



ACT Government Gazette

Gazetted Notices for the week beginning 15 August 2013

VACANCIES

Calvary Health Care ACT (Public)

Nutrition

Nutrition Assistant

Health Care Assistant level 3 \$47,764 - \$48,861, Canberra (PN: 7632)

Gazetted: 15 August 2013

Closing Date: 23 August 2013

An exciting opportunity exists for Health Care Assistant Level 3, Nutrition Assistant. This position works under the direction of the Dietitians and involves nutrition screening, reviewing patient compliance with their nutrition care plan, updating the nutrition therapy database, auditing, stock control and administrative duties.

Eligibility/Other Requirements: Certificate IV Nutrition Assistant or working towards qualification or equivalent.

For selection documentation and further information about Calvary Health Care ACT visit our website at

<http://www.calvary-act.com.au/career-vacancies.html>

Eligibility/Other Requirements: Selection Criteria.

Contact Officer: Judith Williams (02) 6201 6073 recruitment@calvary-act.com.au

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

Intensive Care Unit

Critical Care Unit

Registered Nurse level 2

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

Gazetted: 16 August 2013

Closing Date: 2 September 2013

Calvary Hospital-ACT is a fully accredited 250 bed public hospital located in the suburb of Bruce in north Canberra.

The hospital enjoys a reputation in the Canberra community for providing exemplary care. Calvary Hospital offers services in Emergency Department, Critical Care Unit, Medical and Surgical wards, Maternity Unit, Mental Health ward, Ambulatory care and outreach facilities and services. It is a teaching hospital associated with The Australian Catholic University, the Australian National University, and the University of Canberra. The Critical Care Unit is a 14-bed Level 4 facility providing Intensive Care, High Dependency, and Coronary Care Services. The unit moved into a new space within the hospital in 2010 and has implemented a Critical Care Clinical Information System with great success. The unit is known for its high quality patient care and care improvement and its supportive staff environment. What do you need to join our team: Registration with AHPRA as a Registered Nurse; Experience in Critical Care Nursing (qualifications in Critical Care Nursing would be an advantage); Capacity to support change and innovation; Advanced skills in clinical care and a drive to improve care; Ability to problem solve at an advanced level; Enthusiasm and motivation for Critical Care Nursing in a dynamic environment. If you would like to investigate your opportunities with Calvary Hospital Bruce further please contact the Nurse Manager for Critical Care: Ms Narelle Comer on 02 6201 6600 Calvary Health Care ACT is People who understand your health care needs People who work together to deliver exceptional health care People who are prepared for tomorrow through planning today. Please visit <http://www.calvary-act.com.au/career-vacancies.html> Eligibility/Other Requirements: Selection Criteria Contact Officer: Narelle Comer (02) 6201 6600 recruitment@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Intensive Care Unit

Intensive Care Unit

Critical Care Unit

Registered Nurse level 1

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

Gazetted: 16 August 2013

Closing Date: 2 September 2013

Calvary Hospital-ACT is a fully accredited 250 bed public hospital located in the suburb of Bruce in north Canberra. The hospital enjoys a reputation in the Canberra community for providing exemplary care. Calvary Hospital offers services is Emergency Department, Critical Care Unit, Medical and Surgical wards, Maternity Unit, Mental Health ward, Ambulatory care and outreach facilities and services. It is a teaching hospital associated with The Australian Catholic University, the Australian National University, and the University of Canberra. The Critical Care Unit is a 14-bed Level 4 facility providing Intensive Care, High Dependency, and Coronary Care Services. The unit moved into a new space within the hospital in 2010 and has implemented a Critical Care Clinical Information System with great success. The unit is known for its high quality patient care and care improvement and its supportive staff environment. What do you need to join our team: Registration with AHPRA as a Registered Nurse; Experience in Critical Care Nursing (qualifications in Critical Care Nursing would be an advantage); Capacity to support change and innovation; Advanced skills in clinical care and a drive to improve care; Ability to problem solve at an advanced level; Enthusiasm and motivation for Critical Care Nursing in a dynamic environment. If you would like to investigate your opportunities with Calvary Hospital Bruce further please contact the Nurse Manager for Critical Care: Ms Narelle Comer on 02 6201 6600. Calvary Health Care ACT is people People who understand your health care needs People who work together to deliver exceptional health care People who are prepared for tomorrow through planning today. Please visit <http://www.calvary-act.com.au/career-vacancies.html>
Eligibility/Other Requirements: Selection Criteria.
Contact Officer: Narelle Comer (02) 6201 6600 recruitment@calvary-act.com.au
Applications can be forwarded to: recruitment@calvary-act.com.au

Canberra Institute of Technology

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

Centres

CIT Learning Centre

Resource Access Manager

Professional Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 54587, expected vacancy)

Gazetted: 19 August 2013

Closing Date: 26 August 2013

Details: If you are someone who enjoys a challenge, is open to change, has an eye for detail, is a good negotiator and is comfortable with technology, then this is the job for you! The position manages a small team providing centralised Technical Services for the CIT Library and the day to day management of Library systems and software. It is also responsible for acquiring and providing access to digital resources.

Eligibility/Other Requirements: An appropriate degree or diploma together with training in information studies which qualifies for admission to Associate membership of the Australian Library and Information Association (ALIA) or a recognised course of study. Ability to work one shift per week.

Contact Officer: Julieanne Paulazzo (02) 6207 3374 julieanne.paulazzo@cit.edu.au

Capital Metro

**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**

Capital Metro Agency

Governance and Operations

Senior Manager, Governance and Operations

Senior Officer Grade A \$123,208, Canberra (PN: 32256)

Gazetted: 15 August 2013

Closing Date: 2 September 2013

Details: Capital Metro Division within the Economic Development Directorate engages staff for the Capital Metro Agency in anticipation of being transferred into the Agency once appropriate employment arrangements are in place. The Agency has responsibility for the design, procurement and delivery of a light rail service between Gungahlin and the City. Governance and Operations Branch provides cross agency liaison and coordination of major elements of the project; recruitment and procurement liaison with service providers; financial control and project governance assurance; management and support of the Office of the Project Director/Head of Agency including Cabinet and Ministerial Liaison; and providing secretariat services to the Project Board.

