



ACT Government Gazette

Gazetted Notices for the week beginning 01 May 2014

VACANCIES

Calvary Health Care ACT (Public)

Nursing

Clinical Operations

Orthopaedic Liaison Nurse

Registered Nurse Level 2 \$80,707 - \$85, 540, Canberra (PN: 7731)

Gazetted: 06 May 2014

Closing Date: 23 May 2014

Details: Calvary Health Care ACT is seeking for a dynamic Registered Nurse Level 2 to fill the role of Orthopaedic Liaison Nurse from 1st June 2014 - 1st June 2015. The successful applicant will be reporting to the perioperative Floor Manager or their delegate. Duties will include but are not limited to: Provide professional leadership which reflects the values of Calvary; liaising with the multidisciplinary team in regards to orthopaedic surgery; promote and maintain effective communication between members of the multi disciplinary team; staff and patient education; Management of orthopaedic surgery equipment requirements; pre and post operative patient liaison; liaison with company representatives regarding equipment requirements and to provide perioperative support and training to staff; applicants are expected to respond in writing and include the following: Response to the selection criteria and copy of your current resume; cover letter outlining why you believe you are suitable for this role (Maximum one page); names and contact details for two professional referees; to be considered for this role you must have relevant work rights.

Eligibility/Other Requirements: Duties will include but are not limited to: Provide professional leadership which reflects the values of Calvary; liaising with the multidisciplinary team in regards to orthopaedic surgery; promote and maintain effective communication between members of the multi disciplinary team; staff and patient education; Management of orthopaedic surgery equipment requirements; pre and post operative patient liaison; liaison with company representatives regarding equipment requirements and to provide perioperative support and training to staff; applicants are expected to respond in writing and include the following: Response to the selection criteria and copy of your current resume; cover letter outlining why you believe you are suitable for this role (Maximum one page); names and contact details for two professional referees; to be considered for this role you must have relevant work rights.

Notes: Applications close 23 May 2014.

Please refer to the position description for further information, alternatively please contact:

Debbie Dickinson, Perioperative Services Manager.

For selection documentation and further information about Calvary Health Care ACT visit our website at www.calvary-act.com.au.

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

Allied Health

Social Work and Psychology

Social Worker

Health Professional 3 \$77,710 - \$86, 165, Canberra (PN: SW-HP3)

Gazetted: 01 May 2014

Closing Date: 30 May 2014

Social Worker Health Professional Level 3 Salary Level - \$ 77,710 - \$ 86,165 Part Time Permanent This is an exciting opportunity to undertake social work in an acute health care setting. You will provide, under supervision and direction, a broad range of services, including psycho-social assessment, brief

therapeutic interventions, family meetings, community referrals and liaison, and clinical management. You will have an opportunity to provide social work services within several clinical areas. Previous experience relating to medical, stroke, aged care and rehabilitation, maternity and /or antenatal social work are preferred. The successful applicant will work in close consultation with multi-disciplinary teams as well as clinicians from the community and other agencies. They will also contribute to the work of the Social Work and Psychology Department within Calvary Health Care ACT. Conditions of service include generous personal leave provisions and salary packaging options with substantial tax benefits. Eligibility/other requirements: An appropriate degree in Social Work and eligibility for membership of the Australian Association of Social Workers (AASW). Applicants must attach the below documents to be considered for this position: 1. Response to the selection criteria and copy of your current resume 2. Cover letter outlining why you believe you are suitable for this role (maximum 1 page) 3. Names and contact details for 2 professional referees Applications Close: 30 May 2014. For further enquiries please contact : Tuula Peltola, Director of Social Work and Psychology Ph: 0451 992 307 Tuula.peltola@calvary-act.com.au For selection documentation and further information about Calvary Health Care ACT visit our website at www.calvary-act.com.au Contact Officer: Tuula Peltola 0451 992 307 tuula.peltola@calvary-act.com.au Applications can be forwarded to: applications@calvary-act.com.au

Facilities and Services Department

Supply

Senior Storeperson

Health Service Officer 6 \$48,412 - \$50,583, Canberra (PN: 7977)

Gazetted: 07 May 2014

Closing Date: 21 May 2014

Details: We are seeking a suitably experienced person to supervise the stores team within the hospital. This position is a fast paced and customer focused role; you will supervise a small team in their day-to-day duties of ordering, delivering and packing away of medical stock for the clinical areas of the hospital, as well as supporting non-clinical areas when required; duties include but not limited to: Plan and coordinate the allocation of staff and work assignments in the Stores section; determine priorities and utilise existing resources to achieve the best possible outcomes; supervise and assist in the receipt, delivery, storage, dispatch and disposal of stores, equipment, consumables, and other resources and ensure the timely and efficient movement of those items as required; ensure that relevant Hospital, Department and Stores procedures and policies, as detailed in applicable Hospital manuals and instructions, are effectively and efficiently implemented; participate in the selection of stores staff and carry out the management, administrative and training requirements of those staff; ensure the entry and retrieval of data utilising a computerised system, the maintenance and filing of Stores documentation and the management of bar code ordering at ward level; maintain the environment of all general stores areas throughout the Hospital in a fully functional condition; review processes and procedures for improvements.

Eligibility/Other Requirements: Applicants are expected to respond in writing and include the following: Response to the selection criteria and copy of your current resume; cover letter outlining why you believe you are suitable for this role (maximum one page); names and contact details for two professional referees.

Notes: Applications close: 22 May 2014

Please refer to the position description for further information, alternatively please contact: Josh Carter Manager, Supply Ph: (02) 6201 6132 Email: josh.carter@calvary-act.com.au. For selection documentation and further information about Calvary Health Care ACT visit our website at www.calvary-act.com.au

Contact Officer: Josh Carter (02) 6201 6132 josh.carter@calvary-act.com.au. Applications can be forwarded to: applications@calvary-act.com.au

Canberra Institute of Technology

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

CIT Corporate Services

Facilities

Projects Manager

Senior Officer (Technical) Grade C \$89,786 - \$96,809, Canberra (PN: 54042)

Gazetted: 05 May 2014

Closing Date: 19 May 2014

Details: CIT is seeking a Projects Manager to assist the Manager Facilities with administration and supervision of the Facilities Management team including prepare functional briefs of user requirements for Capital Projects, review and verify requirements continuously from the functional brief stage, working drawings and documentation, and liaise with the contractors and construction authority during construction. Accept completed buildings and facilities on behalf of the Institute.

