forensic Services is a contemporary evidence based service providing high quality mental health care to people involved or at-risk of being involved with the criminal justice system that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. It is expected this position will provide administrative support to the clinical staff of all teams in the Program with a focus on providing quality customer service to mental health consumers.

Eligibility/Other Requirements: An understanding of recovery principles and an ability to work with persons impacted by mental illness using these principles. Current driver's licence required. Medical Terminology would be an advantage.

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: Ahu Kocak (02) 6205 1551

**Strategy and Corporate
Business and Infrastructure
Strategic Support**

Supply Administration Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 26281)

Gazetted: 25 April 2013

Closing Date: 2 May 2013

Details: The Supply Services unit forms part of the Strategic Support Section within the Business and Infrastructure branch of ACT Government Health, delivering customer focused supply chain solutions to the Directorate. The position reports to the Warehouse Manager. The successful candidate will be required to work within the Supply Services unit at The Canberra Hospital and warehouse at Mitchell. To be successful in this position you will need to have proven experience in providing administrative support in a large warehouse environment operating in a computerised inventory control system.

Note: Selection may be based on written applications and referee reports only. 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: Francis Carn (02) 6205 0812 francis.carn@act.gov.au

Canberra Hospital and Health Services

Operational Support

Acute Support

Graduate Physiotherapist

Health Professional Level 1 \$50,899 - \$65,424, Canberra (PN: 29649, several)

Gazetted: 25 April 2013

Closing Date: 3 May 2013

Details: A number of new Graduate rotational HP1 Physiotherapists are required to participate in a Graduate Program across the ACT Health Directorate. Excellent supervision and professional development opportunities exist within this program. Rotations are available across inpatients and outpatients including cardiorespiratory, neurology, musculoskeletal and rehabilitation and aged care.

Eligibility/Other Requirements: An appropriate Degree or Diploma in Physiotherapy and eligibility for AHPRA registration.

Note: These are temporary positions. New graduates with experience less than 12 months only need apply. These positions may be required to participate in overtime, on call, and a rotation roster. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Positions may be filled on application and referee reports only. 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: Lisa Gilmore (02) 6244 2154

Canberra Hospital and Health Services

2013 Enrolled Nurse Graduate program

Enrolled Nurse Level 1 \$50,160 - \$53,766, Canberra (PN: 31347, several)

Gazetted: 25 April 2013

Closing Date: 20 May 2013

Details: ACT Government Health Directorate invites applications from Enrolled Nurses for the 2013 Graduate Nurse Program. Health Directorate offers a twelve-month, structured program that provides a supportive framework for Enrolled Nurses during their first year of clinical practice. The Health Directorate provides a dynamic work environment and recognises that support and the opportunity to learn is essential to the personal and professional development of the Enrolled Nurse Graduate. It is globally recognised that quality improvement must be the organising principle underpinning the delivery of all healthcare, and quality is integrated across the Directorate as our everyday usual business. We are keen to hear from nurses who are passionate about driving out any variability in care and motivated by culture and values of a multi-professional quality improvement framework to ensure the round the clock delivery of the best possible care. Full-time or part-time employment will be offered to assist Enrolled Nurse Graduates with transition into the workforce. The Enrolled Nurse Graduate Program will provide participants with support and dynamic learning opportunities that are offered through the diversity of services available within the Health Directorate. The twelve-month program will generally incorporate two rotations throughout the clinical areas.

Eligibility/Other Requirements: Registered or eligible to register as a Enrolled Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) prior to date of program commencement. To be considered for these positions, applicants must be either an Australian Citizen or have Permanent Australian Resident status. Positions on offer are permanent pending a three month probation period. Suitable candidates not offered positions in the first round may be offered positions at a later date as required by the Directorate.

Note: Relocation assistance is available for interstate applicants if arranged prior to commencement. Incomplete or late applications will not be considered. The program application form is available at

<http://www.health.act.gov.au/c/health?a=sp&pid=1338962276>

Application Process:

Applicants are required to submit the following:

1. Completed written application form inclusive of a two page statement reflecting on the duties of the Enrolled Nurse (see section 5 in the application form), describing how you demonstrate the ACT Government Health Directorate core values of Care, Excellence, Collaboration and Integrity, including how you deliver quality health care in your practice as an Enrolled Nurse.
2. Curriculum Vitae including a current academic transcript of results.
3. Two written professional referee reports using the referee template form supplied (not academic referees).

