



ACT Government Gazette

Gazetted Notices for the week beginning 01 November 2012

VACANCIES

Calvary Health Care ACT (Public)

Nursing and Midwifery

Nursing

Palliative Care

Registered Nurse Level 2 \$78,157-\$82,990, Canberra (PN: 8325)

Gazetted: 05 November 2012

Closing Date: 19 November 2012

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

Eligibility/Other Requirements: All applications must provide a response to the selection criteria.

Contact Officer: Lynne O'Callaghan (02) 6264 7300 lynne.o'callaghan@calvary-act.com.au

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

Nursing and Midwifery

Nursing

Palliative Care

Registered Nurse Level 2 \$78,157-\$82,990, Canberra (PN: 8125)

Gazetted: 05 November 2012

Closing Date: 19 November 2012

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

Eligibility/Other Requirements: All applications must provide a response to the selection criteria.

Contact Officer: Lynne O'Callaghan (02) 6264 7300 lynne.o'callaghan@calvary-act.com.au

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

Nursing and Midwifery

Post Anaesthetic Care Unit

Theatres

Clinical Development Nurse

Registered Nurse Level 2 \$78,157-\$82,990, Canberra (PN: 7512)

Gazetted: 02 November 2012

Closing Date: 16 November 2012

An opportunity exists for a Registered Nurse Level 2 Clinical Development Nurse in PACU within the Perioperative suite. In collaboration with the Perioperative educator you will be expected to: Provide professional leadership and excellence in the delivery of patient centred care to patients, utilising the nursing process whilst working within the prescribed legislation. Provide advanced guidance and direction in teaching, preceptorship, mentoring and coaching of staff to achieve a high standard of safe clinical practice. Act as a professional role model and resource person Assist in the quality review and management activities within the department. In support, we will provide you generous terms and conditions of employment, on-going professional development and the opportunity to excel. For selection documentation further information about Calvary Health Care ACT Visit our website at www.calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria.

Contact Officer: Debbie Dickinson (02) 6201 6892 debbie.dickinson@calvary-act.com.au

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

Nursing and Midwifery

Nursing

Palliative Care

Registered Nurse Level 1 \$55,567-\$75,084, Canberra (PN: 8170)

Gazetted: 05 November 2012

Closing Date: 19 November 2012

Registered Nurse Level 1 Part Time Permanent Position Clare Holland House provides specialist palliative care services to the ACT and the surrounding district. The service includes a 19 bed Inpatient Unit, and Home Based Palliative Care. Clare Holland House provides high quality, skilled and compassionate care to patients with an advancing illness who are no longer responding to curative treatment. Clare Holland House is looking for a Registered Nurse to assist the team in the Inpatient Unit. If you have tried other areas of nursing and found them different to what your original intent for becoming a nurse may have been, perhaps now is the time to try palliative care nursing. This is a growing specialty that really is patient and family focused a specialty where nursing makes a difference and caring for the whole person is the real goal. Clare Holland House offers a comprehensive 8 week orientation to palliative care and you will be mentored by an experienced RN. You will have access to a Palliative Care Educator who can support your learning and assist you with accessing ongoing learning at a post graduate level if you choose. You will also have support from senior nursing and medical staff including the Palliative Care Nurse Practitioner and the Calvary Centre for Palliative Care Research. At Clare Holland House, we have a highly motivated multidisciplinary team who genuinely care for one another as well as for the patients. Coming to work is a positive experience and laughter is commonly heard throughout the day. For selection documentation and further information about Calvary Health Care ACT visit our website at www.calvary-act.com.au.

Eligibility/Other Requirements: All applications must provide a response to the selection criteria.

Contact Officer: Lynne O'Callaghan (02) 6264 7300 lynne.o'callaghan@calvary-act.com.au

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

Allied Health

Occupational Therapy

Occupational Therapist

Health Professional Level 2 \$54,414-\$75,447, Canberra (PN: 8853)

Gazetted: 05 November 2012

Closing Date: 19 November 2012

The Occupational Therapy Department at Calvary Hospital, Canberra is looking for a new therapist to join us from January 2013 on a fulltime permanent contract. This is an exciting opportunity to work in a supportive team to accomplish great things. The HP1/2 position will rotate through the following clinical areas: medical, surgical, adult mental health, and aged care and rehabilitation. Further expansion of this rotation is planned to take place in 2013. New graduates are encouraged to apply. The Occupational Therapy Department provides fortnightly in-services and many varied training opportunities to assist in the development of all staff. A staff supervision program is in place and all staff complete an Annual Development Plan. We offer a very competitive salary, free uniforms, salary packaging, free parking, and the potential for on site accommodation. Successful interstate applicants can also be reimbursed for some of their relocation costs. If you are successful in your application, commencement dates are flexible. A copy of the application kit and selection documentation is available on our website: www.calvary-act.com.au or by phoning (02) 6201 6087.

Eligibility/Other Requirements: All applications must provide a response to the selection criteria.

Contact Officer: Michael Malcomess (02) 6201 6087 michael.malcomess@calvary-act.com.au

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

Medical

Senior Staff Specialist

Obstetrics and Gynaecology

Senior Staff Specialist Obstetrics and Gynaecology

Senior Staff Specialist \$147,465-\$199,231, Canberra (PN: 9618)

Gazetted: 06 November 2012

Closing Date: 20 November 2012

Senior Staff Specialist Obstetrics and Gynaecology. With the growth and demand on Obstetrics and Gynaecology in the territory, Calvary is seeking a Obstetrics and Gynaecology Staff Specialist to complement our facility. This position requires the successful application to manage, co-ordinate and assume professional responsibility for medical management of patients in the maternity unit as well as providing supervision and leadership for junior medical staff including provision of opportunities for the extension of their clinical knowledge and skills. You will maintain effective communication with patients and the relatives, hospital staff, medical colleagues and GPs. Calvary Health Care ACT provides excellent terms of employment including flexible working hours, competitive salary rates and allowances, generous salary-packaging provisions, and assistance with relocation making this an opportunity not to be missed. Calvary Health Care ACT provides acute medical care, with support from a busy Emergency Department, plus 24-hour ICU/CCU, anaesthetic, surgical and medical cover. Calvary is located close to the heart of the city, with quality schools, Universities, and excellent sporting and recreational facilities close to hand. Ski fields and the South Coast are in easy driving distance. For further enquires please contact Dr Allan Pelkowitz, Director

Medical Services on (02) 6201 6592 or by email at allan.pelkowitz@calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria.