Eligibility/Other Requirements: Demonstrated experience and understanding of the ACT Government Legislative Framework and processes would be an advantage.

Contact Officer: Glenn Bain (02) 6207 6569 Glenn.bain@act.gov.au

Capital Metro Agency

Governance and Operations

Communications and Stakeholder Engagement

Manager, Stakeholder and Community Engagement

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 32508)

Gazetted: 15 August 2013

Closing Date: 2 September 2013

Details: Capital Metro Division within the Economic Development Directorate engages staff for the Capital Metro Agency in anticipation of being transferred into the Agency once appropriate employment arrangements are in place. The Agency has responsibility for the design, procurement and delivery of a light rail service between Gungahlin and the City. The Manager will be responsible for the coordination of community engagement on behalf of the Directorate, including the preparation of electronic and hard copy communications products; the coordination of community engagement activities; the provision of community engagement advice; and coordinating with other agencies on whole-of-government community engagement projects.

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

Capital Metro Agency

Procurement and Delivery

Planning and Design

Manager, Urban Design and Land Use Integration

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 32507)

Gazetted: 15 August 2013

Closing Date: 2 September 2013

Details: Capital Metro Division within the Economic Development Directorate engages staff for the Capital Metro Agency in anticipation of being transferred into the Agency once appropriate employment arrangements are in place. The Agency has responsibility for the design, procurement and delivery of a light rail service between Gungahlin and the City. The role of the Procurement and Delivery Branch includes confirming the delivery method for major packages or works; preparation of a procurement strategy; management to finalisation of procurement processes; architectural, urban and engineering design; and seeking planning and environmental approvals.

Eligibility/Other Requirements: Relevant experience working in urban design, strategic and land use planning or related field would be considered an advantage.

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

Capital Metro Agency

Governance and Operations

Agency Interface and Reporting

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 32546)

Gazetted: 15 August 2013

Closing Date: 2 September 2013

Details: Capital Metro Division within the Economic Development Directorate engages staff for the Capital Metro Agency in anticipation of being transferred into the Agency once appropriate employment arrangements are in place. The Agency has responsibility for the design, procurement and delivery of a light rail service between Gungahlin and the City. Governance and Operations Branch provides cross agency liaison and coordination of

major elements of the project; recruitment and procurement liaison with service providers; financial control and project governance assurance; management and support of the Office of the Project Director/Head of Agency including Cabinet and Ministerial Liaison; and providing secretariat services to the Project Board.
Contact Officer: Nikki Pulford (02) 6205 5466 nikki.pulford@act.gov.au

Capital Metro Agency
Governance and Operations
Communications and Stakeholder Engagement
Media and Issues Management
Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 32506)

Gazetted: 15 August 2013

Closing Date: 2 September 2013

Details: Capital Metro Division within the Economic Development Directorate engages staff for the Capital Metro Agency in anticipation of being transferred into the Agency once appropriate employment arrangements are in place. The Agency has responsibility for the design, procurement and delivery of a light rail service between Gungahlin and the City. The Media and Issues Management Officer will develop and implement internal communication strategies ensuring up to date and consistent corporate messages; prepare media releases, organise photo/launch opportunities and respond to media enquiries.

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

Capital Metro Agency
Governance and Operations
Executive Assistant
Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 32510)

Gazetted: 15 August 2013

Closing Date: 2 September 2013

Details: Capital Metro Division within the Economic Development Directorate engages staff for the Capital Metro Agency in anticipation of being transferred into the Agency once appropriate employment arrangements are in place. The Agency has responsibility for the design, procurement and delivery of a light rail service between Gungahlin and the City. The Executive Assistant will provide high level executive administrative and secretarial services to the Project Director and the Agency.

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

Capital Metro Agency
Governance and Operations
Records and Reporting Officer
Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 32531)

Gazetted: 15 August 2013

Closing Date: 2 September 2013

Details: Capital Metro Division within the Economic Development Directorate engages staff for the Capital Metro Agency in anticipation of being transferred into the Agency once appropriate employment arrangements are in place. The Agency has responsibility for the design, procurement and delivery of a light rail service between Gungahlin and the City. Governance and Operations Branch provides cross agency liaison and coordination of major elements of the project; recruitment and procurement liaison with service providers; financial control and project governance assurance; management and support of the Office of the Project Director/Head of Agency including Cabinet and Ministerial Liaison; and providing secretariat services to the Project Board.

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

Treasury

Infrastructure and PPP Taskforce

Senior Project Officer

Senior Officer Grade C/B \$89,786 - \$119,426, Canberra (PN: 32752)

Gazetted: 16 August 2013

Closing Date: 23 August 2013

Details: The Infrastructure and PPP Taskforce is a new team established to develop a Public Private Partnership delivery capability within the ACT Government. We are seeking applicants for this temporary position to work as a member of this team contributing to the project objectives. This role will be responsible for building knowledge sharing relationships with other jurisdictions in relation to their PPP policies and procedures whilst working closely with internal expert advisors and external consultants. This position will report to the Executive Director. To be successful in this role you will require excellent communication, liaison, negotiation and representational skills, a strong understanding of the mechanisms of government including policy and processes and have an understanding of complex issues associated with PPP delivery models around risk allocation, financing and commercial principles.

Eligibility/Other Requirements: Qualifications in a finance related area would be desirable.

Notes: This temporary position is available from August 2013 until December 2013 with the possibility of extension. The position will be filled at either the Senior Officer Grade C or Senior Officer Grade B classification dependant on demonstrated skills and or experience.

