

ACT Government Gazette

Gazetted Notices for the week beginning 09 May 2013

EXECUTIVE NOTICES

Education and Training

Variation – Transfer

<u>Jayne Johnston</u> – Executive Director, Tertiary and International Education (E606) Section 80A(1)(a) of the Public Sector Management Act 1994

Variation – Assignment

Michael Bateman – Director, Office of Schools (E196) Section 80A(1)(b) of the Public Sector Management Act 1994

Environment and Sustainable Development

Engagement

Erin Brady – Executive Director, City Planning (E706) Section 72 of the Public Sector Management Act 1994

Territory and Municipal Services

Variation – Assignment

Susan Morrell – Deputy Director-General (E588) Section 80A(1)(b) of the Public Sector Management Act 1994

VACANCIES

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 Executive Team Education Services - Academic General Manager Academic and Learner Services Senior Educational Project Officer \$148,416, Canberra (PN: 32241) Gazetted: 09 May 2013 Closing Date: 27 May 2013 Details: The Canberra Institute of Technology (CIT) is a public institution and is the leading vocational education provider in the Australian Capital region. The General Manager Academic and Learner Services reports to the Deputy Chief Executive (Academic) and provides strategic leadership to achieve key educational objectives. The position is accountable for leading and integrating education quality and innovation in all parts of CIT's delivery programs. The incumbent is a member of CIT's boards: the Board of Management, the Academic Board and the Finance and Performance Board. The position is the interface with Australian Skills Quality Agency (ASQA) and Tertiary Education Quality Skills Authority (TEQSA) ensuring CIT meets the National VET Regulator standards, complies as a Registered Training Organisation (RTO) and Higher Education Provider, and meets requirements in the international student domain such as complying with the *ESOS Act*. The position interacts with the ACT Education and Training Directorate in particular in matters relating to the national partnerships and apprentice and traineeship performance and provides overall leadership to CIT's educational leaders in key performance areas to ensure consistent quality outcomes and high levels of student and employer satisfaction. The position is a member of CIT's Executive and contributes in a team environment with the Chief Executive, Deputy Chief Executive, Chief Operating Officer and Executive Director Governance and Executive Services along with CIT's Directors of teaching and learning and corporate and human resources services. The incumbent is responsible for the suite of student and employer services and support and has a series of direct reports in this domain as well as Quality and Performance.

Eligibility/Other Requirements: All Senior Education Project Officers are expected to hold: a Training and Assessment Certificate IV level (such as a TAE4110 or equivalent); and an Advanced Diploma in Adult Education (or equivalent). It is highly desirable that all Senior Educational Project Officers hold a minimum of: a Bachelor degree in Education, Management or a relevant industry specialisation.

Notes: This is a temporary position available for a period of three years.

Contact Officer: Jenny Dodd (02) 6207 4955 jenny.dodd@cit.edu.au

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

Centres CIT Corporate Services Banner Team Centre Director Senior Officer Grade A \$123,208, Canberra (PN: 14857) Gazetted: 14 May 2013 Closing Date: 28 May 2013 Details: Applicants are sought for an enthusiastic Manager, with proven expertise in leading a multi faceted

finance team who has excellent communication skills. This position requires you to work with stakeholders across the institute and manage the provision of financial services in a vocational education and training setting. Contact Officer: Shane Kay (02) 6207 3114 shane.kay@cit.edu.au

Commerce and Works

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

Corporate and Governance Communications Business and Website Administrator Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 01747) Gazetted: 14 May 2013 Closing Date: 21 May 2013 Details: The successful applicant will be responsible for managing tender advertising and communication, and website publishing for Shared Services Procurement. They will also support other business tools, processes and projects as required. Contact Officer: Tania Navarro (02) 6205 4560 tania.navarro@act.gov.au

Shared Services ICT Customer Relations Health ICT Enterprise Systems Administration and Development Officer Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 19767) Gazetted: 10 May 2013 Closing Date: 28 May 2013 Details: This role will provide system administration support for the Health ACT Enterprise Information Management System (ACTHEIM). The successful candidate will manage and support the daily tasks required to ensure the system runs efficiently and effectively and will assist with the implementation of ACTHEIM upgrades, service releases and enhancements.

Eligibility/Other Requirements: Qualifications in Information Technology, computer science or a related discipline, qualifications or knowledge of ITIL are desirable. Educational and professional qualifications checks may be undertaken prior to employment.