Contact Officer: Dr Alan Pelkowitz (02) 6201 6592 allan.pelkowitz@calvary-act.com.au

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

Canberra Institute of Technology

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

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

Centres

CIT Health Community and Wellbeing

Community Work

Program Support Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 55019)

Gazetted: 02 November 2012

Closing Date: 16 November 2012

Details: As a member of the Community Work Vocational Education Team, the applicant will need to demonstrate knowledge of the vocational education sector and industry requirements. The position requires administrative experience in student recruitment and enrolment, liaising with industry representatives, monitoring of student/industry placements, keeping of accurate records and providing support for the functions of the Community Work Program area.

Eligibility/Other Requirements: Knowledge of educational programs in Community Sector. Experience in a vocational education setting. Well attested management/organisational skills would be an advantage. Current driver's licence.

Contact Officer: Helga Rosenthal (02) 6207 3339 helga.rosenthal@cit.edu.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

Early Intervention and Prevention Services

Child and Family Centre

Child and Family Worker

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 19727, several)

Gazetted: 07 November 2012

Closing Date: 19 November 2012

Details: The Child and Family Centres are seeking motivated professionals to fill the positions of Child and Family Workers.

The position is responsible for providing support and services for children and families, including group programs. As part of an integrated team, the Child and Family Worker will identify, develop, implement and evaluate community development initiatives that work to strengthen the community to improve outcomes for children and families.

Eligibility/Other Requirements: Social work degree with full eligibility for membership of the Australian Association of Social Workers; Psychology degree, Early Childhood Education degree or related human services degree. At least two years experience working with children, youth and/or families in a social work/case management role. Current driver's licence is essential.

Note: This is a temporary fixed term position available until 30 June 2014. Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

Contact Officer: Moira Turnbull (02) 6205 2904 moira.turnbull@act.gov.au

Economic Development

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

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

Land Development

Estate Development

Gungahlin Unit

Project Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 45189)

Gazetted: 02 November 2012

Closing Date: 9 November 2012

Details: The Land Development Agency (LDA) develops major new suburbs and town centres and sells land on behalf of the ACT Government and is a highly motivated and responsive team dedicated to achieving new standards of innovation, excellence and value in urban design and sustainable development in Canberra. As an ACT Government agency, the LDA's first priority is the immediate and future benefit of Canberra and its residents. We are seeking highly motivated and experienced Project Officer to join our team.

Eligibility/Other Requirements: Relevant tertiary and/or professional qualifications are desirable.

Contact Officer: David Thornhill (02) 6207 7037 david.thornhill@act.gov.au

Education and Training

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

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

Office for Schools

Belconnen Network

Latham Primary School

Principal

School Leader A \$125,000 - \$153,964, Canberra (PN: 01780)

Gazetted: 06 November 2012

Closing Date: 20 November 2012

Details: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of 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).

Contact Officer: Anne Huard (02) 6205 5479 anne.huard@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 Schools

South/Weston Network

Narrabundah College

Faculty Head English/History/TOK

School Leader C \$100,271, Canberra (PN: 02677)

Gazetted: 06 November 2012

Closing Date: 20 November 2012

Details: As a member of the executive team, contribute to the development and achievement of whole school strategic goals and implement the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students, including IB.

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).

Contact Officer: Kerrie Grundy (02) 6205 6999 kerrie.grundy@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.

Corporate Services

Finance and Corporate Support

Corporate Support

Assistant Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 18717)

Gazetted: 02 November 2012

Closing Date: 16 November 2012

Details: The successful applicant will be responsible for the development and implementation of strategic policy, guidelines and advice for emergency management and protective security issues for the Directorate within the context of whole of government policies and procedures.

Eligibility/Other Requirements: The position requires qualifications and/or experience commensurate with the duties of the position, including strong representational, negotiation and liaison skills at Directorate level, supported by equally strong skills in the preparation of reports, briefings, ministerial replies and draft replies to senior management.

Notes: This is a temporary vacancy available asap until 28 October 2013, with the possibility of extension. This position is subject to a security clearance at a National Level. Security and/or Emergency Management qualifications would be an advantage.

Contact Officer: Wendy English (02) 6205 3599 wendy.english@act.gov.au

Office for Schools

South Weston Network

Canberra College

Finance Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 00129)

Gazetted: 07 November 2012

Closing Date: 21 November 2012

Details: Canberra College is seeking an enthusiastic Finance Officer. The successful applicant will manage the college's administrative and financial systems, providing financial advice where required. Supervise administrative staff, report and arrange building and other repairs ensuring compliance as required by Educational Policies. Maintain financial and front office administration using computerised systems including MAZE financial package.

Eligibility/Other Requirements: Desirable: First Aid qualifications, or willingness to undertake appropriate training if required.

Contact Officer: Roseanne Campion (02) 6205 6767 roseanne.campion@ed.act.edu.au

Corporate Services

Human Resources

Director's Office

Executive Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 00448, expected vacancy)

Gazetted: 07 November 2012

Closing Date: 21 November 2012

Details: The Executive Assistant will be responsible for: Providing high level executive support to the Director. Maintaining diary appointments and coordinate or prepare meeting papers. Preparing correspondence and assist in the preparation of reports as required and registering all incoming and outgoing correspondence, brief and documents, prioritise, record, file and distribute as necessary.

Eligibility/Other Requirements: Knowledge of the functions of the ACT Education and Training Directorate desirable.
Contact Officer: Coralie McAlister (02) 6205 9202 coralie.mcalister@act.gov.au

Office for Schools
Tuggeranong Network
Lanyon High School
Maths, Science and PE Teacher
Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 06895)

Gazetted: 02 November 2012
Closing Date: 16 November 2012

Details: We are looking for a teacher who is passionate about teaching and has the capacity to develop strong rapport with colleagues. This position is for a teacher of Year 7 and 8 Maths and Science and Year 9 and 10 Physical Education. Lanyon High School, established in 1996, is situated at the southern end of the Tuggeranong Valley in Canberra and is a member of the Lanyon Cluster of Schools. It caters for students in years 7 to 10 and has an enrolment in 2012 of 535 students. The foundation of our curriculum is a strong focus on literacy and numeracy in all areas of the curriculum and through academic subjects including English, Mathematics, Science, History, Geography and Business Studies. Students can study Japanese and a wide range of electives, including the Arts, Hospitality, Outdoor Education, Information Communication Technologies, Multimedia, Horticulture and Sustainability.

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: This is a temporary position available from the 27 January 2013 until 26 January 2014.

Contact Officer: Bill Thompson (02) 6205 7676 bill.thompson@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.

