



ACT Government Gazette

Gazetted Notices for the week beginning 05 September 2013

Executive Notices

Environment and Sustainable Development

Contract Cessation

David Butt – Director, Water Policy (E008) – 2.9.13

VACANCIES

Calvary Health Care ACT (Public)

Finance - Performance Unit

Finance

Performance and Reporting Analyst

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 7952)

Gazetted: 05 September 2013

Closing Date: 12 September 2013

Calvary Health Care ACT - Finance - Performance Unit is seeking a highly skilled individual to fill the position of Performance and Reporting Analyst. Applications addressing the selection criteria are sought from qualified individuals. This permanent full time position is an exciting and challenging role that provides leadership in the development of methods to present, investigate, analyse, interpret and evaluate information to build an understanding of clinical activity and performance.

Eligibility/Other Requirements: Selection Criteria.

Contact Officer: Mick Barnes (02) 6201 6105 mick.barnes@calvary-act.com.au or recruitment@calvary-act.com.au

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

Occupational Therapy

Health Professional Level 2

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 7143)

Gazetted: 05 September 2013

Closing Date: 13 September 2013

The OT Department at Calvary Hospital, Canberra is looking for a new junior occupational therapist to join us on a 12 month part time contract from mid October 2013 to backfill a maternity leave vacancy. This is an exciting opportunity to work in a supportive team to accomplish great things. This position directly supports a team of ten Occupational Therapists and four Occupational Therapy assistants to provide Occupational Therapy input across a range of inpatient settings including ED, ICU, CCU, medical wards, surgical wards, mental health and rehabilitation units. 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. If you are successful in your application, working hours and commencement dates are flexible. A copy of the application kit and selection documentation is available on our website: <http://www.calvary-act.com.au/career-vacancies.html>

Eligibility/Other Requirements: Applications must address 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 Administration

Acting Medical Administration Coordinator

Administrative Services Officer level 4 \$58,870 - \$63,917, Canberra (PN: 7751)

Gazetted: 06 September 2013

Closing Date: 16 September 2013

Public Hospital Medical Administration is seeking an organised and capable individual to act in the post of Medical Administration Coordinator. This dynamic role supports all manner of operations in the Medical Administration unit, including roster coordination, and acts as an executive assistant to the Director of Medical Services. This is a temporary opportunity, available from 16 September, 2013 until 8 December, 2014. All interested parties are invited to apply.

Eligibility/Other Requirements: Selection Criteria.

Contact Officer: Tonia Alexander (02) 6264 7129 tonia.alexander@calvary-act.com.au or recruitment@calvary-act.com.au

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

Commerce and Works

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

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

Shared Services

Information Communication Technology

Infrastructure Services

Director

Executive Level 1.3 \$205,030 to \$216,153 depending on current superannuation arrangements, Canberra (PN: E483)

Gazetted: 10 September 2013

Closing Date: 17 September 2013

Details: The position Director, Infrastructure Shared Services ICT (SSICT) will provide leadership and management in the planning and delivery of robust and effective ICT infrastructure and services to enable government outcomes.

Eligibility/Other Requirements: Candidates are required to demonstrate in depth knowledge and experience in managing and leading complex ICT Infrastructure services and technologically diverse ICT projects.

Notes: This is a temporary vacancy with an immediate start until 26 August 2014. Applications are to be sent directly to the contact officer.

Contact Officer: Sarbjit Sidhu (02) 6207 5757 sarbjit.sidhu@act.gov.au

Shared Services ICT

Infrastructure Services

Platform Systems

Manager, Platform Systems

Senior Officer Grade A \$123,208, Canberra (PN: 14463)

Gazetted: 05 September 2013

Closing Date: 16 September 2013

Details: The successful candidate will lead Shared Services ICT's Platform Systems section in the provision of Windows and UNIX Server infrastructure and remote computing facilities to the ACT Government by building, managing and supporting robust, fit-for-purpose core infrastructure and server-based computing solutions.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Knowledge of Managing Successful Programmes (MSP), PRINCE2, and Information Technology Infrastructure Library (ITIL) frameworks would be highly advantageous. Professional membership of the Australian Computer Society or similar organisation would be highly regarded. The possession of, or the ability to rapidly attain a Protected Security Clearance is mandatory.

Notes: An attractive remuneration package may be available for suitably qualified candidates that possess the relevant skills and experience. Please contact the Contact Officer for further information.

Contact Officer: Grant Doran (02) 6205 9467 grant.doran@act.gov.au

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

Shared Services ICT

Security

Executive

ICT Security Analyst Governance and Compliance

Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 30742)

Gazetted: 05 September 2013

Closing Date: 12 September 2013

Details: The Shared Services ICT Security Section has a vacancy for a suitably experienced Security Analyst within our Compliance Team. Linux, Networking and Windows experience is a must, additional training and mentoring will be provided.

Eligibility/Other Requirements: This position requires an NV1 (Secret) Security Clearance, ICT security experience and/or formal qualifications in security testing would be an advantage.