Eligibility/Other Requirements: Associate Diploma or other approved qualification in Building, Architecture or Engineering field.

Notes: This is a temporary position available for a period of 12 months with the possibility of extension. Temporary employment offered as a result of this advertisement may lead to permanency appointment under the ACT Public Service Canberra Institute of Technology Enterprise Agreement 2011-2013.

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

Corporate Services

Records Management

Records Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 54824)

Gazetted: 02 May 2014

Closing Date: 9 May 2014

Details: Under general guidance, participate in the team working in the mailroom including sorting, dispatching and delivery of mail. Liaise with external contractors to ensure mail is distributed.

Undertake file management activities using the corporate recordkeeping system, activities including file creation, classification using functional file titling, modification and maintenance and sentencing.

Notes: This position is for temporary filling for the period 25 May 2014 till 21 November 2014. The selection maybe based on Application and Referee Reports.

Contact Officer: Cheryl Griffiths (02) 6207 3142 cheryl.griffiths@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

Policy and Cabinet

Cabinet and Intergovernmental Relations

Intergovernmental Relations

Senior Manager

Senior Officer Grade A \$123,208, Canberra (PN: 55594)

Gazetted: 07 May 2014

Closing Date: 20 May 2014

Details: The Chief Minister and Treasury Directorate is seeking a highly motivated and appropriately skilled person to undertake the role of Senior Manager - Intergovernmental Relations. The successful applicant will have excellent communication and organisational skills, a sound understanding of the Federalism framework in Australia including the Federal Financial Relations framework and be familiar with current national and ACT specific intergovernmental relations issues.

Eligibility/Other Requirements: Relevant tertiary qualifications along with demonstrated experience in Government and Parliamentary procedures and practices is highly desirable.

Notes: This temporary position is initially available for a period of 12 months, with the possibility of permanency from this process. Selection for this position may be based on written application and referee reports only.

Contact Officer: Jan Horley (02) 6205 3187 jan.horley@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

Revenue Management

Finance, Reporting and Projects

Revenue Collection Transformation

Business Change Manager

Senior Officer Grade A \$123,208, Canberra (PN: 33903)

Gazetted: 02 May 2014

Closing Date: 16 May 2014

Details: The successful applicant will report to the Revenue Collection Transformation Program Manager and be required to manage the delivery of the business elements of the Revenue Collection Transformation program on time, within budget and to a suitable level of quality. This includes defining and leading the organisational change agenda and associated changes to business process and work practices.

Notes: This is a temporary position available for a period of three years. Selection of a suitable applicant may be based on application and referee reports only.

Contact Officer: Malcolm O'Leary (02) 6207 0076 malcolm.o'leary@act.gov.au

Shared Services

Procurement

Infrastructure Procurement

Superintendent of Works

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 24787)

Gazetted: 01 May 2014

Closing Date: 15 May 2014

Details: Shared Services Procurement is seeking a talented, results-oriented individual for the Superintendent of Works position. This newly-created role forms an important part of the team focusing on improving work health and safety on the Territory's construction sites. The position will liaise closely with a range of participants in the construction industry, WorkSafe ACT, and other parts of government.

Notes: This is a temporary position available for a period of five years with the possibility of extension and/or permanency.

Contact Officer: Jan Pearse (02) 6207 2625 jan.pearse@act.gov.au

Shared Services

Shared Services ICT

Customer Relations

Business Systems Support Officer

Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 01005)

Gazetted: 05 May 2014

Closing Date: 12 May 2014

Details: Shared Services ICT are looking for an enthusiastic and skilled Business Systems Support Officer. This ICT position will be part of a team responsible for the support of a number of business systems used by Community Services Directorate and Cultural Facilities Corporation. You will be required to have a sound knowledge of ITIL change processes and daily operational issues related to business system support and escalate issues appropriately.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. A current driver's licence is highly desirable.

Contact Officer: Mick Sharp (02) 6207 1522 mick.sharp@act.gov.au

Shared Services

Human Resources

Employee Relations

Administration Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 31560)

Gazetted: 01 May 2014

Closing Date: 15 May 2014

Details: Applications are invited for the above position, in Shared Services Employee Relations. The successful applicant will be required to undertake various administrative and reporting tasks to support the Employee Relations team.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment.

Notes: This is a temporary vacancy for a period of 12 months only.

Contact Officer: Kathleen Beattie (02) 6207 8317 kathleen.beattie@act.gov.au

Revenue Management

Compliance

Inspection Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 05767)

Gazetted: 06 May 2014

Closing Date: 20 May 2014

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

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

Contact Officer: Joseph Tonna (02) 6207 0104 joseph.tonna@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**

Housing and Community Services ACT Community Sector Reform Program Director, Community Sector Reform Program

**Executive Level 1.3 \$205,030 to \$216,153 depending on current superannuation arrangements,
Canberra (PN: E754)**

Gazetted: 01 May 2014

Closing Date: 15 May 2014

Details: This position leads a small team in developing and implementing strategies to improve the sustainability and capacity of the ACT Community Sector to meet the needs of disadvantaged Canberrans, and to maximise the value that the ACT receives from its annual investment of \$150 million in the sector. The role is required to work closely with the sector through a Community Sector Reform Advisory Group and in conjunction with peak Community Sector representative bodies. The role also works closely with ACT Government central agencies and other ACT Government Directorates that deal with the Community Sector, as well as working closely with Australian Government agencies and other institutions that are currently contributing to change in the Community Sector nationally.

Notes: This temporary position is available from 19 July 2014 to 30 June 2015. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two (2) pages outlining experience and/or ability in the above areas, contact details of at least two (2) referees and a current curriculum vitae. Applications should be sent to the contact officer.