Contact Officer: Peter Murray (02) 6207 5650 peterr.murray@act.gov.au

Finance and Budget Division

Accounting Branch

Accountant

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 42031)

Gazetted: 20 August 2013

Closing Date: 5 September 2013

Details: Chief Minister and Treasury Directorate is looking for an experienced Accountant with expertise in the provision of policy and technical advice in relation to accounting standards and financial management frameworks. The successful applicant will be required to give strategic and robust advice, and will have the ability to exercise initiative, have excellent communication skills, use sound judgement and be flexible in handling complex policy, financial, and administrative issues. The successful applicant will have well developed accounting, policy and analytical skills, and the demonstrated capacity to work effectively in a team environment, plan work, balance competing priorities and meet deadlines. Well developed written and oral communication skills, including liaison and negotiation skills are also required.

Eligibility/Other Requirements: Tertiary qualifications in accounting or financial management and CPA or CA qualifications are highly desirable.

Contact Officer: Lisa Holmes (02) 6207 0207 lisa.holmes@act.gov.au

Corporate Management

Senior Human Resources Advisor

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 55762)

Gazetted: 20 August 2013

Closing Date: 3 September 2013

Details: Corporate Management is looking for an experienced Human Resources generalist to be part of a small team that provides advice and support to staff and managers on the full range of people management functions. The successful applicant will be required to interpret Whole-of-Government strategies and policies, and translate these into practices and procedures appropriate to the Directorate. They will possess well developed written and oral communication skills, including a willingness and ability to collaborate with others. As a senior officer the successful applicant will be able to operate with limited direction and effectively prioritise to achieve both immediate tasks and longer term outcomes.

Contact Officer: Danielle Chesher (02) 6205 4669 danielle.chesher@act.gov.au

Policy and Cabinet

Strategic Finance

Finance Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 16493)

Gazetted: 21 August 2013

Closing Date: 4 September 2013

Details: Strategic Finance Team is looking for a highly motivated and enthusiastic person to assist in the areas of strategic financial management for the Directorate, perform the secretariat function for the Internal Audit Committee and manage the corporate finance responsibilities in relation to petty cash and corporate credit cards. Eligibility/Other Requirements: Accounting qualifications or study towards accounting qualifications would be an advantage.

Contact Officer: Trang Tran (02) 6207 3948 trang.tran@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

Innovation and Planning Office

Senior Business Analyst

Senior Officer Grade A \$123,208, Canberra (PN: 32138)

Gazetted: 19 August 2013

Closing Date: 2 September 2013

Details: The Innovation and Planning Office is looking for an experienced and skilled Senior Business Analyst to provide strategic and analytical support. The successful candidate will be responsible for designing, directing and managing processes for innovation and strategy development that lead to innovative approaches to addressing business problems and opportunities.

Note: Special Employment Arrangements may be considered for appropriately qualified and experienced applicants.

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

Shared Services

Human Resources

Employee Relations

Senior Advisor

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 31842, several)

Gazetted: 15 August 2013

Closing Date: 29 August 2013

Details: The successful applicant will undertake investigations, report and make recommendations on complex employment matters, including misconduct, internal reviews, appeals and underperformance. The successful applicant will research, liaise with and provide advice to partners within Directorates/Agencies on a range of complex employment related matters; assist and where required represent Shared Services in a range of forums and assist with the development and implementation of employee relations programs and initiatives across the ACT Public Service.

Eligibility/Other Requirements: Qualifications in conducting investigations, and/or experience in a legal or HR related discipline are desirable, however not essential. The successful applicant will be expected to complete required formal training relative to the position after commencement.

Notes: Criminal history checks will be conducted prior to employment. Educational and professional qualification checks may be undertaken prior to employment. There is currently one permanent and two temporary positions available for filling. An order of merit will be established from this process that may be used to fill other permanent and temporary positions at level that may become available over the next 12 months.

Contact Officer: Karen Jabbour (02) 6205 3812 karen.jabbour@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.

Shared Services ICT

Infrastructure Services

Platform Systems

Windows Server Technician

Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 31814, several)

Gazetted: 15 August 2013

Closing Date: 30 August 2013

Details: The successful candidates will work within the Platform Systems Windows Server Support team to provide technical support for Microsoft Windows server infrastructure in the ACT Government which includes a range of Microsoft server based applications in both internal and DMZ domains.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Possession of a degree, diploma, certificate, vocational or industry certificate such as MCSE or relevant work experience in a Microsoft environment is highly desirable. Knowledge and understanding of the role of information technology in Government is desirable. Possession of, or the ability to rapidly attain, a Protected security clearance as well as ability to obtain a Schools Police check, is mandatory.

Contact Officer: Steve Hickey (02) 6205 0900 steve.hickey@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.

Community Services

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

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

Office for Children, Youth and Family Support

Youth Services Branch

Youth Justice Case Management

Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 32471)

Gazetted: 21 August 2013

Closing Date: 10 September 2013

Details: The Manager reports to the Senior Manager, Youth Justice Case Management and is responsible for assisting the Senior Manager in leading and managing the operations of the Youth Justice Case Management and Turnaround programs and maintenance of the Youth Justice Victims Register. In accordance with legal requirements, relevant policies and procedures and using an evidence-based approach, the Manager will be required to provide leadership and management to a team of staff who work within a statutory environment to undertake assessments and supervision of young people on bail and young offenders placed on community based orders and young people in custody, and to staff of the Turnaround program.

Eligibility/Other Requirements: Bachelor degree in Social Work, Psychology, Social Sciences, Social Welfare, Justice Studies or in Arts or Science (with major in one of the above fields) highly desirable. Current driver's licence required. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) ACT 2011* will be required. For further information on Working with Vulnerable people registrations refer to: www.legislation.act.gov.au/a/2011-44/default.asp and http://www.ors.act.gov.au/community/working_with_vulnerable_people

Contact Officer: Ronia McDade (02) 6205 0416 ronia.mcdade@act.gov.au

Office for Children, Youth and Family Support

Business Support

Complaints Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 23374)

Gazetted: 16 August 2013

Closing Date: 30 August 2013

Details: Applications are invited for the permanent filling of the Complaints Officer in Business Support, Office for Children, Youth and Family Support (OCYFS). This position operates within a dynamic and customer oriented area, focused on delivering high level support and coordination services across a range of functions of OCYFS. The Complaints Officer will, under limited direction, provide coordination, administration, and development of responses and resolution of complaints in alignment with Community Services Directorate policy. Essential requirements are the ability to analyse systemic issues and provide advice to the Executive. The position will also undertake strategic policy development as part of quality improvement.