Contact Officer: Ben Dexter (02) 6207 0368 ben.dexter@act.gov.au

Business Services

Strategic Finance

Reporting and Budgeting

Accountant

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 01579)

Gazetted: 09 September 2013

Closing Date: 16 September 2013

Details: The successful applicant will be required to provide financial and budgeting services in support of Commerce and Works business operations. Responsibilities include assisting with a wide range of accounting functions including end-of-month financial, reconciliations and budgeting as well as contributing to the development, maintenance and implementation of policies and procedures relevant to financial accounting and budgeting functions.

Eligibility/Other Requirements: Relevant tertiary qualifications in Accounting, Commerce, Finance or related field is required as well as ASCPA or ICA membership, or progression towards these qualifications is highly desirable.

Notes: This position is available for temporary filling for a period of 12 months with the possibility of permanency from this process.

Contact Officer: Belina Chan (02) 6205 3940 belina.chan@act.gov.au

Revenue Management Division

Finance, Reporting and Projects

Home Loan Portfolio

Finance Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 32986)

Gazetted: 10 September 2013

Closing Date: 17 September 2013

Details: The Home Loan Portfolio is responsible for the administration of home loans, which were granted by the Commissioner for ACT Housing to assist low income households in achieving home ownership. The Portfolio's objective is to administer the remaining home loans effectively and efficiently. The Finance Officer will operate in a small team environment and act as back-up for finance functions in Revenue Management Division.

Eligibility/Other Requirements: Tertiary qualification in Finance or Accounting is preferred, but not mandatory.

Notes: This is a temporary position available until 16 December 2013. This position may be filled from applications and/or referee reports only. Interviews may not be conducted.

Contact Officer: Phang Lim (02) 6205 0578 phang-chun.lim@act.gov.au

Shared Services ICT

Operations

Data Centre Operations

Facilities Support Officer

Information Technology Officer Class 1 \$57,004 - \$65,178, Canberra (PN: 30512)

Gazetted: 09 September 2013

Closing Date: 23 September 2013

Details: This position assists in the management of ACT Government Data Centres and all associated infrastructure, ensuring the timely response and rectification work of all activities. Undertake activities associated with Backup and Recovery procedures while on call. Operational and environmental checks of Data Centre Facilities. Assist in the management of off-site uninterruptible power supplies (UPS) and air conditioning within all communication rooms across ACT Government.

Eligibility/Other Requirements: The occupant of this position is required to participate in an on-call arrangement that operates 24x7 days. Experience in the use of the following software applications would be advantageous, but not essential: Hewlett Packard Data Protector 5.x. Current driver's licence is highly desirable or the ability to obtain a licence within a reasonable period. Educational and professional qualifications checks may be undertaken prior to employment.

Contact Officer: Mick Hutterer (02) 6207 6972 michael.hutterer@act.gov.au

Community Services

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

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

Policy and Organisational Services

Finance and Budget

Audit and Review

Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 32223)

Gazetted: 10 September 2013

Closing Date: 24 September 2013

Details: Key duties for this position include a high standard of demonstrated experience in leading, conducting and supervising financial performance and compliance audits; coordinating the strategic management of, and policy in relation to fraud control, risk management and insurance; and managing the Secretariat function for the Community Services Directorate Audit and Review Committee.

Eligibility/Other Requirements: Practical experience and/or tertiary qualifications in relation to auditing and governance such as business, commerce/accounting and risk management would be beneficial. Experience with the Microsoft Office suite would also be beneficial.

Contact Officer: Ian Hubbard (02) 6205 0688 ian.hubbard@act.gov.au

Office for Children, Youth and Family Support

Early Intervention and Prevention Services

Child and Family Centres

Senior Project Officer

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 22611)

Gazetted: 09 September 2013

Closing Date: 23 September 2013

Details: The position will develop and progress policy and sector development initiatives for ACT children, specifically in implementing the ACT Children's Plan. This includes Whole of Government coordination of policy initiatives as they relate to the ACT Children's Plan, and Government and community sector development to build Canberra as a child friendly city.

Eligibility/Other Requirements: A tertiary qualification in human services/education and extensive experience in services for children are essential.

Note: This is a temporary position available until 31 January 2014 with the possibility of extension. 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: Jodie Robinson (02) 6207 1983 jodie.robinson@act.gov.au

**Office for Children, Youth and Family Support
Business Support**

Coordination and Liaison Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 00060)

Gazetted: 06 September 2013

Closing Date: 13 September 2013

Details: The Office for Children, Youth and Family Support (OCYFS), is seeking to temporarily fill the Coordination and Liaison Officer in Business Support. The successful applicant will require excellent coordination, writing and time management skills and experience within a government context. Duties involve: provide assistance with preparation and coordination of ministerial and executive correspondence, assembly business and coordinated responses. The Coordination and Liaison Officer reports directly to the Executive Officer, Business Support.

Eligibility/Other Requirements: A sound understanding of cabinet, ministerial, assembly and directorate coordination processes or demonstrated capacity to quickly understand these processes. An understanding of the Office for Children, Youth and Family Support would be an advantage.