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

Contact Officer: Steven Do-Quang (02) 6207 6446 Mick Hassan (02) 6205 0208 steven.do-quang@act.gov.au mick.hassan@act.gov.au

Shared Services Business Services Innovation and Planning Office Innovation Support Officer Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 32139) Gazetted: 09 May 2013 Closing Date: 28 May 2013 Details: We are looking for a highly organised and enthusiastic individual to support the Innovation and Planning Office. The successful candidate will be required to undertake analysis and research and manage and moderate the operation of the online innovation capture tool. Notes: Selection may be based on application and referee reports. Contact Officer: Chris Tully (02) 6207 9678 chris.tully@act.gov.au

Shared Services Business Services Strategic HR Project Officer-HR Reporting Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 32176) Gazetted: 13 May 2013 Closing Date: 27 May 2013 Details: The successful applicant will be required to collate, analyse, and prepare reports on HR and workforce planning information, including exit surveys, workforce metrics and monthly and annual reporting. Work collaboratively across businesses to gather, analyse, and report on Learning and Development activities and investment across the division. Contact Officer: Louise Fitzgerald (02) 6207 6198 louise.fitzgerald@act.gov.au

Community Services

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

Office for Children, Youth and Family Support Policy, Data and Research Child Protection Policy Senior Policy Officer Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 11515) Gazetted: 15 May 2013 Closing Date: 22 May 2013 Details: Applications are invited for the above position, in Policy, Data and Research, Office for Children, Youth and Family Support (OCYFS). We are seeking a person who has demonstrated experience in providing policy and project advice to the Executive and Senior Management. The successful applicant will be required to contribute to strategic activities and projects relating to the provision of child protection services in the ACT. This position operates within a fast paced environment, focused on delivering outcomes for children, young people and their families.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field and experience in child protection, or the ability to quickly acquire this knowledge highly desirable.

Notes: Selection may be based on application and referee reports only. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. *For further information on Working With Vulnerable people registration refer to* -

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

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

Office for Children, Youth and Family Support Youth Services Branch Youth Justice Case Management Assistant Manager Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 16901, several) Gazetted: 10 May 2013 Closing Date: 28 May 2013

Details: The position contributes to management and leadership of Youth Justice Case Management and entails the supervision of a team of case managers who deliver quality assessments and supervision to a caseload of children and young people subject to criminal justice orders, both in the community and in custody. The area works with young people and their significant others in accordance with relevant legislative frameworks, including the *Children and Young People Act 2008* and other relevant legislation regulating Court and criminal justice procedures within the ACT. Your work will also promote the core values outlined in the Blueprint for Youth Justice in the ACT 2012-22, including community safety; early intervention and diversionary practice; evidence-based practice; family engagement; and the promotion of young peoples' best interests.

Eligibility/Other Requirements: Relevant tertiary qualifications are 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. Current driver's licence.

Notes: There is one permanent position and one temporary position available for ten months with the possibility of an extension. A merit list will be compiled that may be used to fill any future vacancies at level that may arise. Contact Officer: Ronia McDade (02) 6205 0416 ronia.mcdade@act.gov.au

Therapy ACT Occupational Therapist Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 11108, several) Gazetted: 15 May 2013 Closing Date: 28 May 2013

Details: Therapy ACT provides a range of multidisciplinary therapy and support services for children, adolescents and adults with delays in development and developmental disabilities. Services are provided through age-based teams in a range of community settings. The successful Occupational Therapist will provide supervision to staff, assess, plan, implement and evaluate individual and group programs and provide services to promote functional independence through equipment prescription and home modifications.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Occupational Therapy. Current Registration as an Occupational Therapist with AHPRA and eligibility for Membership with Australian Occupational Therapy Association. Current driver's licence essential.

Notes: There are several temporary and possibly permanent positions both part-time and full-time hours. Contact Officer: Ruth van Ierschot (02) 6205 1251 ruth.vanierschot@act.gov.au

Housing and Community Services Housing ACT Social Housing and Homelessness Services

Senior Policy Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 18197)

Gazetted: 10 May 2013 Closing Date: 17 May 2013

Details: Social Housing and Homelessness Services plays a pivotal role in ensuring that people who are homeless or at risk of homelessness in the Canberra community have access to high quality support services that will assist in breaking cycles of disadvantage and homelessness. Social Housing and Homelessness Services is responsible for policy, planning, research and the management of service delivery agreements in relation to a broad range of community services. The Senior Policy Officer position will be responsible for a small portfolio of service agreements as well as related sector development and policy advice.

Eligibility/Other Requirements: Tertiary qualifications in a related discipline and/or community sector experience highly desirable though not essential.

Notes: This is a temporary position available until January 2014. This is a temporary position available until January 2014. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 pages outlining experience and/or ability against the Selection Criteria, contact details of at least two referees and a current curriculum vitae. The successful applicant may be selected upon application only. Contact Officer: Michelle Anderson (02) 6205 3305 michelle.anderson@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.