Eligibility/Other Requirements: An appropriate qualification in a Human Services field and a sound knowledge of best practice in delivery of services for children and families and the functions of the Office for Children, Youth and Family Support is highly desirable.

Contact Officer: Janet Plater (02) 6205 9225 janet.plater@act.gov.au

Office for Children, Youth and Family Support

Policy, Data and Research

Youth Policy

Senior Policy Officer

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

Gazetted: 21 August 2013

Closing Date: 4 September 2013

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

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

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

Office for Children Youth and Family Support

Youth Services

Bimberi Youth Justice Centre

Facilities Manager

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 03294)

Gazetted: 21 August 2013

Closing Date: 28 August 2013

Details: Bimberi Youth Justice Centre is seeking applications for the position of Facilities and Services Manager. The successful applicant will work closely with the Bimberi Management team to reduce potentially hazardous situations from escalating and jeopardising the safety and security of staff, visitors and young people. This position also involves the management and coordination of activities related to the maintenance and servicing of the Centre's facilities, stores, equipment, services and grounds. We are looking for applicants with highly developed supervisory skills, well developed IT skills, previous facilities experience and a willingness to interact with young people in custody. This is an exciting opportunity to join a dynamic, outcome driven team of officers in a human rights compliant juvenile justice centre.

Eligibility/Other Requirements: Current driver's licence. First Aid Certificate is desirable.

Notes: This temporary position is available asap until 31 October 2013 with the possibility of extension. Decision may be based on application alone.

Contact Officer: Greg Corben (02) 620 73402 greg.corben@act.gov.au

Housing and Community Services

Housing ACT

Housing Initiatives

Youth Housing Manager

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 14077)

Gazetted: 21 August 2013

Closing Date: 4 September 2013

Details: Housing ACT is looking for an enthusiastic and motivated person to fill the position of a Youth Housing Manager. The role of the Youth Housing Manager is to assist young people to access public housing and provide a more responsive and supportive housing service. Applicants for this position will need to demonstrate an understanding of the issues facing young people and that they have relevant experience in working with young people. We are looking for someone who is committed to innovation and flexible service responses, and has a problem solving attitude to assist young people to achieve better housing and social outcomes.

Eligibility/Other Requirements: Current driver's licence. Experience in using a range of IT Business and Office applications. 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 registrations refer to: www.legislation.act.gov.au/a/2011-44/default.asp and http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Notes: This is a temporary position available until 11 July 2014.

Contact Officer: Kellie Laggner (02) 6207 4779 kellie.laggner@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

Tourism, Events and Sport

Sport and Recreation Services

ACT Academy of Sport

Business Support Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 25002)

Gazetted: 21 August 2013

Closing Date: 4 September 2013

Details: Sport and Recreation Services is seeking an enthusiastic and dynamic person to join its Executive Team as the Business Support Officer. The successful applicant will assist the Business Manager with financial operations for the Branch, with particular emphasis on the ACT Academy of Sport; will assist the Business Manager with Human Resource functions and administration matters as they arise for the Branch.

Eligibility/Other Requirements: At least two years experience in a comparable position. The successful applicant will be required to undertake a Working with Vulnerable People Check.

Notes: Position may be filled on application and referee reports only.

Contact Officer: Samantha McAskill (02) 6207 2184 sam.mcaskill@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.

ACT Gambling and Racing Commission

Gaming Regulation

Authorised Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 42495)

Gazetted: 19 August 2013

Closing Date: 2 September 2013

Details: The ACT Gambling and Racing Commission is looking for an officer who can, under limited direction, undertake functions in respect of the administration of legislation regulating lotteries and gaming machines. The position requires assessing and processing applications made under gaming laws, assessing approval holders' and licensees' compliance with their reporting and tax obligations, and maintaining associated databases. The officer will also be required to liaise with stakeholders and assist in the administration of the section conducting projects, preparing correspondence and reports.

Notes: This is a temporary position available until the 26 May 2014.

Contact Officer: James Mullan (02) 6207 0308 james.mullan@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

Office For Schools

South and Weston Network

Stromlo High School

Business Manager

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 04412)

Gazetted: 20 August 2013

Closing Date: 3 September 2013

Details: Stromlo High School is seeking an individual for the position of Business Manager who displays high level management and communication skills to ensure excellence in customer service is delivered. As a member of the Executive Team the ideal candidate will contribute to the development and achievement of whole School/Directorate strategic goals and the implementation of the School/Directorate plan. Lead and support staff in promoting values, priorities and initiatives of the public education system. The ideal candidate will have the ability to manage a busy work environment with competing demands and successful experience in a range of settings is valued. Duties include but not limited to, manage, lead and monitor all financial and resource matters, including coordinating the preparation of budgets and financial returns, in accordance with Directorate and school policies and procedures. Manage, implement and develop Directorate policies and procedures for both grounds and building facilities maintenance. Plan, direct and supervise the overall operation of the Administration Support Team including overseeing the staffing and payments for casual employees. Seek appropriate feedback, advice and ongoing professional development opportunities. Confidently promote areas of strength and acknowledge development needs. Support staff to establish and maintain positive and respectful relationships with students, staff, parents/carers and stakeholder groups in the wider community.

Eligibility/Other Requirements: Desirable: This position requires a thorough understanding of financial and Human Resources management and computer systems. Current First Aid Certificate, or willingness to undertake appropriate training.