4. Your completed application must be prepared as a document to be uploaded along with your Curriculum Vitae and current academic transcript of results.

Selection Process:

Short listing will take place from the above submitted documentation. Short listed applicants will be invited to attend an interview and assessment centre in May 2013 (dates to be advised). At this time all elements of the application process will be considered including performance at interview and assessments undertaken at the assessment centre. Employment decisions will be based on written application, referee reports, satisfactory academic history, interview and assessment centre analysis. Please do not hesitate to get in touch with a contact officer if you have any queries related to the application process.

Contact Officer: Maxine Jordan (02) 6244 3382

Justice and Community Safety

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

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

ACT Corrective Services

Custodial Operations

Deputy General Manager, Custodial Operations

Senior Officer Grade A \$123,208, This position attracts an additional Special Employment Allowance of \$17,792, Canberra (PN: 32031)

Gazetted: 19 April 2013

Closing Date: 7 May 2013

Details: ACT Corrective Services (ACTCS) invites applications from experienced practitioners with professional credibility and experience in managing all aspects of the strategic and day-to-day operations of correctional centres. The Deputy General Manager will provide high-level advice and support to the General Manager, in directing and managing the operations, finance and service delivery of the ACT Correctional facilities. The facilities' main objectives are to carry out the mandate of the court and to ensure the provision of safe care and secure accommodation to those in custody in a controlled environment. The facilities have a responsibility to address a duty of care for each individual, accommodating both male and female detainees from a variety of cultures. The Deputy General Manager will be responsible for the management and operations of all accommodation and specialist units, Emergency Management, security requirements of the prison, including the co-ordination and management of intelligence functions, and all staff/HR matters. They will be responsible for developing, implementing and managing all aspects of the strategic and day-to-day operations of correctional centres, managing the security, safety, rehabilitative and infrastructure requirements and deliverables of those areas. They will have experience in influencing and managing change in a correctional environment and developing and mentoring staff at all levels.

Eligibility/Other Requirements: Relevant tertiary qualifications in one or more of the areas of Justice Administration, Criminology or similar would be an advantage. The successful candidate will be required to undergo a criminal record check.

Note: The position will have a requirement to undertake limited shift work, and would respond to emergencies in support of the prisons operation. ACTCS is a uniformed service, the Deputy General Manager will be supplied with and wear a uniform for occasional formal ceremonies and meetings and on other occasions as directed. No other clothing allowances are provided. This position includes a Special Employment Arrangement plus superannuation.

Contact Officer: Don Taylor (02) 6207 0609 don.taylor@act.gov.au

Office of Regulatory Services

Transport Regulation

Road User Services

Manager, Compliance

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 33121)

Gazetted: 22 April 2013

Closing Date: 6 May 2013

Details: Under the limited direction of the Manager, Road User Services: Lead, manage and monitor teams including Parking Review, Accredited Driving Instructors, Authorised Examiners and Proprietors. Provide a high

level of customer service to medical professionals, licence holders/vehicle operators. Lead and direct staff in the provision of high level advice and compliance activities for Office of Regulatory Services (ORS) clients, including the development of a team work plan and setting of the teams work priorities. Foster an environment of working together across the various disciplines within ORS. Implement and monitor policy and processes to provide best outcomes across a range of regulatory responsibilities. Prepare complex correspondence including ministerials and briefs. Develop and review compliance programs. Maintain records in accordance with the *Territory Records Act 2002*.

Notes: This is a temporary position available from 11 June 2013 to 1 March 2014.

Contact Officer: Brett Swale (02) 6207 7077 brett.swale@act.gov.au

ACT Corrective Services

Business, Policy and Coordination

Policy

Manager Policy

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 11209)

Gazetted: 18 April 2013

Closing Date: 7 May 2013

Details: The successful applicant will manage a small team of Policy Officers in a unit responsible for briefing, coordination of responses to external scrutiny as well as policy and procedural development. This is a crucial area in the operation of ACT Corrective Services and requires a motivated and organised Manager.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field and/or experience in Corrections or related fields desirable. The successful candidate will be required to undergo a criminal record check.