Remuneration: The position attracts a remuneration package ranging from \$205,030 to \$216,153, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$164,787. Contract: The successful applicant will be engaged under a performance based contract for the period 19 July 2014 to 30 June 2015. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Bronwen Overton-Clarke (02) 6207 1514 bronwen.overton-clarke@act.gov.au

Therapy ACT

Transition Team Manager

Health Professional Level 5 \$106,086 - \$119,426, Canberra (PN: 26072)

Gazetted: 07 May 2014

Closing Date: 14 May 2014

Details: Applications are invited for the temporary position of Transition Team Manager.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in a health profession relevant to Therapy ACT. Eligibility for registration (where applicable) in the ACT in a relevant profession. Eligibility for membership with the appropriate professional body. Current driver's licence essential.

Notes: This is a temporary position available until 30 June 2015 with the possibility of extension pending implementation of the Government's change management agenda.

Contact Officer: Jacinta Evans (02) 6205 1273 jacinta.evans@act.gov.au

Therapy ACT

Age Based Teams

Social Worker

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade),
Canberra (PN: 21347)**

Gazetted: 02 May 2014

Closing Date: 9 May 2014

Details: The successful applicant, as a member of a multidisciplinary team, will provide Social Work services to children, young people and/or adults with developmental delays and disabilities. Therapy ACT has a person/family centred practice philosophy and has an important role in assisting clients to maximise their participation in the community.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Social Work. Eligibility for full membership of the Australian Association of Social Workers. Experience in the provision of Social Work services for people with developmental delays and disabilities. Current driver's licence essential.

Note: This is a temporary position available until 1 January 2015. 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: Lyndall Ellis (02) 6207 1361 lyndall.ellis@act.gov.au

Office for Children, Youth and Family Services

Youth Services

Youth Justice Case Management

Youth Support Worker

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 32469)

Gazetted: 05 May 2014

Closing Date: 30 May 2014

Details: Youth Justice Case Management are looking for an individual to backfill the position of Youth Support Worker for approximately six months. The position involves supporting Case Managers who supervise young people who are sentenced by the court or on bail orders. The individual will be required to work in a team, be able to work with young people (often with multiple and complex issues) and build rapport with these young people. The position also provides administrative support for the Youth Justice Case Management team.

Eligibility/Other Requirements: Current driver's licence is essential. Relevant qualifications and experience is highly desirable. A Senior First Aid Certificate is desirable. 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

Notes: This is a temporary position available for a period of six months.

Contact Officer: Christina Towns (02) 6205 4369 christina.towns@act.gov.au

Director of Public Prosecutions

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

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

Corporate

Paralegal Grade 3

Paralegal Grade 3 \$60,739 - \$63,917, Canberra (PN: 27960)

Gazetted: 07 May 2014

Closing Date: 14 May 2014

Details: The successful applicant will be required to provide assistance, in the preparation of matters for prosecution in the Magistrates and Supreme Courts. Attend court to assist legal staff and undertake research and analysis.

Eligibility/Other Requirements: An understanding of the legal process would be an advantage.

Willingness to participate in staff rotation. The successful candidate will be required to undergo a criminal record check.

Contact Officer: Leeanne Hollow (02) 6207 5399 leeanne.hollow@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.

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

Sales, Marketing and Land Management

Client Manager - Commercial

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 18812)

Gazetted: 02 May 2014

Closing Date: 9 May 2014

Details: The Sales, Marketing and Land Management branch is responsible for the development and delivery of strategies and initiatives that promote the sale of land development in the ACT. The team acts as the key LDA liaison point with customers and identifies opportunities for promotion of key land releases and community activities. The position requires a focused approach to the sales of land in the ACT and will provide strategic management to meet the direction and priorities of the LDA. It also may involve coordination the ongoing Information Communications and Technology needs of the Sales Marketing and Land Management branch. The key capabilities requires include: the ability to provide leadership within a small team; communicate with influence; exercise good judgement when making decisions; interpret policy and impart information and instruct others on all aspects of the sales program; prepare written documentation; manage a number of programs and ensure timelines are adhered to ; provide support in managing resources and Information Technology.

Eligibility/Other Requirements: Project Management experience. Understanding of ACT Government legislative frameworks in relation to land development and sales activities and processes.

Understanding of the land or property development market, particularly in terms of marketing and sales. Information Technology, online marketing and data management.

Note: Applications failing to address the Selection Criteria will not be considered.

Contact Officer: Julia Forner (02) 6207 7096 julia.forner@act.gov.au

Land Development

Sales, Marketing and Land Management

Marketing

Marketing Campaign Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 08020)

Gazetted: 06 May 2014

Closing Date: 13 May 2014

Details: We are seeking a person with a dynamic and enthusiastic approach combined with skills and experience suitable for a marketing and events environment. The position will be a key role in the

marketing team focusing on the project marketing of residential, industrial, commercial and community land in the ACT. It also involves activities promoting the LDA's Community Development Program, Mingle, and other events. The role has a focus on marketing and events but also includes an element of staff and budget management, administration project implementation. It will provide an opportunity to develop experience in the implementation of marketing campaigns, community development and event management.

Eligibility/Other Requirements: Understanding of ACT Government legislation. Qualifications in marketing, events or a related discipline. Understanding of the land or property development market, particularly in terms of marketing, sales or community development. 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: Gabbie Foster (02) 6207 6803 gabbie.foster@act.gov.au

Tourism, Events and Sport

Exhibition Park Corporation

Receptionist Camping Office

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 30703)

Gazetted: 01 May 2014

Closing Date: 15 May 2014

Details: Exhibition Park is a Territory owned national exhibition centre that hosts a variety of indoor and outdoor events. The venue is approximately 8km from the Canberra CBD. It is the largest multi-purpose events complex in the ACT and is home to over 300 events each year including large functions, trade shows, exhibitions, conferences, product launches, festivals, a range of recreational activities and a low cost accommodation camp ground for campers and caravaners visiting Canberra.

Eligibility/Other Requirements: Driver's licence essential.