Contact Officer: Michael Kindler (02) 6205 6166 michael.kindler@ed.act.edu.au

Tertiary Education and Performance

Planning and Performance

Planning and Reporting

Administration Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 07297)

Gazetted: 19 August 2013

Closing Date: 26 August 2013

Details: Planning and Reporting is seeking a suitable Administration Officer to develop a variety of corporate planning and reporting skills. The role includes assisting with Branch administrative functions, records management and data entry. The person selected for this role will have strong communication and liaison skills and be willing to learn new skills in a dynamic corporate environment.

Eligibility/Other Requirements: Knowledge and or experience in Arc GIS, demography or database programming (e.g. sql or access) is desirable.

Notes: This is a temporary position available until 25 July 2014 with the possibility of extension.

Contact Officer: Sarah Edwards (02) 6205 4865 sarah.edwards@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
Mental, Justice Alcohol and Drug Services
Access and Acute Mental Health
Team Leader**

Registered Nurse Level 4.2 \$108,756, Canberra (PN: 21908)

Gazetted: 22 August 2013

Closing Date: 29 August 2013

Details: Expressions of interest are sought from an enthusiastic and innovative individual to temporarily fill the Team Leader role within the Adult Mental Health Unit/Mental Health Assessment Unit. The Team Leader is a senior management role that supports the clinical governance framework at team level and manages the corporate governance aspects for each Unit. The Team Leader position is supported by the Clinical and Operational Directors along with a Clinical Nurse Consultant in each Unit. The Adult Mental Health Unit is a 35 bed acute inpatient facility located at the Canberra Hospital. The Unit provides specialist mental health assessment, treatment and care based on best available clinical evidence with an emphasis on positive outcomes that are tailored to an individual consumer's needs. The Unit is staffed by a multidisciplinary team of medical and non-medical clinical staff. The Mental Health Assessment Unit (MHAU) is a 6 bed assessment Unit attached to the Emergency Department at the Canberra Hospital. The MHAU provides mental health assessment and treatment and facilitates admission to the Adult Mental Health Unit or referral to appropriate services for those consumers who do require an admission.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Current driver's licence.

Note: This is a temporary position for a period of 12 months available until 22 August 2014. Please submit your Expression of Interest addressing the Selection Criteria and include your CV and contact phone numbers of two referees to the contact officer. 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: David Jackson-Hope (02) 6205 1225

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

Women's Health Sonographer

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 32753, several)

Gazetted: 22 August 2013

Closing Date: 5 September 2013

Details: The Fetal Medicine Unit within the Canberra Hospital currently has two part-time sonographer positions available. The successful applicant must have appropriate qualifications, obstetric and gynaecological imaging experience and have the ability to work independently within a team environment. This position requires a high level of communication skills and sensitive interaction in a high risk obstetric environment.

Eligibility/Other Requirements: ASAR accreditation.

Notes: These positions are temporary part-time at 18:24 hours per week available for 12 months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Tarryn Albrecht (02) 6174 7491

**Canberra Hospital and Health Services
Medicine
Resources**

Team Leader Sleep Scientist

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 18492)

Gazetted: 22 August 2013

Closing Date: 19 September 2013

Details: The Department is seeking a suitably qualified and experienced individual to supervise a dynamic multidisciplinary team working within the Sleep Disorders Unit (SDU). Responsibilities include overseeing the daily operation of the sleep laboratory and to be the professional lead within the team. The role involves performing diagnostic and treatment sleep polysomnography studies, implementation of professional development programs and training of SDU staff. The successful applicant needs to have extensive knowledge in the area of sleep physiology and measurement and has the ability to oversee various quality assurance programmes. 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.

Eligibility/Other Requirements: Bachelor of Science or equivalent (Physiology, Allied Health, Health Sciences). Professional credential from the Board of Registered Polysomnographic Technologists/or post graduate study in the sleep medicine field is essential. Previous experience working in a Sleep Laboratory at a tertiary institution is preferred. Previous experience working with paediatric patients is desirable. The successful applicant must be able to work a 12 hour overnight shift.

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

Contact Officer: Derek Figurski (02) 6244 2066

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Adult Community and Older Persons
Clinical Manager

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 16705)

Gazetted: 22 August 2013

Closing Date: 29 August 2013

Details: Tuggeranong Mental Health has a permanent position available for an RN2 working within the Multidisciplinary Team environment. The successful applicant will be required to provide contemporary evidence based service guided by the principles of Recovery. Tuggeranong Mental Health comprises of Consultant Psychiatrists, Nursing Staff, Social Workers, Psychologists, Technical Officer and Administration staff. In your role as a Clinical Manager you will conduct assessments, and plan and deliver care and treatment to mental health consumers in the community setting. It is an expectation that you will work within the multidisciplinary team processes and provide collaborative care which involves the consumer, their carers and other key stakeholders.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Applicants must have experience in a related/relevant organisation/service. Current driver's licence is required.

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: Danny Farrow (02) 6205 2777

Canberra Hospital and Health Services
Medicine
Resources

Senior Respiratory Scientist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 23650)

Gazetted: 22 August 2013

Closing Date: 5 September 2013

Details: The department is seeking a suitably qualified and experienced individual to supervise a small team working within the Respiratory Physiology Laboratory. Responsibilities include overseeing the daily operation of the laboratory. The role involves performing various routine and complex tests, implementation of professional development programs and training of staff. The successful applicant needs to have extensive knowledge in the area of respiratory physiology and measurement and has the ability to oversee various quality assurance programs.

Eligibility/Other Requirements: Bachelor of Science or equivalent (Physiology, Allied Health, Health Sciences). Professional credential as a Certified Respiratory Function Scientist and/or post graduate study in the respiratory physiology is desirable. Previous experience working in a Respiratory Physiology Laboratory at a tertiary institution is preferred and previous experience working with paediatric patients is also desirable.