Contact Officer: Anthony Malone (02) 6207 0023 anthony.malone@act.gov.au

ACT Emergency Services Agency

ACT Rural Fire Service

Membership

Membership Support Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 07615)

Gazetted: 23 April 2013

Closing Date: 7 May 2013

Details: An opportunity exists to join the ACT Rural Fire Service (ACTRFS) to co-ordinate the recruitment and retention of volunteers and members. This position will suit a dynamic person who has good communication skills and is keen to work with volunteers. The occupant of the position will also assist with the administration of the ACTRFS Training Program.

Eligibility/Other Requirements: Current driver's licence is essential. A Certificate IV in Fire Fighter Supervision is highly desirable but not essential.

Notes: The successful applicant will be required to meet and maintain service fitness level standards and to undertake some duties outside normal business hours and on weekends.

Contact Officer: Brian Murphy (02) 6207 2591 brian.murphy@act.gov.au

Office of Regulatory Services

Business and Finance Services

Finance and Budgets

Finance Services Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 43219)

Gazetted: 22 April 2013

Closing Date: 29 April 2013

Details: The Office of Regulatory Services is looking for a motivated person who can, under the general direction of the Manager, Finance and Budgets: prepare and process accounts payable and receivable for the ORS, including maintaining tracking registers; prepare and process monthly financial journals; receipt payments within the financial management system; maintain Cabcharge and petty cash in accordance with accounting instructions; maintain records in accordance with the *Territory Records Act 2002*; and undertake other duties as required.

Eligibility/Other Requirements: Knowledge of a government financial management system (e.g. Oracle) procedures and guidelines and an understanding of the financial framework in the ACT Government would be an advantage.

Notes: This is a temporary position available until mid October with a possibility of extension. Applicants may be assessed on application and referee reports only. Interviews may not be conducted.

Contact Officer: Dragana Cvetkovski (02) 6205 3456 dragana.cvetkovski@act.gov.au

ACT Government Solicitor

Solicitor

Legal 1 \$54,415 - \$111,570, Canberra (PN: 18139, several)

Gazetted: 18 April 2013

Closing Date: 7 May 2013

Details: The ACT Government Solicitor (ACTGS) provides legal services to the Australian Capital Territory, its government agencies, ministers and office holders. ACTGS invites applications on a permanent or temporary basis, for lawyers in its property and/or commercial practices. Legal services include: commercial property leasing and licensing of land to and from the private sector, and associated advice on land and property issues; sale and disposal of land under ACT land release program including residential, commercial and industrial sites; procurement, probity and contracting projects including negotiating and drafting consultancy services agreements, information and communications technology contracts, human services, intergovernmental and other agreements, as well sponsorship agreements, and deeds of grant; intellectual property, including copyright, moral rights and trademarks; and general commercial and property advising work. Applicants must demonstrate the ability to advise in, and draft documents in, commercial OR property matters, on instructions from clients.

Eligibility/Other Requirements: Applicants must be admitted (or eligible for admission) as an Australian Legal Practitioner.

Notes: Salary to be offered at the Legal 1 classification within the range of \$62,109 to \$111,570 will be dependent upon relevant qualifications, experience and demonstrated ability against selection criteria. An order of merit will be established from this recruitment process to fill future permanent and temporary vacancies at level over the next 12 months.

Contact Officer: Dr Loretta Zamprogno (02) 6207 0653 loretta.zamprogno@act.gov.au

ACT Corrective Services

Community Based Corrections

Prisoner Employment Programs

Prisoner Employment Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 16050)

Gazetted: 24 April 2013

Closing Date: 1 May 2013

Details: Under the general direction of the Senior Prisoner Employment Officer: Assess, supervise and support government, community and private sector agencies in relation to community employment placements for prisoners. Monitor and supervise prisoners employed within ACT custodial facilities. Maintain files and records relating to prisoner employment within ACT custodial facilities. Assist supervisors and the education provider in developing employment opportunities in the community and within the Alexander Maconochie Centre (AMC). Assist with prisoner personnel and administrative functions including payroll, personnel records, rosters, etc to support the operational requirements and rehabilitative goals of ACT Corrective Services.