Office for Schools
Tuggeranong Network
Lanyon High School
Textiles and Visual Arts
Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 06930)

Gazetted: 02 November 2012
Closing Date: 16 November 2012

Details: We are looking for a teacher who is passionate about teaching and has the capacity to develop strong rapport with colleagues. This position is for a teacher of Year 7 to 10 Textiles and Visual Arts. Lanyon High School, established in 1996, is situated at the southern end of the Tuggeranong Valley in Canberra and is a member of the Lanyon Cluster of Schools. It caters for students in years 7 to 10 and has an enrolment in 2012 of 535 students. The foundation of our curriculum is a strong focus on literacy and numeracy in all areas of the curriculum and through academic subjects including English, Mathematics, Science, History, Geography and Business Studies. Students can study Japanese and a wide range of electives, including the arts, hospitality, outdoor education, information communication technologies, multimedia, horticulture and sustainability.

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: This is a temporary position from 27 January 2013 until 26 January 2014.

Contact Officer: Bill Thompson (02) 6205 7676 bill.thompson@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.

Office for Schools
Tuggeranong Network
Lanyon High School
Maths, Science and Physical Education
Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 06249)

Gazetted: 02 November 2012
Closing Date: 16 November 2012

Details: We are looking for a teacher who is passionate about teaching and has the capacity to develop strong rapport with colleagues. This position is for a teacher of Year 7 and 8 Maths and Science and Year 9 and 10 Physical Education. Lanyon High School, established in 1996, is situated at the southern end of the Tuggeranong Valley in Canberra and is a member of the Lanyon Cluster of Schools. It caters for students in years 7 to 10 and has an enrolment in 2012 of 535 students. The foundation of our curriculum is a strong focus on literacy and numeracy in all areas of the curriculum and through academic subjects including English, Mathematics, Science, History, Geography and Business Studies. Students can study Japanese and a wide range of electives, including the Arts, Hospitality, Outdoor Education, Information Communication Technologies, Multimedia, Horticulture and Sustainability.

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: This is a temporary position available from 27 January 2013 until 26 January 2014.

Contact Officer: Bill Thompson (02) 6205 7676 bill.thompson@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.

Corporate Services

Finance and Corporate Support

Corporate Support

Administration Officer

Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 15498)

Gazetted: 02 November 2012

Closing Date: 9 November 2012

Details: Corporate Support is seeking a highly motivated Administration Officer to join our dynamic team. The successful applicant will have a commitment to providing high level customer service and be the first point of contact at the reception desk at the Directorate's central office. This position also includes the provision of administrative support to the section, including records management and reception office duties.

Notes: This is a temporary vacancy available asap until 31 January 2014, with the possibility of extension.

Contact Officer: Alan Henderson (02) 6205 9316 alan.henderson@act.gov.au

Office for Schools

Gungahlin Network

Ngunnawal Primary School

School Administrative Assistant

School Assistant 2 \$39,431 - \$43,728, Canberra (PN: 32226)

Gazetted: 06 November 2012

Closing Date: 13 November 2012

Details: Ngunnawal Primary School is seeking a highly motivated and enthusiastic person to work as part of a collaborative team in the Front Office. The successful candidate will provide administrative and secretarial support to the Principal and staff throughout the school and under general direction assist with receipting of monies, filing, photocopying, reception duties and general computing tasks.

Eligibility/Other Requirements: Desirable: First Aid qualification, or willingness to undertake appropriate training.

Contact Officer: Linda Heath (02) 6205 8182 linda.heath@ed.act.edu.au

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

Regulation and Services

Construction Services

Construction Services Executive

Senior Policy Officer

Administrative Services Officer Class 6/Senior Officer Grade C \$70,913 - \$96,809, Canberra (PN: 15275)

Gazetted: 05 November 2012

Closing Date: 20 November 2012

Details: A unique opportunity exists for a suitably qualified or experienced person to join the Construction Service Branch to assist in undertaking the policy and legislative review of the building laws of the ACT. Experience in the review and development of policy and legislation and/or knowledge of building law is highly desirable. This position will be offered at either the Administrative Services Officer Grade 6 or Senior Officer Grade C level depending on skills and experience of the successful applicant.

Eligibility/Other Requirements: Qualifications or experience in administrative law, building and construction or policy development is desirable but not mandatory.

Notes: This is a temporary vacancy available until 31 December 2013. Interviews are expected to be held on Monday 3 December 2012.

Contact Officer: Vanessa Morris (02) 6205 9462 vanessax.morris@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.

Planning Delivery

Territory Plan Review and Implementation

Planning Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 15469, expected vacancy)

Gazetted: 05 November 2012

Closing Date: 12 November 2012

Details: The Territory Plan Review and Implementation Branch is seeking a motivated person with planning expertise to provide policy research and advice and, as part of a small team, prepare draft variations to the Territory Plan and related documents. The successful applicant will have excellent research skills, a sound understanding of the ACT or other planning system, and the ability to work effectively under limited supervision.

Eligibility/Other Requirements: A tertiary qualification in regional and urban planning, geography, architecture, social sciences or related disciplines and/or significant work experience in the urban planning or related field is highly desirable.

Notes: Selection may be made on application and referee reports only.

Contact Officer: Bruce Frazer (02) 6207 6121 bruce.frazer@act.gov.au

Health

Selection documentation for the following positions may be downloaded from

<http://www.health.act.gov.au/employment>.

Apply online at <http://www.health.act.gov.au/employment>

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Staff

Neurosurgeon

Staff Specialist Band 1-5 \$147,465-\$181,976 Senior Specialist \$199,231

Visiting Medical Officer - Negotiable, Canberra (PN: 31284)

Gazetted: 08 November 2012

Closing Date: 22 November 2012

A position is available at Canberra Hospital (TCH) for a Neurosurgeon to join the Department of Neurosurgery and to provide comprehensive services in Neurosurgery for patients in the ACT and surrounding NSW. An opportunity also exists for a concurrent academic appointment through the Australian National University (ANU). Experience, expertise and an interest in functional Neurosurgery (stereotactic lesioning and stimulation for movement disorders in particular), interventional Radiological management of cerebrovascular pathology, Neuro-endoscopy and Neuro-oncology is mandatory. The Neurosurgery Unit is a busy service and has access to excellent imaging and diagnostic facilities. The current service manages on average 900 patient separations per annum and is serviced by 1 Visiting Medical Officer and 2 senior staff specialists; the service is supported by 3 Neurosurgical Registrars (2 SET trainees and 1 non-accredited), office and data managers, state-of-the-art neurosurgical equipment (including a dedicated intra-operative MR suite) and a dedicated Neurosurgical ward (with specialised nursing staff/high dependency unit) There are plans (well under way) to develop benchmark clinical and academic Neurosurgical environments. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 Senior Specialist: \$199,231 Visiting Medical Officer: Negotiable Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-15% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$240,332 - \$318,730.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australasian College of Surgeons. Post Fellowship training / qualifications in functional Neurosurgery, interventional Neuro-radiology, Neuro-endoscopy and Neuro-oncology.