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. 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: Derek Figurski (02) 6244 2066

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

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 26442)

Gazetted: 22 August 2013

Closing Date: 29 August 2013

Details: The Child and Adolescent Mental Health Service (CAMHS) has a permanent part-time vacancy for an experienced Health Professional. The position will involve both direct client contact as well as project and research activities to ensure the delivery of evidence-based clinical services to children and young people with significant and complex mental health presentations. The successful applicant will be required to have demonstrated experience in the delivery of mental health services to children and young people (and their families) and a sound knowledge of legislative and national practice standards requirements for working with this population group.

Eligibility/Other Requirements: Tertiary qualifications in Psychology, Social Work or Occupational Therapy with current ACT registration; eligibility for membership of the appropriate professional organisation. A current driver's licence is essential.

Notes: This is a part-time position available at 14:42 hours per week. 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: Wendy Preston (02) 6205 1472

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

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 21897)

Gazetted: 22 August 2013

Closing Date: 5 September 2013

Details: The Child and Adolescent Mental Health Service (CAMHS) provides assessment, treatment, and clinical management for children and young people under 18 years who are experiencing significant mental health problems. The Northside team has a vacancy for a Social Worker, Occupational Therapist or Registered Psychologist to work as part of the Clinical Management team. Applications are invited from Allied Health Professionals who are experienced in Mental Health Clinical Assessments and Interventions, with experience in case management and interagency liaison.

Eligibility/Other Requirements: Tertiary qualifications in Psychology, Social Work or Occupational Therapy with current ACT Registration; eligibility for membership of the appropriate professional organisation.

Note: This is a temporary vacancy available until 31 August 2014. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Rochelle Morrison (02) 6205 1050

Canberra Hospital and Health Services

Women Youth and Children

Neonatal Nursing

Registered Nurse Level 1 \$55,567 - \$75,084, Canberra (PN: 30796, several)

Gazetted: 22 August 2013

Closing Date: 5 September 2013

Details: Are you looking for a change and would like to work in the Neonatal Intensive Care Unit and Special Care Nursery at the new Centenary Hospital for Women and Children? The Department of Neonatology is looking for experienced Neonatal Registered Nurses to provide an expert level of care during a period of growth in staff and bed numbers. You will be well supported by a structured orientation program and the Clinical Development Nurses. The Neonatal Department, as part of ACT Health also works in conjunction with the Australian Catholic University to provide an opportunity to undertake post graduate Neonatal qualifications.

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

Note: We offer flexible and interesting employment opportunities including permanent, temporary, full time and part time. When applying please specify the type of employment you are requesting. Please provide a CV, response to the Selection Criteria and the names of two referee's including a current supervisor, along with a page outlining your interest and commitment to Neonatal Nursing. 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: Catherine Maher (02) 6174 7578

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

RACC Administration

Walk-in Centre Receptionist

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 19214)

Gazetted: 22 August 2013

Closing Date: 29 August 2013

Details: Applications are sought from suitable applicants for the position of Walk-In Centre Administration Officer within the division of Rehabilitation, Aged and Community Care (RACC). This is a Full Time position with two shifts (morning and evening) rotating seven days a week (between 7:00am and 11:21pm).

The successful applicant will also be required to work weekends and public holidays. They must have high level customer service and data entry skills with good attention to detail and the ability to maintain appropriate records. Other duties required of the successful applicant will include answering telephone enquiries, resolving customer complaints and providing assistance to Walk-in-Centre clinical staff as well as other staff within RACC.

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

Contact Officer: Aimee Divorty (02) 6244 2767 or Rachael Naumovski (02) 6244 2577

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community and Older Persons

Clinical Manager

Health Professional Level 1 \$50,899 - \$65,424, Canberra (PN: 16798)

Gazetted: 22 August 2013

Closing Date: 29 August 2013

Details: Tuggeranong Mental Health has a permanent Health Professional Level 1 position available for a Social Worker or Occupational Therapist working within the Multidisciplinary Team environment. At this level it is expected that you will be required, under minimal supervision, to provide high quality care to achieve sound

outcomes for consumers, guided by the principles of Recovery. In your role as a Clinical Manager you will conduct assessments, and plan and deliver care and treatment to mental health consumers in the community setting. You will work as a part of a multidisciplinary team to provide collaborative care, involving the consumer, their carers and other key stakeholders.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Social Work or Occupational Therapy and/or eligibility for membership of the appropriate professional organisation. Applicants must have experience in a related/relevant organization/service. Current driver's licence is required.

Notes: 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: Danny Farrow (02) 6205 2777

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 Government Solicitor

Executive

Assistant Office Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 32021)

Gazetted: 21 August 2013

Closing Date: 4 September 2013

Details: The ACT Government Solicitor (ACTGS) is seeking the services of an Assistant Office Manager to assist the Manager, Finance and Governance with the ACTGS financial, budget and reporting functions. In addition the role will assist the Manager, Operations in human resources and operational functions for the Office. A sound knowledge of electronic information systems (preferably Open Practice and Oracle) is essential to provide support and training to staff. The successful application should be well organised, have good communication skills and show initiative. Demonstrated ability to supervise staff is essential.

Eligibility/Other Requirements: Accounting qualifications or progress towards same and experience in office management especially in the area of human resources would be highly desirable.

Contact Officer: Gayle Sillis (02) 6207 0631 gayle.sillis@act.gov.au

Office of Regulatory Services

WorkSafe ACT

Healthier Work

Senior Industry Advisor

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 27647)

Gazetted: 19 August 2013

Closing Date: 2 September 2013

Details: Under the general direction of the Work Safety Commissioner, the occupant will assist ACT workplaces to implement health and wellbeing policies, programs that supports healthy life styles of ACT workers. The focus is on preventable risk factors for chronic disease, including physical activity, healthy eating, smoking reduction/cessation, reduction of harmful alcohol consumption, maintenance of healthy weight, and improved stress management. They will assist with the administration of staff and operational activities associated with delivery of the health and wellbeing program. Assist with the procurement process of the program including the delivery of the Financial Incentives scheme and ongoing support to targeted "high need" ACT Workplaces.