Notes: This is a temporary position available for six months. Expressions of interest are sought from potential candidates to fill to the role of Receptionist/Admin Officer in the Camping Office and should include a supporting statement addressing the selection criteria of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Matthew Sutherland (02) 6207 4007 matthew.sutherland@act.gov.au

Tourism Events and Sport

Exhibition Park Corporation

Operations Assistant

Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 30696)

Gazetted: 05 May 2014

Closing Date: 19 May 2014

Details: Exhibition Park is a Territory owned national exhibition centre that hosts a variety of indoor and outdoor events. The venue is approximately 8km from the Canberra CBD. It is the largest multi-purpose events complex in the ACT and is home to over 300 events each year including large functions, trade shows, exhibitions, conferences, product launches, festivals, a range of recreational activities and a low cost accommodation camp ground for campers and caravaners visiting Canberra. Expressions of interest are sought from potential candidates to fill the role of Operations Assistant to provide assistance to the Operations Manager in all aspect of venue management.

Eligibility/Other Requirements: Driver's licence essential.

Notes: This is a six month temporary position available for immediate filling with the possibility of extension. Applicants should include a supporting statement addressing the Selection Criteria of no

more than two pages and include the contact details of at least two referees and a current Curriculum Vitae.

Contact Officer: Matthew Sutherland (02) 6202 4007 matthew.sutherland@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**

Strategy and Coordination

Governance and Assurance

Media and Communications

Strategic Communications Manager

Senior Officer Grade A \$123,208, Canberra (PN: 24217)

Gazetted: 02 May 2014

Closing Date: 9 May 2014

Details: Applications are sought from a dynamic, high performing person to join the Strategy and Coordination Division. The person will provide high level communication advice to the senior executive team and manage a key strategic branding project. The successful applicant will also have sound knowledge and understanding of public relations, media, marketing and promotion, information management and communication issues and their application in the public service environment.

Note: This is a temporary position available for a period of six months with the possibility of extension and/or permanent filling from this process.

Contact Officer: Joanne Garrisson (02) 6205 9329 joanne.garrisson@act.gov.au

Education Strategy

Student Engagement

Administration Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 00389)

Gazetted: 01 May 2014

Closing Date: 15 May 2014

Details: An exciting opportunity exists for a highly skilled administration officer to work as part of a busy and dynamic team. The position supports the Student Engagement Branch through excellent data entry and analysis skills on a range of database. The successful applicant will have highly developed verbal and written communication skills and will provide a high level of customer service and problem solving to Directorate staff, schools, families and other government agencies. The successful applicant will provide secretariat and records management support to staff members of the Student Engagement Branch.

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

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

Contact Officer: Kim Bryant (02) 6205 9383 kim.bryant@act.gov.au

Office for Schools

South Canberra/Weston Network

Telopea Park School

Classroom Teacher of German

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 08982)

Gazetted: 07 May 2014

Closing Date: 14 May 2014

Details: Telopea Park School is a bi-national K-10 school of 1200 students. This position is for a Teacher of German, Years 7-10, with an deep understanding of the International Baccalureate's Middle Years Programme, the Australian Curriculum as well as the French National Curriculum. This Teacher must have demonstrated expertise as a member of a multicultural school.

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

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

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

Contact Officer: Michele McLoughlin (02) 6205 0278 michele.mcloughlin@ed.act.edu.au

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

Environment and Sustainable Development

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

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

Corporate

Finance

Chief Finance Officer

Executive Level 1.2 \$189,672 to \$199,846 depending on current superannuation arrangements, Canberra (PN: E563)

Gazetted: 06 May 2014

Closing Date: 20 May 2014

Details: The Environment and Sustainable Development Directorate (ESDD) is responsible for developing and implementing sustainability policies and programs, including those relating to climate change, energy, nature conservation, environment protection, construction services, transport planning, heritage and water. The Directorate is also responsible for spatial planning, planning approvals, sustainable urban design and administers the Territory Plan. Under the restructure of ESDD which is currently underway, the Chief Finance Officer will report to the Executive Director, Regulation and Services.

Eligibility/Other Requirements: Applicants should be able to demonstrate leadership in strategic finance and inter-governmental relations. Experience in dealing with an extensive range of financial management, policy, people management, government, the wider community and business is essential.

Remuneration: The position attracts a remuneration package ranging from \$189,672 to \$199,846, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$150,729.

Contract: The successful applicant will be engaged under a performance based contract for up to 12 months. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: John Meyer (02) 6207 2644 john.meyer@act.gov.au

Regulation and Services

Environment Protection and Water Regulation

Environment Protection

Environment Protection Officer

Technical Officer Level 3 \$61,148 - \$69,377, Canberra (PN: 26736)

Gazetted: 07 May 2014

Closing Date: 21 May 2014

Details: Environment Protection is responsible for a range of environmental protection issues including air and water quality, hazardous materials, contaminated sites, environmental noise. Key roles of the position are to carry out inspections to ensure compliance with environment protection legislation, implement environmental education strategies to encourage the adoption of best environmental practice and provide technical advice on pollution mitigation measures.

Eligibility/Other Requirements: Relevant technical training or experience. Current driver's licence.

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

Contact Officer: Rodney Dix (02) 6207 2586 rodney.dix@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 Health, Justice Health, Alcohol and Drug Services

Business Support Mental Health

Operational Director - Adult Mental Health Services

Senior Officer Grade A \$123,208, Canberra (PN: 21281)

Gazetted: 08 May 2014

Closing Date: 22 May 2014

Details: This opportunity would suit a talented and highly skilled and consultative leader. The applicant should have a comprehensive understanding of mental health care, public health issues and legislative underpinnings of service delivery to adult mental health consumers and their families/carers

Eligibility/Other Requirements: Tertiary qualifications in health or a related discipline are essential.

Postgraduate qualifications in management field are highly 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: Katrina Bracher (02) 6205 1313

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Cancer Nursing

Nurse Care Coordinator

Registered Nurse Level 3.1 \$92,529 - \$96,337, Canberra (PN: 24911)

Gazetted: 08 May 2014

Closing Date: 15 May 2014

Details: Applications are being sought from dynamic Registered Nurses who have highly developed interpersonal skills and experience in Oncology, Radiation Nursing to fill the role of the Gynaecological and CNS, Brain Cancer Nurse Care Coordinator (NCC). Applicants will be required to work autonomously

and be able to demonstrate clinical teaching and a sound knowledge of adult learning principles to support clients and families.