Contact Officer: Dr John Fuller, Clinical Director of Neurosurgery (02) 6282 7399

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Staff

Director of Pain Medicine

Staff Specialist Band 1-5 \$147,465-\$181,976 Senior Specialist \$199,231, Canberra (PN: 29779)

Gazetted: 08 November 2012

Closing Date: 22 November 2012

The Position: Applications are invited for the position of Director of Pain Medicine to join the Department of Anaesthesia and Pain Management at Canberra in the Australian Capital Territory. Applicants for this position should be qualified medical graduates with Fellowship of the Faculty of Pain Medicine, Australian and New Zealand College of Anaesthetists (FFPMANZCA) or equivalent. The position is a staff specialist tenured position. The Director position is for a period of three years in the first instance with the possibility of extension following mutual agreement. The Pain Management Unit is well established, serving the Territory and the surrounding region. It is a truly multidisciplinary team consisting of Doctors in Anaesthesia and Rehabilitation Medicine, of Psychologists, Physiotherapists, Occupational Therapists and well experienced and dedicated nursing staff. The opportunity for procedural work is available. There is an opportunity for staff specialists to work a day per week in the private system. The Pain Management Unit runs a range of multidisciplinary educational sessions as well as an established two-weeks pain management program. The Unit takes part in the undergraduate and postgraduate training program of the Australian National University and University of Canberra and is included in the training of anaesthetic registrars as part of the pain module. The preferred applicant will be expected to have a considerable clinical background and a commitment to management, clinical review and quality assurance, teaching, and research. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 Senior Specialist: \$199,231 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-15% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$240,332 - \$318,730.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency and Fellowship of the Faculty of Pain Medicine, Australian and New Zealand College of Anaesthetists (FFPMANZCA) or an equivalent higher specialist qualification.

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

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

Canberra Hospital and Health Services

Capital Region Cancer Services

Cancer Stream Administration

Director Community Health Centres

Senior Officer Grade A \$123,208, Canberra (PN: 30848)

Gazetted: 08 November 2012

Closing Date: 22 November 2012

Details: Applications are sought from suitable applicants for the permanent position of Director of Community Health Centres. The position is responsible for the day to day management of the Health Centres within the Health Directorate and leads the

administrative teams within these centres. The position is part of the executive team within Capital Region Cancer Service whilst working collaboratively across all divisions and clinical leads that provide services through the Community Health Centres. The successful applicant will be a key participant and leader in the development of models of care and commissioning of the Health Centre Infrastructure program that is currently underway.

Eligibility/Other Requirements: Clinical background in Medical, Nursing or Allied Health and current registration or eligible to be registered with AHPRA.

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

Contact Officer: Denise Lamb (02) 6244 2738 denise.lamb@act.gov.au

Strategy and Corporate

People, Strategy and Services

Health Workforce Australia

ACT Region Integrated Clinical Training Network Coordinator

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 24835)

Gazetted: 08 November 2012

Closing Date: 22 November 2012

Details: People Strategy and Services Branch is looking for an experienced project manager to coordinate a multitude of projects on behalf of the ACT Region Integrated Clinical Training Network (ICTN). The role provides an opportunity to work with regional education and health stakeholders to increase opportunities for clinical training for the Health Workforce of the future. The ICTN is a network of organisations including educational institutions and health providers set up under the auspices of Health Workforce Australia to improve clinical training and increase student training capacity within the ACT, Southern and Murrumbidgee regions of NSW.

Eligibility/Other Requirements: Tertiary qualifications and relevant experience are desirable.

Note: This is a temporary position initially available for a period of seven months with the possibility of extension. 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: Jennie Gordon (02) 6205 1425

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Allied Health

Occupational Therapy Clinical Specialist

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 20272)

Gazetted: 08 November 2012

Closing Date: 15 November 2012

Details: We have an exciting opportunity for a suitably qualified and experienced Senior Occupational Therapist to contribute to high quality evidence based care in the Occupational Therapy Services of the (Rehabilitation Aged and Community Care) Division. We are looking for a highly motivated senior clinician who can provide guidance and leadership in advancing clinical skills and knowledge to a large team of therapists and assistants who work across the RACC Division in various healthcare settings. This role supports experienced line managers to achieve effective and efficient patient centred assessment and intervention through coordination of a professional development program and development and contribution to service guidelines, procedures and policies. The successful applicant will continue the work initiated by the current occupant who will be taking maternity leave. This is a pilot position and the successful applicant will participate in an evaluation process.

Eligibility/ Other Requirements: A degree or diploma in Occupational Therapy, current registration with Occupational Therapy Board of Australia and current driver's licence.

Note: This is a temporary full-time vacancy available from mid December 2012 to August 2013. Part-time applications will be considered. This position may be required to participate in an overtime, on call, and/or rotation roster. Selection may be made based on written application and referee reports only. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Kerryn Moorhouse (02) 6205 1950 kerryn.moorhouse@act.gov.au or Helen Matthews (02) 6205 2163 helen.matthews@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Service

Justice Health

Justice Health Nurse

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 21573, several)

Gazetted: 08 November 2012

Closing Date: 22 November 2012

Details: Are you looking for a change and something very different? Are you looking for a job that gives you more variety and autonomy? The Justice Health Service is part of the Division of Mental Health, Justice Health and Alcohol and Drug services. Justice Health is currently responsible for the delivery of health care to youth people and adults in custody at the Alexander Maconochie Centre, Bimberi Youth Justice Centre, Symonston Periodic Detention Centre and the ACT Court Cells. Justice Health Service provides a very supportive work environment. Our nurses find working with people in custody challenging, very interesting and an extremely satisfying area of nursing.

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

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. There are several positions, with various working hours. Some require working a rotating roster (no night shift), Monday to Friday with shift work negotiable. Full-time and part-time positions will be considered. Positions also attract an environmental allowance and a paid meal break allowance.

Contact Officer: Margaret Huff (02) 62072841 margaret.huff@act.gov.au

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

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 21780)

Gazetted: 08 November 2012

Closing Date: 15 November 2012

Details: An opportunity exists within Child and Adolescent Mental Health (CAMHS) for a Health Professional Level 3 (HP3) to assist the Operational Director CAMHS in coordinating, implementing and evaluating a number of activities currently underway within the CAMHS Program. Experience in the delivery of mental health services for children and adolescents is essential. Also required for the position is the ability to work collaboratively with CAMHS clinical staff, stakeholder groups, consumers and carers. The position involves both the development and implementation of research/evaluation activities, data collection and report writing. The opportunity for continuing professional development and clinical supervision will be incorporated into the successful applicant's workplace activities.