Eligibility/Other Requirements: Relevant trade and/ or correctional experience is desirable. Experience in customer service with the public and private sector is desirable. Eligible applicants will be required to undergo a criminal record check and ACT Corrective Services Induction training. Eligible applicants may be required to undertake psychological aptitude testing as part of the assessment process. A current driver's licence.

Notes: This is a temporary position available from 13 May 2013 to 08 November 2013.

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

Contact Officer: Megan Valler (02) 6205 8032 megan.valler@act.gov.au

ACT Law Courts and Tribunal Administration

Security, Sheriff's Office and Facilities

Sheriff's Office

Sheriff's Assistant

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 24525, several)

Gazetted: 23 April 2013

Closing Date: 7 May 2013

Details: The ACT Law Courts and Tribunal Administration is seeking applications from mature people with, high personal integrity, self-confidence and good communication skills to become Sheriff's Assistants. The Sheriff's Office provides a number of services to the ACT's Magistrates and Supreme Courts and, Civil and Administrative Tribunal. Broadly, those services include provision of court security services, jury management and administration, and the service and execution of court process. Sheriff's Assistants are required to wear a uniform whilst performing their duties. It is a position suited to people with a high level of self motivation, who operate effectively as an individual and within a team, have an interest in court procedure, and have the capacity to deal with people from a wide range of cultures and backgrounds.

Eligibility/Other Requirements: The occupant is required to wear a uniform and comply with uniform and personal appearance guidelines. Current driver's licence. Completion of a medical examination is a mandatory requirement, and the occupant will be expected to maintain a level of fitness suitable for the role and responsibilities. The completion of a police check is a mandatory requirement prior to engagement in all ACT public service positions. The position involves varying periods of duty and the occupant will be expected to rotate periodically between two shift patterns (0700 - 1521 and 0830 - 1651). Duties outside these patterns may occur occasionally.

Note: A merit list for 12 months will be established for full-time or part-time vacancies.

Contact Officer: Lloyd Meehan - Sheriff (02) 6207 3578 lloyd.meehan@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**

Parks and City Services

Libraries ACT

Public Libraries

Branch Manager

Professional Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 00517, several)

Gazetted: 24 April 2013

Closing Date: 1 May 2013

Details: The successful applicant will facilitate an energetic work environment where diversity is respected and customers are at the centre of service delivery. Branch Managers manage libraries for Libraries ACT. They will manage library staff and operations; facilitate change and innovation; community engagement activities; public awareness programs and will be able to demonstrate high levels of competency in staff management, service delivery, facilities management, relationship management, planning and continuous improvement. A pool of suitable people will be compiled to backfill for leave requirements.

Eligibility/Other Requirements: Recognised university qualifications. Proven management in a service environment is essential. Previous experience must include staff supervision.

Notes: This is a temporary position available from 15 April 2013 to 30 September 2013. Libraries ACT operates across 7 days a week and applicants will be required to work on weekends. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

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

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

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

Roads and Public Transport

Roads ACT

Traffic Management and Safety

Traffic Engineer

Professional Officer Class 1 \$49,452 - \$69,377, Canberra (PN: 31101, expected vacancy)

Gazetted: 22 April 2013

Closing Date: 7 May 2013

Details: The Traffic Engineer will be responsible for undertaking investigation reports on performance of roads and traffic assets. This will include the technical assessment of road safety and traffic management issues and drafting of improvements as required. The Traffic Engineer will also be responsible for the maintenance and collection of traffic data, database maintenance, analysis and the production of reports.

Eligibility/Other Requirements: A Degree in the relevant technical field and associated experience; or Associate Diploma or other qualifications and relevant technical experience deemed equivalent.

Contact Officer: Robyn Hawkins (02) 6207 3395 robyn.hawkins@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.