Office for Children, Youth and Family Support Youth Services Branch

Youth Services Branch

Youth Justice Case Management After Hours Bail Support Worker

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 25211, several)

Gazetted: 09 May 2013

Closing Date: 28 May 2013

Details: Youth Justice Case Management is responsible for the supervision of young people on court orders, the preparation of reports for the ACT Courts and case management of young people in Bimberi Youth Justice Centre. Permanent part-time vacancies for individuals to work in the After Hours Bail Support Service have become available. The After Hours Bail Support Service provides support and assistance to young people already on bail, young people who have been charged with new offences and are being assessed for suitability for Police bail and young people who are on other Community Based Orders through the Courts. These positions require the individual to be available on a roster system and operates every day of the year. We are seeking people who have experience working with young people. Individuals who have an understanding of the court, police systems and processes will be considered favourably although this is not essential. A knowledge of the youth sector and services available for young people would also be an advantage. Due to the unusual requirement of these positions potential applicants are strongly encouraged to make enquiries with the Contact Officer to obtain further details.

Eligibility/Other Requirements: Degree in Social Work, Social Science, Social Welfare, Psychology or related discipline and/or relevant experience 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: <u>www.legislation.act.gov.au/a/2011-44/default.asp</u> and <u>http://www.ors.act.gov.au/community/working with vulnerable people</u> Current driver's licence.

Notes: These positions maybe filled based on written applications and referee reports only. These are permanent part-time position available at 45 hours per fortnight.

Contact Officer: Donna Irvine (02) 6207 0577 donna.irvine@act.gov.au

Therapy ACT Occupational Therapist Health Professional Level 1/2 \$50,899 - \$75,477, Canberra (PN: 27495, several) Gazetted: 14 May 2013 Closing Date: 4 June 2013 Details: Therapy ACT provides a range of multidisciplinary therapy and support services for children, adolescents and adults with delays in development and developmental disabilities. Services are provided though age based teams in a range of community settings. The successful Occupational Therapist will assess, plan, implement and evaluate individual and group programs and provide services to promote independence through equipment prescription and home modifications. Therapy ACT is committed to providing the best service possible and supports staff in professional development to achieve this.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Occupational Therapy. Current Registration as an Occupational Therapist with AHPRA and eligibility for Membership with Australian Occupational Therapy Association. Current driver's licence essential.

Notes: There are several Occupational Therapy positions available both temporary and possibly permanent, working both full-time and part-time hours. Positions will be filled at either the Health Professional 1 or Health Professional 2 level dependant on the qualifications and experience of the successful applicants. Contact Officer: Ruth van Ierschot (02) 6205 1251 ruth.vanierschot@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 Psychologist Professional Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 32271) Gazetted: 09 May 2013 Closing Date: 16 May 2013

Details: Sport and Recreation Services is seeking an enthusiastic and dynamic person to join our ACT Academy of Sport (ACTAS) team. The Psychologist will report to the Senior Psychologist and work alongside other service providers to deliver services which enhance the performance and well being of athletes and coaches. The position will provide psychological services in the Daily Training Environment (DTE) for ACT based athletes and coaches. Eligibility/Other Requirements: Post-graduate qualification in Psychology. Registration as a Psychologist with the Australian Psychology Board. Experience working within a multidisciplinary performance team environment to achieve high performance sport outcomes. A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required.

Note: This is a part-time temporary position available at 19 hours week, until 30 June 2014.

Contact Officer: Sarah Jack (02) 6207 4404 sarah.jack@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.

Policy and Governance Ministerial Cabinet and Policy Ministerial Assembly and Cabinet Coordination Ministerial, Assembly and Cabinet Coordination Officer Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 32262) Gazetted: 10 May 2013 Closing Date: 24 May 2013 Details: This position will provide a range of Ministerial, Assembly and Cabinet support for EDD and the Land

Development Agency. The successful applicant will be responsible for registering, tracking and managing incoming and outgoing ministerial correspondence and briefs, as well as monitoring the quality of output. The position will work closely with the Office of the Director-General/Chief Executive Officer.

Notes: This is a temporary position which will be initially filled for a six month period, with the possibility of extension.

Contact Officer: Dorena Morris (02) 6205 2701 dorena.morris@act.gov.au

Tourism, Events and Sport ACTourism Marketing Administration Assistant Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 43143) Gazetted: 15 May 2013

Closing Date: 29 May 2013

Details: The primary objective of the role is to provide administration assistance to the Marketing Unit as required. This includes but is not limited to administering invoices, coordinating Marketing Unit meetings, providing support for functions, assisting with travel and accommodation bookings and assisting with marketing campaign initiatives. Contact Officer: Kelly Ryan (02) 6205 6001 kelly.ryan@act.gov.au

Tourism, Events and Sport ACTourism Marketing Administration Assistant Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 43143) Gazetted: 09 May 2013 Closing Date: 16 May 2013 Details: The primary objective of the role is to provide administration assistance to the Marketing Unit as required. This includes but is not limited to administering invoices, coordinating Marketing Unit meetings, providing support for functions, assisting with travel and accommodation bookings and assisting with marketing campaign initiatives. Note: This is a temporary position available asap until 30 June 2013.