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

Contact Officer: Kim Gardiner (02) 6205 3620 kim.gardiner@act.gov.au

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

Office for Children, Youth and Family Support

Youth Services

Bimberi Youth Justice Centre

Youth Worker

Administrative Services Officer Class 3/4 \$52,818 - \$63,971, Canberra (PN: 03304, several)

Gazetted: 10 September 2013

Closing Date: 24 September 2013

Details: Bimberi signals a new era in Youth Justice. We are looking for staff members who have the ability to relate to people from different ethnic and cultural backgrounds; enjoy challenging and varied work with young people; will treat young people fairly, consistently and in a non-judgemental way and can be positive role models for young people in the youth justice system. Staff will receive an attractive remuneration package and the opportunity for professional development. Training will be provided and is mandatory. This position involves both day and night shifts as well as weekend work.

Eligibility/Other Requirements: Completion or partial completion of the Youth Worker Level 3 or 4 Certificate or qualification in the Behavioural Sciences is desirable. Applicants must possess a current driver's licence and Senior First Aid Certificate. Applicants will also be required to undergo psychometric testing as well as a medical/fitness test as part of the recruitment process. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* and an AFP check will be required.

Notes: Current vacancies available are both for permanent officers and additionally an order of merit will be established to create a pool of casual officers from this process. New permanent employees will be subject to a six month probation period. Information Sessions will be held at Bimberi Youth Justice Centre on: Monday 16th September and Wednesday 18th September at 6:00pm. Please RSVP to Kerrie Biddlecombe on (02) 6207 3402 if you would like to attend.

Contact Officer: Kerrie Biddlecombe (02) 6207 3402 kerri.biddlecombe@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

Australian Capital Tourism

International

Senior Manager International Partnerships

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 32973)

Gazetted: 10 September 2013

Closing Date: 20 September 2013

Details: The Senior Manager International Partnerships role includes informing and driving international projects for the ACT in line with the Tourism 2020 framework, managing and leading the development and implementation of international and domestic aviation development activities, developing and implementing an international action plan, overseeing the development of cooperative international marketing programs.

Contact Officer: Jonathan Kobus (02) 6205 0554 jonathan.kobus@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

Planning and Performance

Planning and Reporting

Senior Manager

Senior Officer Grade A \$123,208, Canberra (PN: 09420)

Gazetted: 09 September 2013

Closing Date: 16 September 2013

Details: The Senior Manager, Planning and Reporting provides direction in the development of corporate strategic plans and associated planning processes, and a range of governance processes, including management of policies and support to school boards. The successful applicant will lead the development of, and provide input to, a range of corporate reporting processes, most notably the Directorate's Annual Report. The Senior Manager has a substantial role in providing advice on school infrastructure issues and on infrastructure developments impacting on schools. In conjunction with this, they manage the setting of Priority Placement Areas for school enrolments. They also have responsibility for managing the Directorate's research and evaluation programs.

Contact Officer: Tracy Stewart (02) 6205 5511 tracy.stewart@act.gov.au

Strategy and Coordination

Information, Communications and Governance

Ministerial and Commonwealth Relations

Senior Commonwealth Relations Officer

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 32977)

Gazetted: 10 September 2013

Closing Date: 17 September 2013

Details: The successful applicant will be part of a small and dynamic Ministerial and Commonwealth Relations team responsible for supporting the Minister and Senior Executive Team through the coordination of high quality briefs and correspondence. This position requires is an experienced and skilled policy officer to manage a range of intergovernment matters including national meetings, intergovernmental agreements and high level coordinated responses.

Notes: This is a temporary position until 30 November 2014 with a possibility of extension.

Contact Officer: Jane Cuzner (02) 6205 9164 jane.cuzner@act.gov.au

Corporate Services

Human Resources

Employee Relations

Executive Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 04414)

Gazetted: 06 September 2013

Closing Date: 20 September 2013

Details: Education and Training Directorate is seeking a suitable person to fill the position of Executive Officer in the Employee Relations section. The successful applicant will demonstrate an ability to deliver high quality customer service and advice to clients in an ethical manner and an understanding of Human Resources policies and practices. The officer will work with other members across the Human Resources branch on a range of projects and case work including: negotiation and implementation of the Directorate's Enterprise Agreements, industrial issues, respect, equity and diversity, performance development, complaints resolution, discipline/misconduct, policy development and Directorate rewards and recognition.

Eligibility/Other Requirements: Certificate IV in Workplace Investigations and previous experience in a Human Resources environment is desirable.

Contact Officer: Lauren Harman (02) 6205 8271 lauren.harman@act.gov.au

Office for Schools

Belconnen Network

Mount Rogers Primary School

Building Services Officer

General Service Officer Level 8 \$56,611 - \$59,939, Canberra (PN: 01556)

Gazetted: 09 September 2013

Closing Date: 23 September 2013

Details: Mount Rogers Primary School is seeking a highly organised and energetic person with a broad set of skills for the position of Building Services Officer. This position also includes assuming responsibility for the security of the school and cluster buildings, furniture, fittings and equipment. Coordinate, initiate and implement strategies to achieve improved security outcomes. Assuming responsibility for the school, cluster and associated preschool(s) building maintenance including, but not limited to undertaking regular inspections to determine priorities coordinating and completing required work to the building, fixtures, fittings, furniture and equipment or organising and overseeing work, developing, coordinating and implementing annual maintenance program. Manage the school's maintenance programs, supervise contractors, initiating and implementing strategies to improve outcomes.