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

Notes: This is a temporary position available 30 May 2014 to 27 May 2015. 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 Spencer (02) 6244 2302

**Strategy and Corporate
Performance Information
Business Intelligence Unit
Analyst**

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 32653)

Gazetted: 08 May 2014

Closing Date: 22 May 2014

Details: An exciting opportunity exists for a suitably skilled applicant to join the newly established Business Intelligence Unit for Canberra Hospital and Health Services. The role will require in-depth analysis of operational performance to assist in informing business decision and improve patient flow, patient care, and efficiency in the delivery of health services.

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: Andrew Bailey (02) 6207 2129

**Canberra Hospital and Health Services
Medicine
Resources**

Registered Nurse - Respiratory and Sleep Medicine

Registered Nurse Level 2 \$80,707 - \$85,540, Canberra (PN: 22515)

Gazetted: 08 May 2014

Closing Date: 15 May 2014

Details: An exciting opportunity exists for an enthusiastic and suitably qualified Registered Nurse to work in the ACT Health Department of Respiratory and Sleep Medicine. Our service delivery is at the Canberra Hospital and provides nursing services to both inpatient and outpatients for TB case management, TB employment screening, smoking cessation, asthma education, supporting the Medical Officers clinic's, allergy skin testing and sleep medicine.

Eligibility/Other Requirements: Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Authority (AHPRA). It is desirable that the applicant holds an immunisation certificate or is working towards relevant tertiary qualifications. Current driver's licence.

Note: This is temporary part-time position for six months, eight days per fortnight with the possibility of extension. The clinic hours are 8:30am to 5:00pm. The possibility of job sharing will be considered also.

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 submit a current Curriculum Vitae listing names and numbers of two professional referees. Selection may be based on written application and referee report only.

Contact Officer: Wendy Mossman (02) 6244 2066

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: 08 May 2014

Closing Date: 15 May 2014

Details: The Department of Respiratory and Sleep Medicine 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 significant knowledge in the area of respiratory physiology and measurement and has the ability to oversee quality assurance programs. 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). Significant previous experience working in respiratory physiology measurement. Professional credential as a Certified Respiratory Function Scientist from the Australian and New Zealand Society of Respiratory Science 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: 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

Strategy and Corporate

Business and Infrastructure

Security and Emergency Preparation

Fire Safety Transport Coordinator

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 12817)

Gazetted: 08 May 2014

Closing Date: 15 May 2014

Details: The Client Services Security and Emergency section is responsible for provision of a range of services to ACT Health, including fire and emergency awareness training and response, fire safety reviews and evacuation diagrams, parking and fleet services, security guarding services and access control, switchboard services, mail services, residential accommodation management and oversight of volunteer programs. Reporting to the Fire Safety and Transport Manager this position is responsible for facilitation of Fire and Emergency Awareness training, management of the day-to-day operational activities of ACT Health parking operations, as well providing support to all Health Directorate sites in the capacity of Deputy Chief Warden. Applicants who have experience in fire safety training facilitation and parking management are encouraged to apply.

Eligibility/Other Requirements: Formal qualifications in workplace training and assessment and fire and emergency training is required, or the ability to obtain these qualifications. Experience in health care specific Fire Safety Management training and/or have equivalent training/experience in another field. Qualifications or ability to obtain Certificate IV level or equivalent, in workplace training and assessment. Qualifications or ability to obtain Health Care Industry-Fire Safety Management-Level 2 Fire Safety Officer qualifications.

Note: To complete your application you must prepare responses to the Selection Criteria together with a current Curriculum Vitae and written referee reports as a document to be uploaded and included with your application. Applicants may be assessed based on written application and referee reports only. The successful applicant will be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Michael Warylo (02) 6244 2114

Canberra Hospital and Health Services

Surgery and Oral Health

Dental Health Program

Titanium Project Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 32441)

Gazetted: 08 May 2014

Closing Date: 15 May 2014

Details: The Dental Health Program is seeking a suitably skilled person to fill the temporary position of Titanium Project Officer. The occupant of this position works closely with the Dental Health Program Information Manager to assist in the coordination of the upgrade of the Titanium data base and implementation of new additional modules. The occupant of the position will provide training sessions to both clinical and non clinical staff as well as produce and present documentation on the project as requested. The occupant conducts testing of the new modules prior to the programs acceptance and release into the production system as well as providing support to the Information Managers role. The position occupant gathers feedback from all users to ensure the needs of the program are being met as well as providing leadership to the Dental Health Programs Titanium project group and coordination of its meetings.

Eligibility/Other Requirements: Knowledge of Dental item numbers and medical terminology is highly desirable.

Note: This is a temporary position available from 1 July 2014 until 30 June 2015. 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: Karen MacDonald (02) 6205 1088

Strategy and Corporate

General Practice

Academic Unit of General Practice

Personal Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 28535)

Gazetted: 08 May 2014

Closing Date: 15 May 2014

Details: The Academic Unit of General Practice is seeking to employ a Personal Assistant to the Professor of General Practice. The successful applicant will possess a high level of administrative, analytical and communication skills. He or she will be a team player and will be prepared to support others in the team as well as the Professor. This is an extremely varied role but the main purpose will be to provide executive support to the Professor of General Practice which includes: diary management; correspondence; minute taking; travel arrangements; preparing draft reports and reception support.

Eligibility/Other Requirements: Administrative and secretarial skills of a high order. High level keyboard and document production skills.

Note: Selection for this position may be based on written application and referee reports only. The successful applicant may be required to be registered under the *Working with Vulnerable People*

(Background Checking) Act 2011. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.
Contact Officer: Kym Batt (02) 6244 4953

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
ACT Wide Mental Health Services
Social Worker, Occupational Therapist or Psychologist
Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 25974)

Gazetted: 08 May 2014

Closing Date: 22 May 2014

Details: A temporary vacancy exists at the Brian Hennessy Rehabilitation Centre (BHRC) for a Health Professional Level 2 (HP2) Social Worker, Occupational Therapist or Psychologist. BHRC is a 30 bed rehabilitation unit that provides Recovery Focused care for people within a subacute mental health setting.

Eligibility/Other Requirements: Tertiary qualification in Social Work and eligibility for full membership of the appropriate professional organisation. Registered with the Australian Health Practitioner Regulation Agency (AHPRA) unconditionally as either a Generalist or Clinical Psychologist; a Bachelor of Occupational Therapy; or a tertiary qualification in Social Work.