Contact Officer: Kelly Ryan (02) 6205 6001 kelly.ryan@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

Tertiary Education and Performance Office of the Board of Senior Secondary Studies Assistant Technical Advisor School Leader C \$100,271, Canberra (PN: 31807) Gazetted: 09 May 2013 Closing Date: 16 May 2013

Details: As a member of the Executive Team, contribute to the development and achievement of the section's goals and the implementation of the section plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full Teaching Registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). IT qualifications and/or experience with IT, VET and the ACS database are highly desirable.

Notes: This is an office based teaching position and school stand-down periods do not apply.

Contact Officer: Lyn Mernagh (02) 6205 7174 lyn.mernagh@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.

Tertiary Education and Performance Training and Tertiary Education Skills Reform Liaison Development Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 31371)

Gazetted: 14 May 2013

Closing Date: 28 May 2013

Details: The Training and Tertiary Education branch are seeking a Liaison Development Officer to work within our Skills Reform Team. The successful applicant will support the branch in the development of a communications framework to underpin and promote local and national Skills Reform initiatives in Vocational Education and Training (VET), assist with designing publications and providing high-level administrative and clerical support, including the preparation of correspondence and reports.

Notes: This is a temporary position available until 31 December 2013. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. *For further information on Working With Vulnerable people registration refer to -*

<u>http://www.ors.act.gov.au/community/working_with_vulnerable_people.</u> Contact Officer: Natascha Schwartz (02) 6207 6048 natascha.schwartz@act.gov.au

Office for Schools South Weston Network CCCares at Canberra College Administrative Officer for CCCares Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 32194) Gazetted: 09 May 2013 Closing Date: 23 May 2013 Details: CCCares at the Canberra College is seeking applications from enthusiastic Administration Officers. The successful candidate will provide administrative support to the Student Transport Program and clients of the Canberra College CCCares, Mums n Bubs program. Duties will also include supporting with MAZE and BSSS Certification processes, as well as liaising with community agencies and other government departments. Eligibility/Other Requirements: Desirable: Possession of a Driver Instructor Certification or willingness to obtain. Essential: First aid qualifications or willingness to undertake appropriate training. Notes: This is a temporary position available until 31 October 2013 with the possibility of permanency from this process.

Contact Officer: Jan Marshall (02) 6205 6787 jan.marshall@ed.act.edu.au

Tertiary Education and Performance Training and Tertiary Education Training and Skills Development Administrative Officer Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 02379) Gazetted: 09 May 2013 Closing Date: 23 May 2013

Details: Training and Tertiary Education is seeking an suitable candidate to join a team providing operational, administrative and technical support to a number of Vocational Education and Training (VET) programs including the daily management of Australian Apprenticeships Training Contracts and VET program payments to Registered Training Organisations (RTOs). The successful candidate will have demonstrated strong oral communications and interpersonal skills, demonstrated ability to accurately and efficiently use a range of business technologies and the ability to work under pressure, meet deadlines and consistently provide excellent customer service. Note: This is a temporary position available until 31 January 2014 with possibility of extension. Contact Officer: Leisa Hopper (02) 6205 8424 Leisa.Hopper@act.gov.au

<u>Health</u>

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

Director General Reports

Office of Director General Communications Senior Manager Communications and Marketing Senior Officer Grade A \$123,208, Canberra (PN: 42286) Gazetted: 16 May 2013

Closing Date: 30 May 2013

Details: The Health Directorate is seeking an enthusiastic, experienced and qualified person to be the Senior Manager, Communications and Marketing. This position is responsible for providing high level, strategic and timely advice to the Director-General and Health Directorate Executives on media, marketing and communications issues. The Communications and Marketing Unit plays a critical role in promoting the services of the Health Directorate to maximise the community's understanding of the health care system. It provides advice on communication strategies and assists with publications, consultation and information campaigns. The successful applicant will possess high level communication and interpersonal skills with a proven ability to manage relationships with the media and internal and external stakeholders.

Eligibility/Other Requirements: Completion of appropriate tertiary level studies, and/or appropriate experience as a graded journalist or in public relations or other relevant experience in the marketing and communications fields in a government environment.

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: Peggy Brown (02) 6205 0823 peggy.brown@act.gov.au

Canberra Hospital and Health Services Surgery and Oral Health Operating Room Perioperative Resource Manager Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 21661) Gazetted: 16 May 2013

Closing Date: 30 May 2013

Details: Perioperative Services at The Canberra Hospital is seeking a dynamic Registered Nurse to join our team as the Resource Manager. The Perioperative Resource Manager is responsible for the coordination and management of material resources which includes the procurement of consumables, implants and equipment require for daily operations.

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

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People* (*Background Checking*) *Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Contact Officer: Kerri Reeves (02) 6244 2765

Strategy and Corporate Business and Infrastructure Infrastructure Support Workshop Manager Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 23481) Gazetted: 16 May 2013 Closing Date: 23 May 2013 Details: Manager with Trade background required to look after the day to day operation of several trade groups located at the Canberra Hospital. Eligibility/Other Requirements: Recognised tertiary technical qualifications or relevant experience in a large health

care organisation. Eligibility for admission to the Institute of Hospital Engineers is desirable.