Eligibility/Other Requirements: An industry recognised trade qualification or equivalent work experience is desirable. A current First Aid certificate.

Contact Officer: Jenny McNaught (02) 6205 8066 jenny.mcnaught@ed.act.edu.au

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

Office for Schools

North and Gungahlin Network

Gold Creek School

Building Services Officer

General Service Officer Level 8 \$56,611 - \$59,939, Canberra (PN: 21388)

Gazetted: 10 September 2013

Closing Date: 24 September 2013

Details: Gold Creek School is a P - 10 school is seeking a highly organised and energetic person with a broad set of skills for the position of Building Services Officer. This position also includes assuming responsibility for the security of the school and cluster buildings, furniture, fittings and equipment. Coordinate, initiate and implement strategies to achieve improved security outcomes. Assuming responsibility for the school, cluster and associated preschool(s) building maintenance including, but not limited to: undertaking regular inspections to determine priorities, coordinating and completing required work to the building, fixtures, fittings, furniture and equipment OR organising and overseeing work, developing, coordinating and implementing annual maintenance program, manage the school's maintenance programs, supervise contractors, initiating and implementing strategies to improve outcomes.

Eligibility/Other Requirements: Desirable: An industry recognised trade qualification or equivalent work experience. A current First Aid certificate.

Note: Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 may be required. For further information on Working With Vulnerable people registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people.
Contact Officer: Kerry Lyttle (02) 6205 1743 kerry.lyttle@ed.act.edu.au

Office for Schools

North/Gungahlin Network

North Ainslie Primary

Building Services Officer

General Service Officer Level 6 \$48,163 - \$50,446, Canberra (PN: 01559)

Gazetted: 09 September 2013

Closing Date: 23 September 2013

Details: North Ainslie Primary School is seeking a highly enthusiastic and energetic person with a broad set of skills for the position of Building Services Officer. The successful applicant will maintain school buildings and grounds in a clean and tidy condition with regard to safety and security hazards; complete emergency and other repairs to trade/industry standard and ensure this standard when organising and overseeing emergency repairs; undertake relevant administrative tasks as required; ensure compliance with risk management and safety documentation requirements. The successful applicant should demonstrate a willingness to work with the school community to achieve sustainability initiatives.

Eligibility/Other Requirements: A current First Aid Certificate is desirable.

Notes: 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: Louise Owens (02) 6205 6533 louise.owens@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

Environment Protection and Water Regulation

Director, Environment Protection and Water Regulation

Executive Level 1.3 \$205,030 to \$216,153 depending on current superannuation arrangements, Canberra (PN: E141)

Gazetted: 09 September 2013

Closing Date: 29 September 2013

Details: The Environment and Sustainable Development Directorate is responsible for developing and implementing sustainability policies and programs, including those relating to climate change, energy, nature conservation, environment protection, construction services, transport planning, heritage and water. The Directorate is also responsible for spatial planning, planning approvals, sustainable urban design and administers the Territory Plan. As the Director, Environment Protection and Water Regulation, you will take a Senior Executive role within the Regulation and Services Group. Your application will illustrate leadership and executive management skill backed with the ability to support the culture and direction of the Group and Directorate. Technically your application should establish capabilities in the administration, regulation and enforcement of laws relating to environment protection and/or water resource management.

Notes: The successful applicant will be engaged under an executive contract. Prospective applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.

Contact Officer: Bob Clark 0424 755 782 BClark@derwentexecutive.com.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>

**DCE Strategy and Corporate
Professional Leadership, Research and Education
Academic Unit of General Practice
Director of GP Education
Staff Specialist/Senior Staff Specialist \$147,465-\$181,976
Senior Specialist \$199,231, Canberra (PN: 23710)**

Gazetted: 12 September 2013

Closing Date: 19 September 2013

ACT Health through the Academic Unit of General Practice is seeking a Specialist/Senior Specialist for the management of GP educational activities within the Unit including postgraduate and junior doctor teaching in General Practice. This role involves the development and delivery of medical education services including GP teacher and supervisor workshops, monitoring and evaluation of student and junior doctor curriculums and integrating learning and teaching in the GP environment.

Salary, Remuneration and Conditions:

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

Senior Specialist: \$199,231

Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries.

Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$240,687 - \$319,085

Eligibility/Other Requirements: Registered or eligible for registration as a medical specialist practitioner with the ACT Medical Board. Possession of a higher medical qualification as provided for in the ACT Public Service Medical Practitioners Enterprise Agreement 2011-2013. Fellowship of Royal Australian College of General Practitioners (RACGP).

Contact Officer: Kym Batt (02) 6244 4953 kym.batt@anu.edu.au 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

DDG and Health Services

Pathology

Anatomical Pathology

Pathologist

**Specialist/Senior Specialist \$147,465-\$181,976
Senior Specialist \$199,231, Canberra (PN: 29824)**

Gazetted: 12 September 2013

Closing Date: 19 September 2013

Salary, Remuneration and Conditions:

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

Senior Staff Specialist: \$199,231

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

Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region, serving a population of half a million. It is a modern 600-bed hospital providing trauma services, most major medical and surgical sub-specialty services, and is the principal teaching hospital of the Australian National

University (ANU) Medical School. Strong research links are maintained with the ANU and the University of Canberra. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks.