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

Note: This is a part-time temporary position available until 28 June 2013 at 22:03 hours per week. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Wendy Preston (02) 6205 1472

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Allied Health
Senior Podiatrist**

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 20897)

Gazetted: 08 November 2012

Closing Date: 15 November 2012

Details: There is an exciting opportunity for a suitably qualified, Senior Podiatrist to join the Rehabilitation, Aged and Community Care (RACC) Podiatry Team. The RACC Community podiatrist's scope of practice includes screening and evaluation of risk, general podiatry treatment, nail surgery, biomechanical assessment and orthotic therapy, wound management and health promotion. The service provides clinics across the ACT at Dickson, Tuggeranong, Belconnen, Gungahlin and Phillip health centres. We are a friendly team with strong supportive links across our facilities and meet regularly to share knowledge and develop services via quality improvement activities. We are staffed with senior clinicians who provide a wealth of knowledge and expertise to foster professional development, peer support and excellent patient outcomes. This is a very exciting time to be working in the Health Directorate's RACC Division with the Health Implementation Program (HIP) well underway providing new health centre facilities, services and resources to meet the needs of the growing population in Canberra.

Eligibility/Other Requirements: Appropriate Degree or Diploma in Podiatry. Registration or eligible for registration with the Podiatry Board of Australia. Current driver's licence is desirable.

Note: This is a full-time position however part-time applications will be considered. 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: Kerryn Maher (02) 6205 1496

**Canberra Hospital and Health Services
Surgery and Oral Health
Surgical Administration
Booking Clerk**

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 28534)

Gazetted: 08 November 2012

Closing Date: 15 November 2012

Details: The successful applicant will be required to work effectively as both a team member of a diverse team and an individual in the Surgical Bookings Department. Duties would include maintenance of the Surgery waiting lists for the Canberra Hospital, co-ordinating theatre bookings and associated equipment requirements for individual surgical specialists and utilising policies, procedures and audit processes to ensure data integrity of ACTPAS and a provision of high quality customer service to patients and stakeholders who contact the Surgical Bookings Department is required.

Eligibility/Other Requirements: Sound communication skills, knowledge of Surgical Bookings processes and experience working with ACTPAS and Microsoft Office Suite would be advantageous.

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

Contact Officer: Nicole Burke (02) 6244 4175

**Canberra Hospital and Health Services
Capital Region Cancer Services
Cancer Stream Administration
Medical Transcriptionist**

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 16424)

Gazetted: 08 November 2012

Closing Date: 15 November 2012

Details: A full-time temporary vacancy exists for an experienced Medical Transcriptionist within Capital Region Cancer Services at the Canberra Hospital. The position will provide accurate medical correspondence for a number of clinical departments. The

successful applicant will have proficiency in progressing medical transcription for a number of clinical specialties, have exceptional attention to detail and enjoy working as part of a team.

Eligibility/Other Requirements: Medical terminology certificate, or equivalent, highly desirable. Knowledge of medical terminology will be considered an advantage.

Note: This is a temporary position available for a period of three months, with the possibility of extension. To complete your application you must prepare responses to the Selection Criteria as a document of no more than three pages to be uploaded and included with your application. Selection may be based on application and referee reports only.

Contact Officer: Stuart Couper (02) 6174 7162

**Canberra Hospital and Health Services
Women, Youth and Children
Children Youth and Women's Health Program
School Health Team
Enrolled Nurse Level 1 \$50,160 - \$53,766, Canberra (PN: 17721, several)**

Gazetted: 08 November 2012

Closing Date: 15 November 2012

Details: An opportunity exists for an Enrolled Nurse to work with the School Health Team for two years to deliver the school based vaccination program; including the HPV for boys catch up program during 2013 and 2014 and complete the kindergarten health check. This is a chance to work in a community setting in a variety of school locations during the year. The team is based in the Community Health building in Civic. There is the opportunity to purchase extra annual leave to take during school holidays if clinical requirements are met. Please call the contact officer if you have any questions.

Eligibility/Other Requirements: Registered as an Enrolled Nurse with the Australian Health Practitioner's Regulation Agency. Current driver's licence. Immunisation qualifications and recent clinical experience highly desirable.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. This is a temporary position from February 2013 to December 2014 and will be filled with either one full time or two part time Enrolled Nurses.

Contact Officer: Carolyn Thomas (02) 6205 1575 carolyn.thomas@act.gov.au

**Director General Reports
Population Health
Health Protection Service
Sterilisation Technician
Health Service Officer Level 3 \$42,160 - \$43,599, Canberra (PN: 23703)**

Gazetted: 08 November 2012

Closing Date: 15 November 2012

Details: The Sterilisation Technician is expected under limited supervision, to clean, operate maintain and/or sterilise laboratory equipment, glassware, bench tops and fittings. Prepare microbiological media, reagents and samples for analysis. The role involves working as part of a dynamic public health team and being responsive to community needs.

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

Contact Officer: Deborah Denehy (02) 6205 8707 deborah.denehy@act.gov.au

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

**Emergency Services
Executive
ACT Commissioner Emergency Services**

Executive Level 2.5 \$240,953 to \$254,789 depending on current superannuation arrangements, Canberra (PN: E481)

Gazetted: 02 November 2012

Closing Date: 16 November 2012

Details: The ACT Emergency Services Agency (ESA) is responsible for emergency management in the Australian Capital Territory (ACT). The ESA consists of four operational emergency services - ACT Ambulance Service; ACT Fire and Rescue; ACT Rural Fire Service and the ACT State Emergency Service. The Commissioner has statutory responsibility for the overall strategic direction and management of the ESA and has a lead role in emergencies requiring a significant and coordinated response. The Commissioner may be appointed as Emergency Controller under the *ACT Emergencies Act 2004*. Applications are invited from experienced individuals interested in this key senior role. The successful candidate will have extensive experience in the leadership of emergency management responses and operations and possess strong strategic acumen; sound understanding of the operations of Government and commitment to the delivery of high quality services to the community. The ESA is an agency of the Justice and Community Safety Directorate for administrative and financial management purposes. The Commissioner is accountable to the Director-General on financial management and administrative matters and forms an integral part of the Directorate's leadership team. The successful applicant will be engaged under a performance based contract for up to five years, until 2017. An attractive remuneration package ranging from \$240,953 to \$254,789 pa depending on current superannuation arrangements is available to the successful applicant.