Note: This is a temporary position available from 25 June 2013 until 24 June 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: Bernie Wall (02) 6244 2407

Strategy and Corporate Service and Capital Plan Health Infrastructure Program Safety Advisor Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 31270) Gazetted: 16 May 2013

Closing Date: 30 May 2013

Details: The ACT Government has embarked upon a program to overhaul and expand all aspects of the ACT Health Directorate systems as part of the single largest capital works project undertaken in the ACT Government's history. The enhancements to the health system in both building and clinical systems are in excess of \$1billion. The Health Infrastructure Program (HIP) involves integrating state-of-the-art information and e-health technologies; change management; and significant capital works – much of which will be based at Canberra Hospital. The role of the Health Infrastructure Program (HIP) Safety Advisor is to manage safety on nominated Health Directorate Construction sites in conjunction with Health Redevelopment Unit (RDU) and Shared Services Procurement (SSP) Project Officers. Specifically it is expected that the HIP Safety Advisor will assist project delivery teams to ensure project deliverables are achieved in accordance with best practice site safety policy, with reference to client time, quality and scope requirements. The successful applicant will need to show extensive experience in the management, implementation and monitoring of safety procedures for complex building projects and an ability to interpret and assess a multitude of safety documentation including Safe Work Method Statements and Plans. Eligibility/other requirements: Formal qualifications in construction safety. Tertiary education in safety (Advanced Diploma or higher), investigation methodologies (e.g. Taproot, ICAM), Safety Management Auditing (AS4801) are highly desirable.

Note: This is a temporary position available until 30 June 2016. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011.* To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Jon Barnes (02) 6174 8005

Canberra Hospital and Health Services Medicine Infectious Diseases Sexual Health Nurse Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 12612) Gazetted: 16 May 2013

Closing Date: 23 May 2013

Details: An exciting opportunity is now available for an experienced and motivated Registered Nurse to work with the Canberra Sexual Health Centre (CSHC) team. 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.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Authority (AHPRA). Holds or is progressing towards qualification in Sexual and Reproductive Health Nursing Certificate. A minimum of three years recent full-time equivalent clinical experience. Current driver's licence.

Note: Selection may be based on application and referee reports alone. Applicants are requested to submit their applications in writing. Please submit your application in support of the selection criteria along with a cover letter, current CV and details of two professional referees. A merit list will be compiled to appoint to any similar vacancies at level (temporary or permanent) in the next 12 months. Part-time hours will be considered. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011.* To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Rendry Del Rosario (02) 6244 3758

Canberra Hospital and Health Services Operational Support

Acute Support Cardio Respiratory Physiotherapist Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 28777)

Gazetted: 16 May 2013 Closing Date: 23 May 2013

Details: An exciting opportunity exists for a permanent full-time Cardio Respiratory Physiotherapist to join the dynamic Acute Support Physiotherapy Department based at the Canberra Hospital. The successful applicant will provide high quality direct patient care to cardio respiratory patients in specialty units and/or general medical and surgical areas of the Canberra Hospital. Previous experience in intensive care and high dependency units is highly desirable.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy or equivalent qualifications. Eligible for AHPRA Physiotherapy Registration.

Note: This position may be required to participate in overtime, on call, and/or rotation roster. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. This process may be used for expected additional upcoming temporary vacancies. Contact Officer: Lisa Gilmore (02) 6244 2154

Strategy and Corporate **Business and Infrastructure Strategic Support Business and Infrastructure Executive Coordinator, Planning and Reporting** Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 10949) Gazetted: 16 May 2013 Closing Date: 23 May 2013 Details: Business and Infrastructure is seeking an enthusiastic and interested team member to work with all

Business and Infrastructure Business Units to provide the leadership, coordination and project support necessary to achieve the branches governance and reporting obligations.

Eligibility/Other Requirements: Graduate qualifications or studying toward highly 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: Rosemary Kennedy (02) 6205 0606

Strategy and Corporate **Business and Infrastructure** Strategic Support Infrastructure Support **Acute Scheduler** Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 25230) Gazetted: 16 May 2013 Closing Date: 23 May 2013

Details: Repairs and Maintenance Planning/Scheduler with proven experience in Mainet or similar works scheduling software that can work in a team environment covering trade and clerical fields.

Eligibility/Other Requirements: Demonstrated current experience in computer systems and business administration roles - particularly the development and integration of business based computer systems. Some technical of mechanical, electrical, plumbing and building maintenance systems and practices would be highly desirable.

Note: This is a temporary position available from July 2013 until 30 June 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: Bernie Wall (02) 6244 2407

Strategy and Corporate Business and Infrastructure Infrastructure Support Contracts, Lease and Sustainability Coordinator Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 23560) Gazetted: 16 May 2013 Closing Date: 23 May 2013 Details: A Contracts, Lease and Sustainability Coordinator with proven experience in a large organisation is required to develop, maintain and report on all contracts and leases managed by the Infrastructure Support Unit of the ACT Health Directorate. Eligibility/Other Requirements: Minimum of three years proven experience in Government Procurement and Contracting. 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. Previous applicants need not to reapply.