Note: This position is part-time temporary from 25 September 2013 to 31 January 2014

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

Contact Officer: Dr Sanjiv Jain (02) 6244 2867 sanjiv.jain@act.gov.au

Applications can be forwarded to:

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

Director General Reports

Office of the Director General

Director of Information Integrity

Senior Officer Grade A \$123,208, Canberra (PN: 32467)

Gazetted: 12 September 2013

Closing Date: 19 September 2013

Details: The Director of Information Integrity is a new role in the Health Directorate, reporting directly to the Director-General. This role is responsible for assessing and reporting on the integrity of ACT Health data including processes associated with the collection, storage, validation and reporting of health system information; reporting and monitoring of Directorate data systems and the audit of governance arrangements in place for the use of data. The successful candidate will be required to benchmark ACT Health data and information management processes with industry best practice and with national health data principles, and produce reports noting compliance or gaps between ACT Health's systems and process and industry standards. The role requires capacity to build strong relationships, meet Government and ACT Health requirements, work to deliver on agreed outcomes, and have a strong commitment to ensuring data integrity in accordance with the values of Health Directorate.

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

Contact Officer: Phil Ghirardello (02) 6207 2085

Canberra Hospital and Health Services

Critical Care and Imaging

Intensive Care Unit

Medical Emergency Team /ICU Outreach Clinical Nurse Consultant

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 01620)

Gazetted: 12 September 2013

Closing Date: 26 September 2013

Details: We are seeking RNs with extensive current critical care experience to apply for the Medical Emergency Team (MET)/ICU Outreach Clinical Nurse Consultant position. This is a rare opportunity to work with a wonderful multidisciplinary team of health practitioners across the Canberra Hospital campus. The position has many elements including nurse manager duties, clinical supervision of a small, dynamic nursing team, education and data reporting. If this sounds like the challenging role you have been waiting for, please submit an application letter, a current Curriculum Vitae and evidence of your performance addressing the Selection Criteria.

Eligibility/Other Requirements: Registered or eligible to register with the Australian Health Practitioner Regulation Agency (AHPRA). Holds or is progressing towards a Masters qualification relevant to the area would be an advantage.

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

Contact Officer: Karen O'Brien (02) 6174 5094

Strategy and Corporate

People, Strategy and Services

Senior Investigator

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 23973, several)

Gazetted: 12 September 2013

Closing Date: 26 September 2013

Details: ACT Health has a need for a skilled, experienced investigator to work in the human resources area. The successful applicant will be able to undertake investigations in accordance with the relevant enterprise agreements, provide strategic advice to delegates and senior managers on misconduct matters and undertake training within this field. In addition you should be able to contribute to policy and procedures required in this field within the agency. You will need to be able to provide reports to senior management along with analysis of the data and liaise with outside investigation providers if required.

Eligibility/Other Requirements: Certificate IV Government Investigations is desirable.

Contact Officer: Sean McDonnell (02) 6205 1090

Canberra Hospital and Health Services

Medicine

Infectious Diseases

Sexual Health Registered Nurse

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 04364)

Gazetted: 12 September 2013

Closing Date: 19 September 2013

Details: An exciting opportunity is now available for an experienced and motivated Registered Nurse Level 2 to work with 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). A minimum of three years recent full-time equivalent clinical experience. Holds a current driver's licence. Holds or is progressing towards qualification in Sexual and Reproductive Health Nursing Certificate.

Note: This is a temporary position available for 11 months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. 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 (temporary or permanent) in the next 12 months.

Contact Officer: Rendry Del Rosario (02) 6244 375 or Kendra Kemister (02) 6244 2265

Canberra Hospital and Health Services

Medicine

Pharmacy - TCH

Clinical Pharmacist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 26247)

Gazetted: 12 September 2013

Closing Date: 14 November 2013

Details: Fast-track your career with a Pharmacist position at The Canberra Hospital. The Canberra Hospital is the region's major public hospital, with over 600 beds. We provide specialist and acute care to more than 500,000 people, including a full range of medical, surgical, obstetric and paediatric and neonatal services. Canberra Hospital is a tertiary level health facility and a teaching hospital of the Australian National University (ANU) Medical School and The University of Canberra Nursing and Allied Health Schools. The Canberra Hospital Pharmacy Department employs approximately 70 staff, including 35 FTE Pharmacist positions. The Department provides a full range of contemporary Pharmacy Services including clinical pharmacy services, specialised manufacturing services, investigational drug support, drug information, and corrections health services. Our core values are excellence in clinical services, education, and team work. We have a dynamic, talented team of 35 Pharmacists, and are

currently recruiting a variety of permanent and temporary HP3 Clinical Pharmacist positions. Duties include provision of clinical Pharmacy Services to inpatients as part of a multi-disciplinary team, and provision of Pharmacy Services from the dispensary, sterile and chemotherapy production, and medicines information services on a rotational basis. We are also looking for Pharmacists with an interest in eHealth for a number of projects commencing 2014. Pharmacists employed in permanent or temporary positions will subsequently be considered for these roles. Please indicate your interest in future eHealth projects in your application.

Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Current clinical experience is essential at the Grade 3 level. It is preferred that applicants have at least three years experience as a registered Pharmacist, preferably in a hospital pharmacy. Relevant postgraduate qualifications and/or demonstrated advanced practice are essential at the grade 3 level.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. An attractive remuneration package may be available for suitably qualified candidates that possess the relevant skills and experience, please contact the contact officer for further information. For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$9,095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items. Additional salary packaging benefits are also available such as meal and accommodation entertainment. Pharmacists outside Australia will be considered for these positions. Contact the National Pharmacy Board of Australia to enquire about your eligibility for registration <http://www.pharmacyboard.gov.au/>
Contact Officer: Monica Jones (02) 6244 2118

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Rehabilitation**

Senior Physiotherapist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 25528)

Gazetted: 12 September 2013

Closing Date: 26 September 2013

Details: An opportunity has arisen for a suitably qualified Senior Physiotherapist to join Rehabilitation, Aged and Community Care (RACC), a Division within the ACT Government's Health Directorate. RACC is the main provider of aged care and rehabilitation services for the ACT. We offer services to adults who present with a range of neurological, vascular and orthopaedic impairments. The successful applicant will have the opportunity to provide physiotherapy services to the patients of our inpatient acute care of the elderly ward (11A) for 3 days per week. This responsibility for physiotherapy services to ward 11A will be shared with another Senior Physiotherapist who works 2 days per week. These services include chest care, general rehabilitation and falls prevention. We offer excellent supervision and support, as well as opportunities for student, new graduate and assistant supervision. Regular team meetings and education sessions keep team members connected and current in their evidence based practice.

Eligibility/Other Requirements: An appropriate Degree or Diploma in Physiotherapy or recognised equivalent qualification. A current driver's licence. Registered with the Physiotherapy Board of Australia.

Note: This is a part-time position working at 18.38 hours per week. More than one HP3 position may be appointed to using this recruitment round. Recruitment may be completed using written applications alone. This position(s) may be required to participate in an overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. You will need to provide a current CV with evidence of at least two years experience as a physiotherapist, a statement addressing the five selection criteria, and two referees.

Contact Officer: Judy Stone (02) 6174 5662

**Canberra Hospital and Health Services
Capital Region Cancer Services
Cancer Stream Administration
Orthoptist**

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 23687)

Gazetted: 12 September 2013

Closing Date: 26 September 2013

Details: Applications are sought for an experienced Orthoptist to work in our Ophthalmology Clinics at the Canberra Hospital. The position is responsible under general direction from the Outpatient Clinical Nurse Consultant and the Ophthalmologist to provide high quality Orthoptic services within the Eye Clinic Outpatient setting at the Canberra Hospital. Working within a dynamic team environment, assist with delivery of clinical services and participate in Ophthalmology medical research activities within the Department of Ophthalmology.

Eligibility/Other Requirements: Recognised Orthoptic Degree and have practiced working as an Orthoptist for a minimum of two years.

Note: This position is temporary full-time available for eight months with the possibility of extension. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Irene Upton (02) 6244 4019 irene.upton@act.gov.au

Canberra Hospital and Health Services

Operational Support

Acute Support

Physiotherapist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 20507)

Gazetted: 12 September 2013

Closing Date: 19 September 2013

Details: An exciting opportunity presents for a Senior Women's Health Physiotherapist to work with the dynamic Acute Support Physiotherapy Department, coordinating a comprehensive inpatient and outpatient physiotherapy service in women's health, based at the new Centenary Hospital for Women and Children. The successful applicant will be required to provide direct patient care to obstetrics and gynaecology individuals and groups (exercise and education) in both the inpatient and outpatient settings.

Eligibility/Other Requirements: An appropriate Degree or Diploma in Physiotherapy and eligibility for registration with the Australian Health Practitioner Regulation Agency.

Note: This is a permanent part-time position at 22:03 hours per week. Selection maybe based on application only. An order of merit will be created for filling future positions at level within the next 12 months from this process. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Lisa Gilmore (02) 6244 2154

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Mental Health Director of Nursing

Organisational Development Administrative Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 02973)

Gazetted: 12 September 2013

Closing Date: 19 September 2013

Details: The Organisational Developmental Unit is responsible for overseeing the coordination of a range of learning and development activities inclusive of the Divisional Orientation for the Mental Health, Justice Health, Alcohol and Drug Services. The role of the Administrative Services Officer is to manage the online Learning Management System (Capabiliti) to enter session details, monitor session registration, liaise and coordinate sessions with presenters and other duties as required. The successful applicant will be required to have demonstrated competence in the use of a number of computer applications (Outlook, Word, Excel, PowerPoint) and a willingness to learn and develop skills to manage the online Learning Management System database. The successful applicant will require a high level of verbal and written skills to liaise and negotiate efficiently and effectively with a number of internal and external stakeholders. The applicant will demonstrate a high level of

Customer Service skills and be highly motivated to engage and support staff from within the Division and community sector with the ability to work autonomously and use initiative at times.