APPOINTMENTS

Canberra Institute of Technology

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

Terance Parnis 835-96996, Section 68(1), 25 April 2013

Commerce and Works

Information Technology Officer Class 1 \$57,004 - \$65,178

Brett Darmody 836-01150, Section 68(1), 22 April 2013

Health

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

Taryn Bell-Towers 836-01388, Section 68(1), 22 April 2013

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

Daniel De Stefanis 838-52283, Section 68(1), 22 April 2013

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

Natasha Jeppesen 836-01177, Section 68(1), 25 April 2013

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

Monica-Rose Jones 838-54297, Section 68(1), 25 April 2013

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

Ally Nugent 838-53112, Section 68(1), 25 April 2013

Justice and Community Safety

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

Elizabeth Therese Hard 836-01265, Section 68(1), 15 April 2013

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

Robert Johns 835-70868, Section 68(1), 11 April 2013

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

Helen Jones 827-57524, Section 68(1), 11 April 2013

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

Karl Somers 827-34840, Section 68(1), 11 April 2013

Territory and Municipal Services

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

Mark Hastings Milner 757-51618, Section 68(1), 22 April 2013

TRANSFERS

Community Services

Sally Ann Heaney: 835-69250

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

To: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)
Community Services, Canberra (PN. 03134) (Gazetted 19 December 2012)

Dawn Vernon: 835-63457

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

To: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)
Community Services, Canberra (PN. 27434) (Gazetted 19 December 2012)

Education and Training

Fiona Arthur: 024-95617

From: School Leader C \$100,271
Education and Training

To: School Leader C \$100,271
Education and Training, Canberra (PN. 03774) (Gazetted 19 March 2013)

PROMOTIONS

Community Services

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

Kira Barbaric: 827-50007

From: Health Professional Level 2 \$54,414 - \$75,477
Community Services

To: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)
Community Services, Canberra (PN. 07369) (Gazetted 16 January 2013)

Housing and Community Services

Housing ACT

Gateway Services

Heather Cameron: 835-71350

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

Community Services

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

Community Services, Canberra (PN. 26827) (Gazetted 25 January 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.

Office for Children Youth and Family Support

Care and Protection Team Services

Bronach Dunne: 835-63983

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

Community Services

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

Community Services, Canberra (PN. 07358) (Gazetted 10 January 2013)

Office of Multicultural, Aboriginal and Torres Strait Islander Affairs

Aboriginal and Torres Strait Islander Affairs

Aboriginal and Torres Strait Islander Elected Body

Brendan Oldfield: 813-01533

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

Community Services

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

Community Services, Canberra (PN. 12388) (Gazetted 29 January 2013)

Office for Children Youth and Family Support

Care and Protection Team Services

Jack Daniel Powsey: 820-78409

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

Community Services

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

Community Services, Canberra (PN. 32188) (Gazetted 10 January 2013)

Office for Children Youth and Family Support

Care and Protection Team Services

Margaret Redmond: 786-89215

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

Community Services

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

Community Services, Canberra (PN. 07526) (Gazetted 10 January 2013)

Policy and Organisational Services

Governance, Advocacy and Community Policy

Organisational Governance

Kathryn Ross: 745-72853

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

Community Services

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

Community Services, Canberra (PN. 31390) (Gazetted 13 February 2013)

Office for Children Youth and Family Support

Care and Protection Services

Kui Worthington: 827-31666

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

Community Services

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

Community Services, Canberra (PN. 12537) (Gazetted 16 January 2013)

Education and Training

Office for Schools

Tuggeranong Network

Caroline Chisholm School

Sarah-Jane Genevieve Browning: 824-50960

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

Education and Training

To: †School Leader C \$100,271

Education and Training, Canberra (PN. 33587) (Gazetted 21 February 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.

Office for Schools

Belconnen Network

Canberra High School

Asish Chandra: 749-28928

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

Education and Training

To: †School Leader C \$100,271

Education and Training, Canberra (PN. 02586) (Gazetted 21 February 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.

Teaching, Learning and Student Engagement

ATSI Education and Student Engagement

Student Wellbeing and Behaviour Support

Caitlin Joanna Hanby: 779-25829

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

Education and Training

To: †School Leader C \$100,271

Education and Training, Canberra (PN. 20909) (Gazetted 1 February 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.

Teaching, Learning and Student Engagement

ATSI Education and Student Engagement

Student Wellbeing and Behaviour Support

Robert Lans: 779-24527

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

Education and Training

To: †School Leader C \$100,271

Education and Training, Canberra (PN. 20911) (Gazetted 1 February 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.