Contact Officer: Bernie Wall (02) 6244 2407

Canberra Hospital and Health Services Surgery and Oral Health Medical Imaging Radiographer Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 20603, several) Gazetted: 16 May 2013 Closing Date: 23 May 2012

Closing Date: 23 May 2013

Details: The successful applicant(s) will need to perform all aspects of general radiography while observing departmental protocols and radiation protection measures at all times. Participate in the more complex procedures with the approval and supervision of the Senior Health Professional Officer Grade 5 in the area. Eligibility/Other Requirements: Registration with the Medical Radiation Practice Board of Australia and possession of a Radiation Licence from the ACT Health Protection Service are mandatory.

Note: These positions involve on-call, weekend and out of hours work. An order of merit will be formed from this selection process and maybe utilised to fill any full-time/part-time, temporary positions (at level), which may occur within the following 12 months. Applicants must provide two written referee reports which address the selection criteria. Selection maybe based on application and referee comments only and interviews may not be held. Tertiary teaching hospital experience preferred. 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: Terry Rafferty (02) 6244 4462

Strategy and Corporate Business and Infrastructure Infrastructure Support Mechanical Trade Person Facilities Service Officer Level 7 \$52,078 - \$55,114, Canberra (PN: 21184) Gazetted: 16 May 2013 Closing Date: 23 May 2013 Details: Qualified Fitter/Machinist required to work in a small Mechanical Trade Team responsible for Mechanical Maintenance at the Canberra Hospital. Eligibility/Other Requirements: Fitter/Mechanic Trade Qualifications. Current driver's licence. Note: The successful applicant may be required to be registered under the *Working with Vulnerable People* (*Background Checking*) Act 2011. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Bernie Wall (02) 6244 2407

Canberra Hospital and Health Services

Medicine Cardiology Administrative Support Officer Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 29493) Gazetted: 16 May 2013

Closing Date: 23 May 2013

Details: The Directorate. The ACT Health Directorate vision is "Your health our priority", and our values are: Care; Excellence; Collaboration; and Integrity. We seek to demonstrate these values in the dealings with our consumers, partners, community and each other, and by doing so, aim to provide the best possible healthcare and health related services throughout all areas of the ACT Health Directorate and Canberra region. The ACT Health Directorate objectives are grouped under the following key performance areas: Consumer experience; Sustainability; Hospital and related care; Prevention; Social inclusion and Indigenous health; Community based health; and Aged care. The Department. The Cardiology Department is the tertiary diagnostic and therapeutic centre for acute and chronic cardiac diseases for the people of the ACT and surrounding NSW region. This position assists the Cardiac Technician's with inpatient referrals and data entry for outpatient services. The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, intelligence and common sense.

Eligibility/Other Requirements: Have a Medical Terminology Certificate or be willing to acquire one on the job. Notes: This is a temporary position available for a period of 12 months with the possibility of permanency from this process. Candidates are invited to submit an application against the selection criteria to a maximum of one page per criteria. Candidates are also required to submit current Curriculum Vitae and the contact details of two current referees. The selection may be based on 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: Daniel Ingram (02) 6244 2063

Strategy and Corporate Business and Infrastructure Security and Emergency Preparation Switchboard Operator Administrative Services Officer Class 2/3 \$46,372 - \$57,004, Canberra (PN: 21398, expected vacancy) Gazetted: 16 May 2013 Closing Date: 23 May 2013 Details: This position is responsible for providing excellent customer service by answering and transferring

Details: This position is responsible for providing excellent customer service by answering and transferring telephone callers to appropriate personnel and services within the Health Directorate, by operating communications equipment. The successful candidate will have excellent customer service skills and a positive approach to their work. This position is required to work flexible hours, including shift work, public holidays, weekend rosters and occasionally solo night shifts.

Eligibility/Other Requirements: Experience in the operation of a switchboard is highly desirable. Note: New employees commence as ASO Grade 2 then can apply to be assessed as competent to be paid as ASO Grade 3 after 12 months full-time equivalent employment. 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: Jacqueline Williams (02) 6244 2091

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

Victim Support ACT

Policy Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 31852)

Gazetted: 13 May 2013 Closing Date: 27 May 2013

Details: Victim Support ACT is seeking written applications addressing the selection criteria for the position of Policy Officer. The position is a permanent full-time position. Contact details of two referees and a current curriculum vitae must accompany the application.