Note: This is a temporary position available until 1 September 2014. 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: Kerin O'Brien (02) 6205 1222

Canberra Hospital and Health Services
Women, Youth and Children
Paediatrics
Personal Assistant
Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 19752)

Gazetted: 08 May 2014

Closing Date: 15 May 2014

Details: An exciting opportunity exists for a dynamic and motivated person interested in the position of Personal Assistant (PA) to Staff Specialists within the Paediatrics Department. This position provides high level support to several Paediatricians within The Canberra Hospital, as well as general office support to the Office Manager and clinical staff. Applicants should have excellent communication skills, ability to prioritise workloads, provide secretariat support to a number of committees, provide support to medical staff, travel booking, conferences and meetings and coordinate the fluent administration of the Department of Paediatrics by coordinating all leave and personnel documentation and storage.

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: Tarryn Guinard (02) 6174 7491

Canberra Hospital and Health Services
Women, Youth and Children
Women and Children Hospital Operational
Genetics Administrative Officer
Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 25972)

Gazetted: 08 May 2014

Closing Date: 15 May 2014

Details: An exciting opportunity exists for dynamic and motivated person interested in the position of Genetics Administrative Officer within the Women, Youth and Children Outpatient Administration Team. The successful applicant will be enthusiastic, have excellent interpersonal and customer service skills. The position provides administrative and general office support to the ACT Genetics Service with duties including booking appointments, referral management, screening telephone calls, filing and data entry. Applicants will need to have excellent communication, organisational and time management skills with and an ability to liaise effectively with staff at all levels. A high level of knowledge and demonstrated ability in the use of health based IT systems including ACTPAS is required. This role requires demonstrated ability to ensure high quality customer service standards and to support and provide assistance to the Women, Youth and Children's Management team as necessary.

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: Maneesha Bhosale (02) 6174 7677

**Canberra Hospital and Health Services
Cancer, Ambulatory and Community Health
Enrolled Nurse**

Enrolled Nurse Level 1 \$52,710 - \$56,316, Canberra (PN: 20704)

Gazetted: 08 May 2014

Closing Date: 22 May 2014

Details: We have an Enrolled Nurse Level 1 permanent, full-time vacancy, to fill within the Central Outpatient Departments. This is an area that offers challenges and opportunity. Central Outpatients provides a supportive, nurturing and learning environment to enable EN's to deliver high quality care. If you are motivated, able to demonstrate well-developed interpersonal skills and have an ability to work collaboratively within a multidisciplinary team, this is an opportunity not to be missed. Training and development of skills specific to this role will be provided to the successful applicant.

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

Note: This position is Monday to Friday with all weekends and public holidays off. 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 attach referee reports with your application.

Contact Officer: Irene Upton (02) 6244 4019

**Canberra Hospital and Health Services
Clinical Support Services**

Director Acute Support Service

Graduate Program 2014 - Health Professional Level 1

Health Professional Level 1 \$50,899 - \$65,424, Canberra (PN: 29727)

Gazetted: 08 May 2014

Closing Date: 29 May 2014

Details: A number of new graduate rotational Health Professional Level 1 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 ACT registration.

Note: There are several positions which are temporary for 6 or 12 months. Positions offered at 6 months may be extended. Graduates will commence on the 8 September 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: Lisa Gilmore (02) 6244 2154 lisa.gilmore@act.gov.au

Canberra Hospital and Health Services

Capital Region Cancer Service

Cancer Stream Administration

Administration Support Officer

Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 16211)

Gazetted: 08 May 2014

Closing Date: 15 May 2014

Details: A full-time permanent vacancy exists for a motivated Administration Support Officer to work within the Outpatient Services. This position will provide reception support including: scheduling, booking, billing, phone duties and coordination of medical records to ensure the provision of a high quality customer/patient service.

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: Kali Aiesi (02) 6244 2394

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

Office of Regulatory Services

Registrations and Fair Trading

Compliance

Investigator

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 33914)

Gazetted: 02 May 2014

Closing Date: 9 May 2014

Details: Under limited direction of the Senior Investigator: Perform the functions of an authorised person or Investigator under relevant legislation as appointed or delegated. Participate in compliance activities, conduct investigations and provide advice to clients and stakeholders in accordance with relevant legislation. Prepare reports and correspondence related to applications for licences, registrations and permits administered by the office, including advice to clients where applications are refused, participating as a member of a team in more complex matters. Assist senior members with other work in the Unit to ensure the objectives of the Unit are achieved. Contribute to efficient work practices and sound corporate governance and work as part of a team. Ability to undertake shiftwork as required or as directed. Undertake responsibilities as a receiver of public monies in accordance with the *Financial Management Act 1996* and Director-General's Financial Instructions. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Current drivers licence. Ability to undertake shiftwork as required or as directed.

Notes: This is a temporary position available for 6 months, with the possibility of extension.
Contact Officer: Wendy Maree Harrison (02) 6205 0894 wendymaree.harrison@act.gov.au

Emergency Services Agency

ACT Ambulance Service

Quality Safety and Risk Management

Call Taker Quality Assurance Officer

Ambulance Support Officer 4 \$61,148 - \$69,377, Canberra (PN: 31490)

Gazetted: 07 May 2014

Closing Date: 14 May 2014

Details: Expressions of Interest are sought from suitably experienced and qualified individuals who may be interested in a Call Taker Quality Assurance officer position. This position, initially established for a period of up to 12 months, to develop and implement a Call Taker Quality Assurance Program, has been extended for a further period of up to 12 months.

Eligibility/Other Requirements: Professional experience and expertise. Use workplace communication strategies and write workplace materials. Undertake audit, research and analysis. Work effectively in the organisation. Work effectively with diversity, uphold the values and principles of the public service and contribute to workplace safety. Highly Desirable: Certificate III in Ambulance Communications (Call Taking) - minimum of six months operational experience post qualification. Certificate IV Frontline Management or equivalent, or preparedness to work towards same within 12 months.