Contact Officer: Kathy Leigh (02) 6207 0500 kathy.leigh@act.gov.au

**Office of Regulatory Services
WorkSafe ACT
Healthier Work**

**Workplace Health Promotion - Senior Project Officer
Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 27647)**

Gazetted: 01 November 2012
Closing Date: 15 November 2012

Details: Under the general direction of the Work Safety Commissioner, the occupant will assist ACT workplaces to implement health and wellbeing policies, programs that supports healthy life styles of ACT workers. The focus is on preventable risk factors for chronic disease, including physical activity, healthy eating, smoking reduction/cessation, reduction of harmful alcohol consumption, maintenance of healthy weight, and improved stress management. They will assist with the administration of staff and operational activities associated with delivery of the health and wellbeing program. Assist with the procurement process of the program including the delivery of the Financial Incentives scheme and ongoing support to targeted "high need" ACT Workplaces. Research, develop, prepare and maintain relevant resources and tools, e.g. a website, newsletters, a workplace health and wellbeing guide, that supports ACT workplaces to implement evidence-based health and wellbeing policies, programs. Identify "high need" industry groups within the ACT and provide targeted advice, financial incentives and ongoing support to ensure that evidence based workplace health and wellbeing policies, programs are implemented and maintained. Provide guidance and support to ACT workplaces to enable them to develop effective and sustainable health and wellbeing strategies. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Qualifications in public health, health promotion, occupational health and safety, business or education or other relevant related disciplines would be desirable but not essential. A current driver's licence is essential.

Notes: Please note this is a long term temporary position from 12 November 2012 until 31 December 2014 with the possibility of extension.

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

**Office of Regulatory Services
Registrations and Fair Trading
Assistant Manager**

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 42540)

Gazetted: 05 November 2012
Closing Date: 19 November 2012

Details: Under limited direction of the Manager: Manage and supervise staff as required and provide training where necessary; issue and monitor work flows and report on activities and outcomes; assist the Manager to achieve outcomes through designated programs and maintaining the ACT's statutory obligations under legislation; represent the Office at meetings, seminars, working parties and conferences relating to the unit's functions; provide a high-level of customer service in accordance with the functions and responsibilities of the unit; perform more complex applications in relation to licences, registrations and permits, liaising where appropriate with officers of the other departments and agencies; where required, conduct investigations and inquiries, and audit records and returns under various legislation administered by the office; where appointed or delegated, exercise the functions of a decision-maker or an inspector or investigator under the various Acts of the Office of Regulatory Services; maintain records in accordance with the *Territory Records Act 2002*; and assist in the management of the Office of Regulatory Services to ensure objectives are met.

Eligibility/Other Requirements: Current driver's licence. Relevant tertiary qualifications an advantage. Registration issued under the Working with Vulnerable People (Background Checking) Act 2011 may be required for this role.

Notes: The occupant of this position may be required to rotate throughout other positions at the same classification within Registrations and Fair Trading.

Contact Officer: Josh Rynehart (02) 6205 3740 josh.rynehart@act.gov.au

**Office of Regulatory Services
Transport Regulation
Road User Services
Business Support and Training Officer**

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 15000, several)

Gazetted: 02 November 2012
Closing Date: 9 November 2012

Details: Under the general direction of the Business Support and Training Manager: Provide Helpdesk services and support to users of the *rego.act* computer system and Transport Regulation staff, including assistance with system functionality; and advice on Road Transport Authority (RTA) legislation, policy and business rules. Investigate, analyse and provide solutions to rectify issues related to the *rego.act* computer system and RTA legislation, policy and business rules. Assist the Road User Services Training Supervisor with the preparation and delivery of training courses in relation to the procedures, policies and legislation of the RTA and the *rego.act* computer system in accordance with best adult training practices. Prepare and update communication plans, staff instructions, *rego.act* Help SharePoint knowledge database and other notices to ensure that end users and stakeholders are kept updated and informed of changes to RTA policies and procedures. Research and document Road User Services standard operating procedures. Prepare and maintain written correspondence with customers and other stakeholders. Maintain records in accordance with the *Territory Records Act 2002*.

Contact Officer: Naveen Wijemanne (02) 6205 7296 naveen.wijemanne@act.gov.au

**ACT Corrective Services
Custodial Operations
Dog Handler**

Correctional Officer Class 1 \$53,471 - \$64,102, Canberra (PN: 11359)

Gazetted: 05 November 2012
Closing Date: 20 November 2012

Details: ACT Corrective Services (ACTCS) canine handlers are required to adhere to the operational philosophy of the Alexander Maconochie Centre and promote a positive, rehabilitative culture and environment. Under the direction of the Supervisor, Correctional Officer Class 2 (K9 unit), canine handlers deploy detector dog in accordance with legislation, policies,

procedures and guidelines. Collect, collate and exchange information relating to searches in accordance with organisational policies and procedures. As well as assist with other duties as directed for the day-to-day running of a correctional facility. Eligibility/Other Requirements: Certificate III in Correctional Practice (Custodial) must be obtained within 12 months of date of entry to service. Ability to meet physical/endurance requirements (successful applicants will be required to undergo a physical fitness assessment) of the position. Completion of mandatory 11 week Correctional Officer Training Course. Completion of mandatory 16 week Dog Handler Training Course and refresher/ongoing training as required. Current unrestricted driver's licence. Applicants are required to reside in the immediate Canberra region. Applicants will be required to house a ACTCS vehicle and a ACTCS canine in a secure yard. Satisfactory completion of required medical test. Eligible applicants will be required to undergo pre employment psychological testing and a Police Record Check. A Doctor's certificate will be required to complete physical requirements. The successful applicant will not be able to keep domestic/pet dogs with a ACTCS canine. Contact Officer: Al Martin (02) 6205 1844 al.martin@act.gov.au

ACT Corrective Services

Community Based Corrections

Reparations Unit

Community Service Work Supervising Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 10188)

Gazetted: 05 November 2012

Closing Date: 20 November 2012

Details: Under general direction from the Team Leader and Senior Community Service Work Supervisor, Community Service Order Unit this position is required to assess, supervise and monitor a caseload of offenders undertaking community service as directed by the Court. Provide administrative and clerical support within the Community Service Work Unit, including maintain files, records and statistical data necessary for the efficient administration of the Unit and prepare reports when necessary.

Eligibility/Other Requirements: A driver's licence and a Senior First Aid Certificate are essential. Eligible applicants will be subject to a police record check. Applicants will be required to undertake psychological aptitude testing as part of the assessment process.

Contact Officer: Nicki Giannaros (02) 6205 2452 nicki.giannaros@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

City Services

Assets and Data Integration

Asset Management Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 30465)

Gazetted: 05 November 2012

Closing Date: 20 November 2012

Details: The Asset Management Officer assists in the coordination of asset planning for Parks and City Services (PACS) across the ACT urban, rural and reserves system. The position requires strong liaison between Parks and City Services asset custodians across the PACS estate, the TAMS Operational Support Branch and TAMS Asset Management representatives within TAMS Strategic Finance. Key tasks include: Assisting in the developing and maintenance of the City Services and Parks and Conservation Service Strategic Asset Management Plans, related operational plans and Customer Service Charter.