Eligibility/Other Requirements: Experience in working with victims of crime and a thorough knowledge of the criminal justice system is highly desirable. A tertiary qualification in health or legal studies is also highly desirable. Contact Officer: John Hinchey (02) 6205 0399 john.hinchey@act.gov.au

ACT Government Solicitors

Executive

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 47888)

Gazetted: 13 May 2013

Closing Date: 20 May 2013

Details: The ACT Government Solicitor (ACTGS) is the principal legal service provider to the ACT Government and its agencies. ACTGS operates through two groups: Government Law and Litigation and Property and Commercial. The ACTGS is seeking highly motivated experienced individual interested in working in a busy legal environment. This position is within the Civil Litigation section. The successful applicant will be required to assist senior legal officers by providing a range of clerical and secretarial support services of a high level, which may include: minor investigations and legal research; preparation of briefs and other court documents. A knowledge of record keeping and general office administration skills with good word processing skills are required. This position may also be required to act as the supervisor of junior legal assistants and undertake section specific tasks. A sound knowledge of electronic information systems (preferably Open Practice and Lawdocs) would be an advantage. Eligibility/Other Requirements: Typing speed of 50 wpm and the ability to use a Dictaphone. Previous experience in a legal environment and/or secretarial position and experience in a supervisory role would be an advantage. Note: This is a temporary position available from 22 May 2013 to 23 June 2014. Contact Officer: Courtney Black (02) 6205 3734 courtney.black@act.gov.au

Office of the Legislative Assembly

Governance and Communications

Finance and Administration Projects Officer

Administrative Services Officer Class 5/6 \$65,660 - \$81,460, Canberra (PN: CORP411)

Gazetted: 09 May 2013

Closing Date: 16 May 2013

Details: To be successful in this role, you will be an experienced financial professional, with a degree in accounting or business, as well as demonstrated knowledge of financial management in a Local Government context. Note: This is a temporary position available asap until 31 July 2013.

Contact Officer: Melody Carr (02) 6205 0443 OLA Recruitment@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 Libraries ACT NBN Project Digital Support Officer Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 21985) Gazetted: 15 May 2013

Closing Date: 28 May 2013

Details: Are you self motivated? Do you keep up to date with new information and communication technologies? Are you organised and wish work in a busy face-to-face training environment? If so, then we would like to hear from you. You will be required to keep on top of day to day functions of the ACT Digital Hub such as coordinating bookings, scheduling appointments, administering and delivering group and one-on-one training. You will provide input into a range of training delivery and community engagement activities and other duties as required. We are looking for a strong team player who has initiative and can prioritise a busy workload.

Note: This is a temporary part-time position available from 1 June 2013 until 24 December 2013 with possibility of extension at 22 hours per week.

Contact Officer: Kate McAlister (02) 6205 0410 kate.mcalister@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

Calvary Health Care ACT (Public)

Registered Nurse Level 1 \$55,567 - \$75,084 Dalitso Makuwira 1612439, Section 68, 1 May 2013

Registered Nurse Level 1 \$55,567 - \$75,084 Annette Pocock 1612238, Section 68, 1 May 2013

Registered Nurse Level 1 \$55,567 - \$75,084 Myra Jacobs 1612438, Section 68, 21 May 2013

Health Services Officer Level 4 \$43,599 - \$45,346 Lachlan Sweeting Section 71(C), 9 May 2013

Health Services Officer Level 4 \$43,599 - \$45,346 Christopher Ashmore, Section 68, 2 May 2013

Registered Nurse Level 1 \$55,567 - \$75,084 Lesley Burrows 1612013, Section 68, 16 May 2013

Technical Officer Level 1 \$47, 953 - \$\$50, 376 Blair Glassson 1612390, Section 68, 6 May 2013

Health Professional Level 2 \$54, 414 - \$75,477 Jessica Reid 1612325, Section 68, 13 May 2013

Enrolled Nurse Level 1 \$50, 160 - \$54,667 Anna Searles 1611233, Section 68, 23 April 2013

Administrative Services Officer Level 6 \$70, 913 - \$81,460 Victoria Bindon 1611810, Section 68, 14 May 2013

Chief Minister and Treasury

Administrative Services Officer Class 3 \$52,818 - \$57,004 Daniel Ng 835-88208, Section 68(1), 13 May 2013

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

Sarah Rumball 835-79598, Section 68(1), 14 May 2013

Commerce and Works

Senior Officer Grade C \$89,786 - \$96,809 Carolyn May 835-94560, Section 68(1), 20 May 2013

Community Services

Health Professional Level 2 \$54,414 - \$75,477 Timothy Shields 835-71238, Section 68(1), 9 May 2013

Economic Development

Administrative Services Officer Class 6 \$70,913 - \$81,460 Jake Roarty 836-01417, Section 68(1), 6 May 2013

Education and Training

School Leader C \$100,271 Allyson Lynette Hodgson 835-38366, Section 68(1), 16 May 2013

Administrative Services Officer Class 4 \$58,870 - \$63,917 Daniela Wilsener 835-27261, Section 68(1), 7 May 2013