Eligibility/Other Requirements: 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: Rebecca Halsey (02) 6205 3151

Strategy and Corporate

People Strategy and Services

Staff Development

Manual Handling Trainer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 21481)

Gazetted: 12 September 2013

Closing Date: 19 September 2013

Details: A rewarding opportunity is available as a Manual Handling Trainer in Staff Development Unit. The successful applicant will have knowledge of relevant work health and safety legislation and manual handling practices in a healthcare organisation. Demonstrated ability to provide training is essential, with ability to demonstrate manual handling techniques and equipment to a diverse range of clinical and non-clinical staff.

Eligibility/Other Requirements: A current driver's licence and Certificate IV in Training and Assessment is 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: Karen Penman (02) 6244 3643 karen.penman@act.gov.au

Canberra Hospital and Health Services

Medicine

Renal

Canberra Community Dialysis Centre - Enrolled Nurse

Enrolled Nurse Level 2 \$54,667, Canberra (PN: 31849)

Gazetted: 12 September 2013

Closing Date: 19 September 2013

Details: Applications are invited from experienced Endorsed Enrolled Nurses interested to joining the Canberra Community Dialysis Centre (CCDC) team. CCDC is a busy unit providing a service to patients over three shifts, six days a week. CCDC aims to provide maintenance haemodialysis for our clients in a friendly and welcoming environment. We are seeking a motivated and enthusiastic nurse who will bring their special talents to our team.

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

Notes: To apply please address the attached selection criteria and provide a current Curriculum Vitae and the names and contact details of two professional referees. 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: Joyce Thanabal (02) 6244 4279

Canberra Hospital and Health Services

Critical Care and Diagnostics

Emergency

Emergency Department Clerical Officer

Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: C09624, several)

Gazetted: 12 September 2013

Closing Date: 19 September 2013

Details: Several casual positions are available within the Emergency Department clerical pool of staff. These positions deliver high level customer service skills while undertaking admission, bed management and discharge processes.

Eligibility/Other Requirements: Ability to work a 24 hour rotating roster.

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: Karen Taylor (02) 6244 4500

Justice and Community Safety

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

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

ACT Law Courts and Tribunal

ACT Civil and Administrative Tribunal

Administration

Senior Manager - Tribunal

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 32528)

Gazetted: 06 September 2013

Closing Date: 20 September 2013

Details: The ACT Law Courts and Tribunal Administration is seeking an experienced and enthusiastic person to undertake the role of Senior Manager in the ACT Civil and Administrative Tribunal (ACAT). The ACAT considers and resolves applications for a range of matters including the review of administrative decisions, discrimination complaints, guardianship and management of property, mental health treatment and care, energy and water hardship and complaints and civil disputes valued at under \$10,000. The successful applicant will have strong people and resource management skills, experience in managing within a changing environment and be able to work effectively with a range of stakeholders to achieve quality outcomes. Responsibilities will include the provision of support to Tribunal Presidents and Members in their roles, leading and managing teams delivering a range of services and managing and implementing change during the development and implementation of the new Courts and Tribunal ICT Case Management System.

Eligibility/Other Requirements: A demonstrated knowledge and understanding of the role of the ACT Law Courts and Tribunal in the ACT community and of the ACT Law Courts and Tribunal practices, procedures and related legislation would be an advantage.

Notes: This is a temporary position available until 31 October 2014.

Contact Officer: Cath Fallon (02) 6205 0609 cath.fallon@act.gov.au

ACT Government Solicitor

Executive

Legal Support Manager

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 10375)

Gazetted: 06 September 2013

Closing Date: 24 September 2013

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders. ACTGS seeks a Legal Support Manager to lead a team of legal administrative support staff to provide efficient and consistent quality legal administrative support in accordance with ACTGS policies and procedures. The Legal Support Manager will be required to manage their own portfolio of work as well as manage and supervise the day to day work of the legal administrative support team. This will include delegating duties, monitoring staff performance, staff professional development and inductions. The position is also required to allocate work according to the administrative requirements or legal complexity in the preparation of correspondence, briefs, court documents and billing. The successful applicant should be a well organised, effective communicator, with initiative and motivation. Demonstrated experience and ability to guide, direct, motivate, develop others and to lead with a positive and client focused approach is mandatory.

Eligibility/Other Requirements: Demonstrated experience in a management/supervisory role is essential; knowledge of legal terminology, legal research methods and procedures is required; knowledge of Open Practice and Lawdocs is desirable.

Notes: This position is temporary for 12 months with the possibility of extension. An order of merit may be established from this recruitment process for future permanent vacancies.