Providing technical and policy direction related to asset management and asset data management. Ensure Parks and City Services integrated asset management procedures and guidelines are documented and reported to agreed standards. Ensure that Parks and City Services asset data is maintained within the TAMS Integrated Asset Management System (IAMS) to agreed standards. Ensure that accurate and timely asset information contributes to TAMS Asset Management objectives.

Eligibility/Other Requirements: Relevant tertiary qualifications and relevant experience in horticulture, parks and recreation management, asset management or related fields.

Notes: This is a temporary position available until 21 December 2013.

Contact Officer: Melissa Street (02) 6207 7434 melissa.street@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.

Roads and Public Transport

ACTION

Financial Accountant

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 21936)

Gazetted: 01 November 2012

Closing Date: 15 November 2012

Details: ACTION buses employs over 800 staff and is responsible for significant capital assets including a fleet of over 400 buses, two major depots and workshops. ACTION manages an expenditure budget in excess of \$123 million each year and generates around \$21 million in fares revenue from over 18 million passenger boardings. ACTION is seeking a person with experience in ACT Government accounting to work as part of a small team to undertake monthly financial reporting and account reconciliations, and to assist with end of year statutory financial reporting and ACTION's internal financial audit program. The successful applicant will have good communication and interpersonal skills and demonstrate an ability to pro-actively contribute to the achievement of ACTION's business needs.

Eligibility/Other Requirements: Relevant experience is desirable.

Notes: This is a temporary position available asap until 30 September 2013. The successful applicant may be determined by application and referee reports only.

Contact Officer: Charmaine Murfet (02) 6207 3353 charmaine.murfet@act.gov.au

Parks and City Services

City Services

Place Management

Project Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 31487)

Gazetted: 05 November 2012

Closing Date: 20 November 2012

Details: City Services is a Branch within the Parks and City Services Division and is responsible for planning and management of parks and the public domain, including lakes, street trees and public open space and city places. It maintains the look of the city and its environs and is responsible for domestic animal services, city rangers and the protection of trees on public and private land.

Eligibility/Other Requirements: Current driver's licence. Relevant tertiary qualifications such as Certificate IV in Procurement and Contracting would be an advantage.

Notes: This is a temporary vacancy available until 13 June 2013.

Contact Officer: Julie Garbode (02) 6207 2283 julie.garbode@act.gov.au

Roads and Public Transport

ACTION

Fleet Service Workshop

Heavy Vehicle Trade Mechanic

TGSO5/6/7 - Workshop Staff \$61,130 - \$69,202, Canberra (PN: I4002)

Gazetted: 02 November 2012

Closing Date: 30 November 2012

Details: Under general supervision either individually or in a team environment, undertake maintenance and/or repair activities to the full range of fleet vehicles owned and operated by ACTION. Promote a high standard of mechanical repair and maintenance services and prioritise work activities to ensure peak vehicle availability. Provide assistance with special projects, including modification programs and actively assist in the training and development of apprentices. Apply and promote Equity and Diversity, Occupational Health and Safety and Participative Management principles and practices in the workplace. The position is generic across the ACTION workshops and applicants will be required to move within ACTION to any designated location.

Eligibility/Other Requirements: Relevant experience and trade qualifications in the industry.

Notes: Occupants will be required to work rostered shifts.

Contact Officer: Darrell Shepherd (02) 6207 7911 darrell.shepherd@act.gov.au

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

Business Enterprises

Yarralumla Nursery

Finance, Governance and Admin Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 14634)

Gazetted: 02 November 2012

Closing Date: 20 November 2012

Details: Yarralumla Nursery is the largest production nursery in the Southern Tablelands. We are currently seeking applications for the position of Finance, Governance and Administration Officer. The successful applicant will have a sound knowledge of financial management policies, practices and procedures and will display high quality customer service practices. Duties include being responsible for the processing of accounts payable and receivable, maintaining customer accounts and assisting in the administration of Workplace Health and Safety requirements according to regulations.

Note: This is a temporary position available until 26 April 2013.

Contact Officer: Susie Leszczynski (02) 6205 6105 susie.leszczynski@act.gov.au

Parks and City Services

Libraries ACT

Public Libraries

Customer Service Specialist

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 17483, several)

Gazetted: 02 November 2012

Closing Date: 20 November 2012

Details: Do you have a passion for helping people? Are you enthusiastic and proactive, with a strong customer focus? Do you relish a busy and changing environment and are you willing to try new things? We are looking for people to help coordinate customer service on the floor of our public libraries, dealing with enquiries and promoting services.

Eligibility/Other Requirements: Recognised qualifications in library and information studies or a related discipline (as defined by ALIA) OR relevant work experience in customer service is highly desirable.

Notes: A casual pool of twelve months duration may be established from successful applicants. Libraries ACT operates across 7 days per week and applicants will be required to work on weekends.

Contact Officer: Judy Franklin (02) 6207 5107 judy.franklin@act.gov.au

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

Treasury

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

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

Independent Competition and Regulatory Commission

Senior Regulatory Advisor

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 17373)

Gazetted: 01 November 2012

Closing Date: 8 November 2012

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

Eligibility/Other Requirements: Sound background in microeconomics and/or econometrics. Economic advisory experience in utility regulation is essential with a preference for recent water utility regulatory experience. Solid writing and communication skills. Published report writing is a must. Evidence of high level analytical skills, including modelling. Advanced economics degree qualified, preferably PhD. Management of junior staff including training and development.

Contact Officer: Ross Lambie (02) 6205 3513 ross.lambie@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: 07 November 2012

Closing Date: 27 November 2012

Details: This role will provide system administration support for the Health ACT Enterprise Information Management System (ACTHEIM). The person 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 are desirable. Educational and professional qualifications checks may be undertaken prior to employment. Qualifications or knowledge of ITIL are desirable.

Contact Officer: Mick Hassan (02) 6205 0208 mick.hassan@act.gov.au

Shared Services

Human Resources

Payroll and Personnel Services

Salary Packaging Team Member

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 09488, several)

Gazetted: 01 November 2012

Closing Date: 15 November 2012

Details: Shared Services Human Resources is seeking enthusiastic and motivated persons to join the Salary Packaging Team. The successful applicants will possess strong customer service skills and will be required to contribute to the effectiveness and efficiency of the provision of salary packaging services to ACT Government Agencies.

Notes: Selection may be undertaken on the basis of application and referee reports only. Educational and professional qualifications checks may be undertaken prior to employment.