Office for Schools

Tuggeranong Network

Caroline Chisholm School

Chelsea Anne McGlashan: 818-01490

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

Education and Training

To: †School Leader C \$100,271

Education and Training, Canberra (PN. 13054) (Gazetted 22 February 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.

Office for Schools

South/Weston Network

Torrens Primary School

Louise Morton: 779-28771

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

Education and Training

To: †School Leader C \$100,271

Education and Training, Canberra (PN. 01951) (Gazetted 22 February 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.

Teaching, Learning and Student Engagement

ATSI Education and Student Engagement

Student Wellbeing and Behaviour Support

Bronwyn Motion: 766-23765

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

Education and Training

To: †School Leader C \$100,271

Education and Training, Canberra (PN. 20908) (Gazetted 1 February 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.

Teaching, Learning and Student Engagement

ATSI Education and Student Engagement

Student Wellbeing and Behaviour Support

Shelley Penyu: 778-97987

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

Education and Training

To: †School Leader C \$100,271

Education and Training, Canberra (PN. 02163) (Gazetted 1 February 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.

Office for Schools

Tuggeranong Network

Calwell Primary School

Stuart Rendell: 779-11734

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

Education and Training

To: †School Leader C \$100,271

Education and Training, Canberra (PN. 32276) (Gazetted 4 February 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.

Office for Schools

North/Gungahlin Network

Palmerston District Primary School

Kirrally Anne Talbot: 772-12503

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

Education and Training

To: †School Leader C \$100,271

Education and Training, Canberra (PN. 02020) (Gazetted 8 February 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.

Health

**Canberra Hospital and Health Services
Mental, Justice, Alcohol and Drug Services
Business Support Mental Health
Bruno Aloisi: 762-90331**

From: Health Professional Level 4 \$89,786 - \$96,809
Health
To: †Senior Officer Grade A \$123,208
Health, Canberra (PN. 26265) (Gazetted 12 March 2013)

**Canberra Hospital and Health Services
Luke Cartwright: 789-43180**

From: Health Professional Level 2 \$54,414 - \$75,477
Health
To: †Health Professional Level 5 \$106,086 - \$119,426
Health, Canberra (PN. 21981) (Gazetted 7 February 2013)

**Canberra Hospital and Health Services
Operational Support
Nursing Administration**

Rodney Chandler: 545-06760
From: Intensive Care Paramedic 1 \$72,959 - \$81,066 plus penalties
Justice and Community Safety
To: †Senior Officer Grade B \$106,086 - \$119,426
Health, Canberra (PN. 24840) (Gazetted 7 March 2013)

**Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Child and Adolescent Mental Health
Emily Delves: 831-23144**

From: Health Professional Level 2 \$54,414 - \$75,477
Health
To: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)
Health, Canberra (PN. 25990) (Gazetted 14 February 2013)

**Canberra Hospital and Health Service
Mental Health, Justice Health, Alcohol and Drug Services
Access and Acute Mental Health
Monique Fielder: 771-97569**

From: Registered Nurse Level 3.1 \$89,834 - \$93,531
Health
To: †Registered Nurse Level 3.2 \$101,556
Health, Canberra (PN. 22396) (Gazetted 14 February 2013)

Office of Chief Executive

Annette McGorm: 741-14166
From: Administrative Services Officer Class 6 \$70,913 - \$81,460
Health
To: †Senior Officer Grade C \$89,786 - \$96,809
Health, Canberra (PN. 29643) (Gazetted 14 March 2013)

**Canberra Hospital and Health Services
Women, Youth and Children
Women, Youth and Children Operational
Sarah Wolf: 836-54287**

From: Administrative Services Officer Class 2 \$46,372 - \$51,422
Health
To: Administrative Services Officer Class 3 \$52,818 - \$57,004
Health, Canberra (PN. 10763) (Gazetted 26 July 2012)

Justice and Community Safety

**Office of Regulatory Services
Transport Regulation
Parking Review**

Gregory Mirenda: 786-60105

From: Administrative Services Officer Class 3 \$52,818 - \$57,004
Justice and Community Safety
To: Administrative Services Officer Class 5 \$65,660 - \$69,623
Justice and Community Safety, Canberra (PN. 13861) (Gazetted 7 February 2013)