<u>Health</u>

Health Professional Level 4 \$89,786 - \$96,809 Linda Beckett 836-02516, Section 68(1), 13 May 2013

Health Professional Level 2 \$54,414 - \$75,477 Rachel Brimblecombe 836-02188, Section 68(1), 13 May 2013

Administrative Services Officer Class 2 \$46,372 - \$51,422 Wendy Hill 838-54588, Section 68(1), 7 May 2013

Specialist Level 1–5, \$147,465 - \$181,976 Dinuk Jayamanne 829-56486, Section 68(1), 16 May 2013

Registered Nurse Level 1 \$55,567 - \$75,084 Sheeba Kuruvila 825-49653, Section 68(1), 10 May 2013

Senior Specialist, \$199,231 Gregory McCarten 829-55985, Section 68(1),9 May 2013

Registered Nurse Level 1 \$55,567 - \$75,084 Michelle Raaschou 839-25657, Section 68(1), 7 May 2013

Health Professional Level 4 \$89,786 - \$96,809 Domenico Tripodi 829-69578, Section 68(1), 13 May 2013

Justice and Community Safety

Administrative Services Officer Class 3 \$52,818 - \$57,004 Meredith Leach 827-52520, Section 68(1), 14 May 2013

Territory and Municipal Services

Administrative Services Officer Class 3 \$52,818 - \$57,004 Gregory Newham 836-02022, Section 68(1), 29 April 2013

PROMOTIONS

Commerce and Works

Shared Services Procurement Goods and Services Moira Davis: 033-21010 From: Senior Officer Grade C \$89,786 - \$96,809 Commerce and Works To: †Senior Officer Grade B \$106,086 - \$119,426 Commerce and Works, Canberra (PN. 27554) (Gazetted 12 April 2012)

Shared Services Human Resources Payroll and Personnel Ula Martin: 609-24213 From: Senior Officer Grade B \$106,086 - \$119,426 Commerce and Works To: †Senior Officer Grade A \$123,208 Commerce and Works, Canberra (PN. 09751) (Gazetted 13 March 2013)

Shared Services Procurement Goods and Services Michael O'Donovan: 827- 49399 From: Senior Officer Grade C \$89,786 - \$96,809 Justice and Community Safety To: †Senior Officer Grade B \$106,086 - \$119,426 Commerce and Works, Canberra (PN. 32257) (Gazetted 12 April 2012)

Community Services

Policy and Organisational Service Governance, Advocacy and Community Policy Organisational Governance Julian Dennis: 827-30233 From: Administrative Services Officer Class 6 \$70,913 - \$81,460 Community Services To: Administrative Services Officer Class 6 \$70,913 - \$81,460 Community Services, Canberra (PN. 00935) (Gazetted 4 April 2013)

Education and Training

Learning, Teaching and Student Engagement Learning and Teaching Early Childhood Education Renee Berry: 777-85010 From: School Leader C \$100,271 Education and Training To: †School Leader B \$116,751 Education and Training, Canberra (PN. 31730) (Gazetted 19 March 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. Learning, Teaching and Student Engagement Learning and Teaching Quality Teaching and Contemporary Practice Shannon Carnovale: 778-96351 From: School Leader C \$100,271 Education and Training To: †School Leader B \$116,751 Education and Training, Canberra (PN. 02807) (Gazetted 19 March 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.

Learning, Teaching and Student Engagement Learning and Teaching Curriculum and Vocational Education in Schools Strategy Melissa Planten: 711-00818 From: School Leader C \$100,271 Education and Training To: †School Leader B \$116,751 Education and Training, Canberra (PN. 04045) (Gazetted 19 March 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.

<u>Health</u>

Canberra Hospital and Health Services Women, Youth and Childrens Paediatrics Chelsey Helliwell: 261-51149 From: Registered Nurse Level 2 \$78,157 - \$82,990 Health To: †Registered Nurse Level 3.1 \$89,834 - \$93,531 Health, Canberra (PN. 04735) (Gazetted 28 March 2013)

Canberra Hospital and Health Services Medicine Clinical Laura Kerr: 786-53204 From: Enrolled Nurse Level 1 \$50,160 - \$53,766 Health To: Enrolled Nurse Level 2 \$54,667 Health, Canberra (PN. 15910) (Gazetted 24 January 2013)

Canberra Hospital and Health Services Medicine Clinical Annette Ohlsen: 608-14444 From: Enrolled Nurse Level 1 \$50,160 - \$53,766 Health To: Enrolled Nurse Level 2 \$54,667 Health, Canberra (PN. 27339) (Gazetted 24 January 2013)

Territory and Municipal Services

Parks and City Services National Arboretum Canberra Leigh Daniel Taafe: 835-95467 From: Technical Officer Level 4 \$70,913 - \$81,460 Territory and Municipal Services To: †Senior Officer Grade C \$89,786 - \$96,809 Territory and Municipal Services, Canberra (PN. 30921) (Gazetted 17 December 2012)