Notes: This is a temporary position available for a period of 12 months with the possibility of permanency. 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: Carol Brook (02) 6205 0734 carol.brook@act.gov.au

ACT Law Courts and Tribunal Administration

Registry

Various

Senior Support Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 42001, several)

Gazetted: 02 May 2014

Closing Date: 9 May 2014

Details: The ACT Law Courts and Tribunal Administration is seeking applications from individuals who are interested in working as part of a team within the registry. Responsibilities will involve assisting team leaders, processing documentation, liaising with clients and exercising the statutory appointment of a Deputy Registrar as required. The successful person for this position should have a flexible and helpful approach, be able to work under pressure, meet deadlines and have well developed computer skills.

Note: Applicants for advertised position 44446, several will be considered for this position and need not reapply. This position is a generic position and successful applicants may be placed in any vacant Senior Support Officer position, and may be rotated through the business unit. This process may be used to permanently or temporarily fill other positions at level over the next 12 months.

Contact Officer: Alex Redmond (02) 6207 0020 alex.redmond@act.gov.au

ACT Government Solicitor

Executive

Office Assistant

Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 32519)

Gazetted: 06 May 2014

Closing Date: 20 May 2014

Details: ACT Government Solicitor (ACTGS) is seeking the services of an Office Assistant to provide general administrative support within the Executive section. The Office Assistant has an integral role as the first point of contact for the ACTGS in the provision of efficient and effective customer service. Under general direction, the successful applicant will assist in the management of the telephone switchboard, maintain and order office stationery, maintain and monitor the performance of office machines and equipment, undertake deliveries to the Courts, undertake accurate data entry, provide administrative support to the Executive team and undertake other administrative duties as directed. Eligibility/Other Requirements: Excellent communication skills are essential. Well developed keyboard skills with accurate data entry ability and knowledge of computer applications is desired. Previous experience in switchboard operation is preferred.

Notes: This is a temporary position available for an initial 6 month period. An order of merit may be established from this recruitment process for possible future permanent vacancies at level.

Contact Officer: Courtney Black (02) 6205 3734 courtney.black@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

Directorate Services

Human Resources

Director, Human Resources

Executive Level 1.3 \$205,030 to \$216,153 depending on current superannuation arrangements, Canberra (PN: E605, expected vacancy)

Gazetted: 07 May 2014

Closing Date: 21 May 2014

Details: The Territory and Municipal Services Directorate is seeking an experienced executive to lead the Human Resource function. The Director, Human Resources (HR) reports to the Executive Director, Directorate Services Division. The HR branch consists of three teams which provide HR advice, strategy and support services to the Directorate, executive and senior managers in the functions of employee relations, organisational development and work safety. The Director Human Resources is a key position within the Directorate and plays a major role in initiating, developing and guiding HR initiatives to support the Directorate's strategic focus. This includes leading innovative policies, programs and practices to ensure the most effective use of the people capability to deliver sustainable performance. The position works in partnership with staff and other government agencies to deliver the Directorate's key government outcomes. The position has significant contact with the Executive Leadership Team and other Directorate Executives. This requires a high degree of sensitivity and confidentiality, as well as a flexible approach to meeting tight deadlines. The position requires effective relationships with employee representatives and union officials.

Notes: This is an expected vacancy. Remuneration: The position attracts a remuneration package ranging from \$205,030 to \$216,153, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$164,787. Contract: The successful applicant will be engaged under a performance based contract for up to five (5) years. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Kim Smith (02) 6207 5819 kim.smith@act.gov.au

Roads and Public Transport

Public Transport

Network Planning and Development

NXTBUS Administrator

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 31383)

Gazetted: 01 May 2014

Closing Date: 15 May 2014

Details: The Public Transport branch are seeking an experienced systems administrator to be responsible for maintaining the NXTBUS real time passenger information system. The successful candidate will be responsible for administration of files and data provided by the network scheduling and planning team.

Eligibility/Other Requirements: An understanding of the NXTBUS system is desirable.

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

Contact Officer: Ian McGlinn (02) 6207 8567 ian.mcglinn@act.gov.au

Directorate Services Division

Governance

Policy and Planning

Manager, Planning and Coordination

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 13802, expected vacancy)

Gazetted: 01 May 2014

Closing Date: 15 May 2014

Details: Territory and Municipal Services Directorate is seeking a motivated and dynamic manager with proven skills and experience in strategy formulation, business analysis and liaison.

Notes: This expected vacancy is available for temporary filling until June 2015 with the possibility of permanency from this process. This position is being re-advertised and previous applicants need not re-apply and will be considered. Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Contact Officer: Sue Reif (02) 6207 5769 sue.reif@act.gov.au

Roads and Public Transport

Public Transport

Network Planning and Development

Manager, NXTBUS

Senior Information Technology Officer Grade B \$106,086 - \$119,426, Canberra (PN: 19738)

Gazetted: 02 May 2014

Closing Date: 16 May 2014

Details: The Public Transport branch are seeking an experienced person to manage contracts and agreements regarding the NXTBUS real time passenger information system. The successful candidate will also be responsible for managing the system to ensure the software and hardware currency.

Eligibility/Other Requirements: Formal qualifications and/or extensive experience in a relevant field. An understanding of the NXTBUS system is desirable.

Note: This is a temporary position available for a period of 12 months.

Contact Officer: Ian McGlinn (02) 6207 8567 ian.mcglinn@act.gov.au

Canberra Connect

Shopfront Services

Training Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 14431)

Gazetted: 06 May 2014

Closing Date: 13 May 2014

Details: Applicants are sought from suitably experienced and motivated individuals to fill the role of Training Officer in the Canberra Connect Shopfront Services team. The Training Officer is responsible for: preparing and delivering training programs; liaising with training providers and participants; developing and maintaining a training calendar and database; evaluating and continuously improving on-the-job training programs in a geographically diverse environment; working together with Canberra Connect business units and others to identify and deliver training needs; interpreting and deciphering business rules into useable working procedures and training materials; and preparation of training schedules, materials, program assessments and related documents.

Eligibility/Other Requirements: Applicants should have a thorough knowledge of Canberra Connect shopfront operations

Notes: This is a temporary vacancy for up to three months commencing in May 2014 with possibility of extension to 30 June 2015 and/or permanency from this process.