Research, develop, prepare and maintain relevant resources and tools, e.g. a website, newsletters, a workplace health and wellbeing guide, that supports ACT workplaces to implement evidence-based health and wellbeing policies, programs. Identify "high need" industry groups within the ACT and provide targeted advice, financial incentives and ongoing support to ensure that evidence based workplace health and wellbeing policies, programs are implemented and maintained. Provide guidance and support to ACT workplaces to apply health promotion knowledge, principles and practices to deliver initiatives to address modifiable chronic disease risk factors to ensure that evidence based workplace health and wellbeing policies, programs are implemented and maintained.

support to ACT workplaces to enable them to develop effective and sustainable health and wellbeing strategies. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: A current driver's licence is highly desirable. Recent experience in delivering workplace health promotion strategies and qualifications in public health, health promotion, occupational health and safety, business or education or other relevant related disciplines is desirable.

Note: This is a temporary position available until 20 December 2014. Please note, selection may be based on application and referee reports only, interviews may not be conducted.

Contact Officer: Adrian Ison (02) 6205 1596 adrian.ison@act.gov.au

ACT Government Solicitor

Executive

Legal Assistant

Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 42602, several)

Gazetted: 16 August 2013

Closing Date: 23 August 2013

Details: The ACT Government Solicitor (ACTGS) is the principal legal service provider to the ACT Government and its agencies. ACTGS operates through 2 groups: Government Law and Litigation; and Property and Commercial.

ACTGS seeks a full time highly motivated individual interested in working in a busy legal environment. The successful applicant will be working within the Property and Commercial section and will be required to provide administrative support to the practice area including: word processing and dictaphone typing; the preparation of contracts and other commercial documents; the preparation of briefs and other courts documents; maintenance of records management system; liaise with office staff, client departments and others providing day to day administrative support as directed.

Eligibility/Other Requirements: A sound knowledge of electronic information systems (preferably Open Practice and LawDocs) would be an advantage.

Typing speed of 50 wpm and the ability to use digital dictaphone. Previous experience in a legal environment and/or previous secretarial experience would be an advantage.

Notes: This temporary position is available September 2013 until March 2013.

Contact Officer: Larissa Duggan (02) 6205 3787 larissa.duggan@act.gov.au

Office of the Legislative Assembly

Committee Support Office

Senior Committee Secretary (PAC)

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 311)

Gazetted: 20 August 2013

Closing Date: 3 September 2013

Details: As part of the Committee Support team, the Senior Committee Secretary (PAC) performs the role of Secretary to the Public Accounts Committee and, from time to time, Select Committees or other functions or tasks assigned by the Director, Committee Support. The Senior Committee Secretary (PAC) is assisted by, and will provide day to day supervision of, one of the Senior Research Officers.

Notes: Applications should be sent to: LAOLARecruitment@parliament.act.gov.au

Contact Officer: Andrew Snedden (02) 6205 0199 andrew.snedden@parliament.act.gov.au

Committee Support Office

Senior Committee Secretary (General)

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 312)

Gazetted: 20 August 2013

Closing Date: 3 September 2013

Details: As part of the Committee Support team, the Senior Committee Secretary (General) performs the role of Secretary to an Assembly Committee as well as the annual Select Committee on Estimates, or other functions or tasks assigned by the Director, Committee Support.

Notes: Applications should be sent to: LAOLARecruitment@parliament.act.gov.au

Contact Officer: Andrew Snedden (02) 6205 0199 andrew.snedden@parliament.act.gov.au

Business Support

Payroll and HR Officer - Part-time

Administrative Service Officer 4 (ASO 4) \$58,870 - \$63,917, Canberra (PN: 419)

Gazetted: 21 August 2013

Closing Date: 4 September 2013

As a member of the Business Support team, the position will provide timely, accurate and comprehensive payroll and human resource services to Non-Executive Members, their staff, the Clerk and Office of the Legislative Assembly staff. Note: this position is a part-time position of 20 hours per week. Contact Officer: Emma Talbot 02 62050150 emma.talbot@parliament.act.gov.au Applications can be forwarded to: LAOLARecruitment@parliament.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

Parks and Conservation Service

Fire, Forests and Roads

Forestry Co-ordinator

Senior Professional Officer Grade C \$89,786 - \$96,809, Canberra (PN: 29595)

Gazetted: 20 August 2013

Closing Date: 3 September 2013

Details: Designated fire position, the occupant of this position is required to meet the annual fitness assessment and attend the annual early season awareness course. In addition to this, the occupant will be expected (as required) to undertake all fire related duties, including fire suppression and hazard reduction, and will be included as part of a fire resource roster over the fire season.

Eligibility/Other Requirements: Mandatory tertiary qualifications apply to this position. Applicants must be eligible for membership of the Institute of Foresters of Australia (IFA).

Note: This is a temporary vacancy for 12 months with the possibility of a further 12 month extension.

Contact Officer: Neil Cooper (02) 6207 2544 neil.cooper@act.gov.au

Roads and Public Transport

ACTION

Special Needs Transport

Bus Driver

Special Needs Transport Drivers \$46,712 - \$49,467, Canberra (PN: SNDF02, several)

Gazetted: 15 August 2013

Closing Date: 29 August 2013

Details: ACTION is looking for suitably qualified drivers to join its Special Needs Transport unit on a permanent full time basis. Applicants should possess effective communication and customer service skills that will allow them to interact with the children, their parents and carers. Successful applicants will have a knowledge of, or experience in, transporting and assisting special needs children.

Eligibility/Other Requirements: ACT class LR licence with a condition 'O'. Applicant will also need to be prepared to undergo a "Working with Vulnerable People" check.

Contact Officer: Malcolm Howard (02) 6207 7818 malcolm.howard@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.

ACTION

Special Needs Transport

South Region

Bus Driver

General Service Officer Level 5 \$45,647 - \$48,163, Canberra (PN: SNDP08)

Gazetted: 19 August 2013

Closing Date: 26 August 2013

Details: ACTION is looking for suitably qualified drivers to join its Special Needs Transport unit on a permanent part-time basis. Applicants should possess effective communication and customer service skills that will allow them to interact with the children, their parents and carers. Successful applicants will have a knowledge of, or experience in, transporting and assisting special needs children.