Contact Officer: Anne Maree Flood (02) 6205 9217 annemaree.flood@act.gov.au

Shared Services

Human Resources

Payroll and Personnel Services

Salary Packaging Team Member

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 09351)

Gazetted: 01 November 2012

Closing Date: 15 November 2012

Details: Shared Services Human Resources is seeking an enthusiastic and motivated person to join the Salary Packaging Team. The successful applicant will possess strong customer service skills and will be required to contribute to the effectiveness and efficiency of the provision of salary packaging services to ACT Government Agencies.

Notes: Selection may be undertaken on the basis of application and referee reports only. Educational and professional qualifications checks may be undertaken prior to employment.

Contact Officer: Anne Maree Flood (02) 6205 9217 annemaree.flood@act.gov.au

APPOINTMENTS

Environment and Sustainable Development

General Service Officer Level 10 \$70,913 - \$81,460

Vladimir Coric 827-49751, Section 68(1), 31 October 2012

General Service Officer Level 10 \$70,913 - \$81,460

James Ernest Shaw 827-48361, Section 68(1), 31 October 2012

Health

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

Mervic Diaz 825-49231, Section 68(1), 22 November 2012

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

Matthew Ferriman 835-88363, Section 68(1), 19 November 2012

Assistant in Nursing \$42,160 - \$43,674

Theresa Hogg 835-90957, Section 68(1), 31 October 2012

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

Santochan Joseph 825-49186, Section 68(1), 31 October 2012

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

Rebecca Kendrick 813-00928, Section 68(1), 30 October 2012

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

Anthea Kennett 834-53960, Section 68(1), 8 November 2012

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

Cara Lukins 835-87571, Section 68(1), 5 November 2012

Assistant in Nursing \$42,160 - \$43,674

Helen Margiolis 835-90922, Section 68(1), 31 October 2012

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

Erin Quinn 835-90148, Section 68(1), 22 October 2012

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

Jaspreet Singh 834-53370, Section 68(1), 31 October 2012

Specialist Level 1-5, \$147,465-\$181,976

Samantha Wong: 829-56179, Section 68(1), 24 September 2012

Justice and Community Safety

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

Chen Liu 835-89876, Section 68(1), 6 November 2012

Territory and Municipal Services

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

Jocelyn Marguerite Brown 835-91984, Section 68(1), 1 November 2012

Technical Officer Level 2 \$52,078 - \$59,939

Jotish Chandra Roy 821-26589, Section 68(1), 10 December 2012

TRANSFERS

Health

Rahman Ali: 824-31815

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

Health

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

Health, Canberra (PN. 29429) (Gazetted 20 September 2012)

Daniel Gordon: 835-91052

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

Calvary Health Care ACT (Public)

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

Health, Canberra (PN. 22664) (Gazetted 13 September 2012)

Treasury

Benjamin Brian Robbins: 787-52077

From: Information Technology Officer Class 2 \$70,913

Treasury

To: Information Technology Officer Class 2 \$70,913 - \$81,460
Treasury, Canberra (PN. 17841) (Gazetted 22 August 2012)

PROMOTIONS

Canberra Institute of Technology

Centres

Student Services Hub

Catherine Leanne Ellis: 835-92303

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

To: Administrative Services Officer Class 2/3 \$46,372 - \$57,004
Canberra Institute of Technology, Canberra (PN. 54190) (Gazetted 14 August 2012)

Centres

Student Services Hub

Vocational College

Amanda George: 821-02907

From: Administrative Services Officer Class 2/3 \$46,372 - \$57,004
Canberra Institute of Technology

To: Administrative Services Officer Class 4 \$58,870 - \$63,917
Canberra Institute of Technology, Canberra (PN. 54640) (Gazetted 26 September 2012)

Community Services

Policy and Organisational Support Services

Organisational Services

Learning and Community Education

Estelle Mary Anderson: 827-23914

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

To: †Senior Officer Grade C \$89,786 - \$96,809
Community Services, Canberra (PN. 09249) (Gazetted 8 May 2012)

Education and Training

Strategy and Coordination

Information, Communications and Governance

Liaison Unit

Jenni Campbell: 540-00209

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

To: †Senior Officer Grade C \$89,786 - \$96,809
Education and Training, Canberra (PN. 04389) (Gazetted 17 August 2012)

Office for Schools

North /Gungahlin Network

Harrison School

Vivek Sachdeva: 827-38454

From: Information Technology Officer Class 1 \$57,004 - \$65,178
Education and Training

To: Information Technology Officer Class 2 \$70,913 - \$81,460
Education and Training, Canberra (PN. 29579) (Gazetted 5 September 2012)

Office for Schools

North/Gungahlin Network

Franklin Early Childhood School

Robyn Elizabeth Strangward: 785-52569

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

To: †School Leader B \$116,751
Education and Training, Canberra (PN. 30941) (Gazetted 24 August 2012)

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

Health

Canberra Hospital and Health Services

Operational Support

Acute Care

Susan Johnson: 799-96671

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

Health

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

Health, Canberra (PN. 31092) (Gazetted 20 September 2012)

Director General Reports

Quality and Safety

Patient Safety and Quality

Heather McKay: 260-54357

From: Registered Nurse Level 4.3 \$115,948

Health

To: †Registered Nurse Level 5.5 \$138,572

Health, Canberra (PN. 30758) (Gazetted 6 September 2012)

Canberra Hospital and Health Services

Capital Region Cancer Service

Cancer Stream Administration

Tristan Snow: 827-81591

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

Health

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

Health, Canberra (PN. 21428) (Gazetted 22 August 2012)

Territory and Municipal Services

Roads and Public Transport

ACTION

Fleet Service Workshop

Alistair Kirkpatrick: 711-81435

From: Technical Officer Level 4 \$70,913 - \$81,460

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. SMW001) (Gazetted 30 August 2012)

Parks and City Services

Parks and Conservation Service

Natural Resource Protection

Oliver Orgill: 782-05225

From: Senior Park Ranger 3 \$65,660 - \$69,623

Territory and Municipal Services

To: Technical Officer Level 4 \$70,913 - \$81,460

Territory and Municipal Services, Canberra (PN. 09901) (Gazetted 19 April 2012)

Treasury

Revenue Management

Compliance

Kirsty Louise Bourke: 788-61193

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

Treasury

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

Treasury, Canberra (PN. 00097) (Gazetted 26 July 2012)

Revenue Management

Compliance

Belinda Myles: 827-33450

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

Treasury

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

Treasury, Canberra (PN. 55057) (Gazetted 25 June 2012)

Retirements and Dismissals

Environment and Sustainable Development

Section 143 Public Sector Management Act 1994 – Gerhard Zatschler AGS 769-65028