Contact Officer: Jennie Gannon (02) 6207 5137 jennie.gannon@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

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

Catherine Law 835-66201, Section 68(1), 17 March 2014

Commerce and Works

Senior Officer Grade A \$123,208

Robert Leach 843-99986, Section 68(1), 7 May 2014

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

Jenna McVeigh 827-23324, Section 68(1), 2 May 2014

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

Cecilia Ridgley 835-95600, Section 68(1), 29 April 2014

Community Services

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

Niroshini Perera 835-96582, Section 68(1), 5 May 2014

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

Alison Trehwella 836-08010, Section 68(1), 2 May 2014

Economic Development

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

Vicki Hagen 843-99601, Section 68(1), 1 May 2014

Education and Training

School Assistant 2/3 \$39,431 - \$48,474

Nicola Toms 835-79272, Section 68(1), 30 April 2014

Environment and Sustainable Development

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

Kristina Buljan 836-11498, Section 68(1), 8 May 2014

Health

Enrolled Nurse Level 1 \$52,710 - \$56,316

Rachel Anne Coleman 836-15288, Section 68(1), 5 May 2014

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

Elizabeth Dalla-Pozza 842-89525, Section 68(1), 8 May 2014

Registered Nurse Level 3.1 \$92,529 - \$96,337

Sophie Davis 843-98457, Section 68(1), 5 May 2014

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

Mark Debeljakovic 843-99943, Section 68(1), 5 May 2014

Registered Nurse Level 3.1 \$92,529 - \$96,337

Vicki Fletcher 839-27521, Section 68(1), 5 May 2014

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

Timothy Garrett 843-99492, Section 68(1), 5 May 2014

Senior Officer Grade A \$123,208

Matthew Michael Goldrick 829-69359, Section 68(1), 6 May 2014

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

Catherine Gray 836-13768, Section 68(1), 5 May 2014

Registered Nurse Level 3.1 \$92,529 - \$96,337

Leah Griffiths 840-51867, Section 68(1), 5 May 2014

Registered Nurse Level 3.1 \$92,529 - \$96,337

Lisa Gunn 843-98465, Section 68(1), 5 May 2014

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

Kym Ireland 836-55837, Section 68(1), 5 May 2014

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

Nagappan Karupiah 843-99839, Section 68(1), 5 May 2014

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

Daniel Lalor 836-11092, Section 68(1), 5 May 2014

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

Shantelle Mullen 838-53550, Section 68(1), 1 May 2014

Registered Nurse Level 3.1 \$92,529 - \$96,337

Carolyn Plevey 836-53962, Section 68(1), 5 May 2014

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

Nigel Smith 813-85810, Section 68(1), 5 May 2014

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

Erin Smyth 838-54369, Section 68(1), 5 May 2014

Health Service Officer Level 4 \$43,599 - \$45,346

Stephen Williams 839-26035, Section 68(1), 1 May 2014

Registered Nurse Level 3.1 \$92,529 - \$96,337

Angela Woods 843-98908, Section 68(1), 5 May 2014

Registered Nurse Level 2 \$80,707 - \$85,540

Rebecca Wiggles 839-24717, Section 68(1), 8 May 2014

Justice and Community Safety

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

David Masula 843-99572, Section 68(1), 20 May 2014

TRANSFERS

Community Services

Jessica Ross: 821- 08145

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

To: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)
Community Services, Canberra (PN. 33737) (Gazetted 5 March 2014)

Health

Alice Chambers: 771-96355

From: Registered Nurse Level 2 \$80,707 - \$85,540
Health

To: Registered Nurse Level 2 \$80,707 - \$85,540
Health, Canberra (PN. 22278) (Gazetted 27 February 2014)

Julia Heffernan: 817-48298

From: Registered Nurse Level 3.1 \$92,529
Health
To: Registered Nurse Level 3.1 \$92,529 - \$96,337
Health, Canberra (PN. 22600) (Gazetted 6 February 2014)

Territory and Municipal Services

Julie Anne Mylchreest: 835-92389

From: Senior Officer Grade C \$89,786 - \$96,809
Economic Development
To: Senior Officer Grade C \$89,786 - \$96,809
Territory and Municipal Services, Canberra (PN. 31926) (Gazetted 6 February 2014)

PROMOTIONS

Canberra Institute of Technology

**Brand and Business Development
Marketing**

Rebecca Sporcic: 817-4560

From: Public Affairs Officer 2 \$73,865 - \$83,937
Canberra Institute of Technology
To: †Public Affairs Officer 3 \$94,353 - \$111,570
Canberra Institute of Technology, Canberra (PN. 33768) (Gazetted 20 March 2014)

Commerce and Works

**Revenue Management
Compliance**

Brett Jackson: 820-70570

From: Administrative Services Officer Class 4 \$58,870 - \$63,917
Commerce and Works
To: Administrative Services Officer Class 5 \$65,660 - \$69,623
Commerce and Works, Canberra (PN. 55540) (Gazetted 18 March 2014)

**Shared Services
Executive**

Dayna Shore: 827-17231

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. 32457) (Gazetted 8 January 2014)

Education and Training

Education Strategy

Learning and Teaching

Curriculum

Josephine Mary Andersen: 713-19879

From: School Leader C \$104,319

Education and Training

To: †School Leader B \$121,464

Education and Training, Canberra (PN. 04089) (Gazetted 7 March 2014)

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

Education Strategy

Student Engagement

Disability Education

Catherine Axelby: 787-52333

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

Education and Training

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

Education and Training, Canberra (PN. 33682) (Gazetted 26 February 2014)

Health

Canberra Hospital and Health Services

Clinical Support Services

Clinical Engineering

Nathan Lloyd: 762-88055

From: Health Service Officer Level 4 \$43,599 - \$45,346

Health

To: Technical Officer Level 3 \$61,148 - \$69,377

Health, Canberra (PN. 21318) (Gazetted 20 March 2014)

Director General Reports

Office of Director General

Canberra Hospital Foundation

Louise McDonald: 823-62151

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

Health

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

Health, Canberra (PN. 33196) (Gazetted 17 April 2014)

Territory and Municipal Services

Directorate Services

Canberra Connect

Customer Services Integration

Jamie Andrew Regan: 827-37443

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

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 21691) (Gazetted 17 February 2014)

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