Eligibility/Other Requirements: ACT Class LR licence with a condition 'O'. Applicant will also need to be prepared to undergo a Working with Vulnerable People check.

Notes: This is a permanent part-time position available at 25:00 hours per week.

Contact Officer: Malcolm Howard (02) 6207 7818 malcolm.howard@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

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

Marina Martiniello 799-86094, Section 68(1), 19 August 2013

Commerce and Works

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

Graeme Alexander Carey 836-06402, Section 68(1), 19 August 2013

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

Dylan Evans 836-05696, Section 68(1), 19 August 2013

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

Danielle Rutter: 835-94202, Section 68(1), 20 August 2013

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

Glen Takkenberg 836-06357, Section 68(1), 19 August 2013

Health

Health Service Officer Level 6 \$48,412 - \$50,583

Thiago Arrivabene 836-05549, Section 68(1), 19 August 2013

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

Susan Booth 816-84511, Section 68(1), 19 August 2013

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

Lan Chen 836-53823, Section 68(1), 19 August 2013

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

Shirley Fitzsimmons 786-53124, Section 68(1), 19 August 2013

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

Maria Hegerty 836-05530, Section 68(1), 8 August 2013

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

Pun Yuet Lam 830-80316, Section 68(1), 9 September 2013

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

Hsin-Jen Lee 839-25702, Section 68(1), 19 August 2013

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

Karey-Anne Maher 836-54869, Section 68(1), 15 August 2013

Note: This permanent appointment is to a non-advertised position has been made under Section M5.1 of the Health Directorate Enterprise Agreement 2011-2013.

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

Fiona McClenahan 836-54834, Section 68(1), 15 August 2013

Note: This permanent appointment is to a non-advertised position has been made under Section M5.1 of the Health Directorate Enterprise Agreement 2011-2013.

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

Alexis Mohay 836-05901, Section 68(1), 2 September 2013

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

Dhanya Ramachandranpillai 825-49581, Section 68(1), 14 August 2013

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

Aiasha Saikal 840-50135, Section 68(1), 19 August 2013

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

Karla Tremethick 839-25331, Section 68(1), 15 August 2013

Note: This permanent appointment is to a non-advertised position has been made under Section M5.1 of the Health Directorate Enterprise Agreement 2011-2013.

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

Kristi-Lee Vaughan 830-79446, Section 68(1), 22 August 2013

Justice and Community Safety

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

Christopher David Lazzari 835-70438, Section 68(1), 16 August 2013

Senior Officer Grade A \$123,208

Paul Rushton 836-03906, Section 68(1), 19 August 2013

Territory and Municipal Services

General Service Officer Level 8 \$56,611 - \$59,939

Christopher David Bryant 836-06074, Section 68(1), 19 August 2013

General Service Officer Level 7 \$52,078 - \$55,114

Lorenzo Dal Cortivo 836-05899, Section 68(1), 19 August 2013

TRANSFERS

Education and Training

Miyuki SHINO: 713-20124

From: School Leader C \$100,271

Education and Training

To: School Leader C \$100,271

Education and Training, Canberra (PN. 02792) (Gazetted 20 May 2013)

Health

Annette Carroll: 827-17522

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

Health

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

Health, Canberra (PN. 28558) (Gazetted 6 June 2013)

Kim Dawson: 786-52332

From: Enrolled Nurse Level 1 \$50,160 - \$53,766

Health

To: Enrolled Nurse Level 1 \$50,160 - \$53,766

Health, Canberra (PN. 16255) (Gazetted 10 July 2013)

Jacqueline Monaghan: 756-34622

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

Health

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

Health, Canberra (PN. 17732) (Gazetted 1 November 2012)

Paula Tuohy: 771-96785

From: Enrolled Nurse Level 1 \$53,766

Health

To: Enrolled Nurse Level 1 \$50,160 - \$53,766

Health, Canberra (PN. 31301) (Gazetted 12 June 2013)

PROMOTIONS

Commerce and Works

Revenue Management

Policy, Legislation and Objections

Russell Stroud: 820-98610

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 03659) (Gazetted 12 June 2013)

Community Services

Office for Children Youth and Family Support

Care and Protection Services

Robert Hugh Lepper: 813-0135

From: Health Professional Level 4 \$89,786 - \$96,809
Community Services
To: †Health Professional Level 5 \$106,086 - \$119,426
Community Services, Canberra (PN. 03849) (Gazetted 4 June 2013)

Education and Training

Office for Schools

Tuggeranong Network

Theodore Primary School

Lawrence Anthony Bell: 701-08025

From: Building Service Officer \$40,973 - \$44,935
Education and Training
To: General Service Officer Level 6 \$48,163 - \$50,446
Education and Training, Canberra (PN. 01564) (Gazetted 17 June 2013)

Office for Schools

North/Gungahlin Network

Gold Creek School

Zachary Charles Hain: 787-71059

From: Classroom Teacher \$54,951 - \$86,881
Education and Training
To: †School Leader C \$100,271
Education and Training, Canberra (PN. 31940) (Gazetted 2 May 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.

Environment and Sustainable Development

Regulation and Services

Construction Services

Construction Occupations

Michael Henry Mossler: 796-73434

From: Senior Officer Grade C \$89,786 - \$96,809
Environment and Sustainable Development
To: †Senior Officer Grade B \$106,086 - \$119,426
Environment and Sustainable Development, Canberra (PN. 23999) (Gazetted 10 July 2013)

Health

Canberra Hospital and Health Services

Capital Region Cancer Service

Cancer Nursing

Wendy Spencer: 786-49328

From: Registered Nurse Level 2 \$78,157 - \$82,990
Health
To: †Registered Nurse Level 3.2 \$101,556
Health, Canberra (PN. 22385) (Gazetted 24 July 2013)