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

Transport and Infrastructure

Transport Regulation

Road User Services

Assistant Manager

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 32048)

Gazetted: 10 September 2013

Closing Date: 24 September 2013

Details: Under the general direction of the Manager, Infringement Management Plan Unit, supervise a small team responsible for the assessment and entry of Infringement Notice Management Plan (INMP) or Work or Development Program (WDP) applications. Provide high level advice on client eligibility and qualification requirements for WDP's, Deal with complex customer enquiries and prepare high level correspondence and documentation, Liaise with community service organisations and clients regarding the provision of work and development programs, Initiate action to follow up clients that default on INMP's or WDP's, Monitor staff development, provide training, organise staff workloads and allocate priorities when required, Maintain records in accordance with the *Territory Records Act 2002*.

Contact Officer: Mardi Cleggett (02) 6207 8493 mardi.cleggett@act.gov.au

Emergency Services Agency

Support Services

ESA Training

Training Support Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 28958)

Gazetted: 11 September 2013

Closing Date: 18 September 2013

Details: ESA Training administers the ESA Registered Training Organisation (RTO) and provides support services for the effective management of the ESA Training Centre. The Training Support Officer provides administrative support to ESA Training and fulfils a key client services role for the ESA RTO. This includes financial management duties, maintaining student records, generation of financial and competency completion reports, issuing qualifications and providing general administrative support to the section as required. This role is key to ensuring RTO compliance with the Standards for NVR Registered Training Organisations.

Eligibility/Other Requirements: Oracle proficiency is highly desirable.

Note: This is a temporary position available until October 2014.

Contact Officer: Julie Nolan (02) 6207 0790 julie.nolan@act.gov.au

Office of Regulatory Services

Registrations and Fair Trading

Land Titles

Client Service Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 22823, several)

Gazetted: 06 September 2013

Closing Date: 13 September 2013

Details: Under the general direction of the Manager; Provide high level client service, either at the counter, over the phone, or in writing; Where delegated, prepare, arrange and complete a range of licences, registrations and permits administered by the office; Where delegated, critically examine documents for registration and reconcile relevant cash and trust accounts; Resolve more complex issues for clients and staff; Accept and account for a range of fees by exercising responsibilities as a collector of public monies; Assist with the supervision, management, training and development of other staff within a business unit; Maintain accurate records managed

in a variety of databases and manual registers; Contribute to ORS operations and perform other duties as directed; Maintain records in accordance with the *Territory Records Act 2002*; Contribute to efficient work practices and sound corporate governance; Contribute to workplace diversity, participative work practices and promote OH&S principles; Assist senior staff members with work in the unit to ensure objectives are achieved.

Note: This is a temporary position available from 23 September 2013 until 20 July 2014 with the possibility of extension.

Contact Officer: Sandra Salcedo (02) 6207 1181 sandra.salcedo@act.gov.au

ACT Government Solicitor

Executive

Legal Support Team Leader

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 16248, several)

Gazetted: 06 September 2013

Closing Date: 24 September 2013

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holder ACTGS is looking for enthusiastic and committed self starters with a strong background in working within a legal environment and a proven ability to mentor, motivate and train staff. The successful applicants will be required to possess good communication skills, exercise initiative and discretion in managing work priorities and deadlines, and exhibit strong attention to detail. Applicants will also possess excellent organisational and interpersonal qualities, and ability to function within a flexible team environment and communicate and build relationships with people at all levels. A sound knowledge of electronic information systems (preferably Open Practice and Lawdocs) would be an advantage. Proven knowledge and understanding of legal terminology and legal processes is required.

Eligibility/Other Requirements: Minimum typing speed of 50 wpm and the ability to use a digital Dictaphone is required.

Notes: These positions are temporary for 12 months with the possibility of extension. An order of merit may be established from this recruitment process for future permanent vacancies.

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

Transport and Infrastructure

Transport Regulation

Road User Services

Infringement Management Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 32050, several)

Gazetted: 06 September 2013

Closing Date: 20 September 2013

Details: Under the general direction of the Manager, Infringement Management Plan Unit: provide high level services to clients over phone, counter and email regarding Infringement Notice Management Plans (INMP), Work or Social Development Programs (WDP) and Waivers; provide advice on eligibility for clients to apply for an INMP/WDP or Waiver; accept and assess applications for INMP and WDP; interrogate and extract information from databases accurately and efficiently; process applications for INMPs and WDP's in Rego.act; utilise discretion and initiative in management of client requirements; liaise with other Road User Services sections, Canberra Connect and WDP providers; provide administrative support to the Manager and Assistant Manager; maintain records in accordance with the *Territory Records Act 2002*.

Contact Officer: Mardi Cleggett (02) 6207 8493 mardi.cleggett@act.gov.au

Office of Regulatory Services

Registrations and Fair Trading

Rental Bonds

Client Services Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 42520, several)

Gazetted: 05 September 2013

Closing Date: 12 September 2013

Details: Under the general direction of the Manager, provide high level client service, either at the counter, over the phone, or in writing. Receive and process lodgements for a range of licences, registrations, permits or refunds administered by the Office. Undertake cashier duties in accordance with the *Financial Management Act 1996*, including managing cash and daily balancing; undertake responsibilities of data entry, scanning, indexing and searching databases to provide client services; undertake other administrative functions as required, which may include opening and distributing mail and courier duties. Be the first point of contact for clients; answer, screen and transfer telephone calls. Provide administrative support, contribute to Office of Regulatory Services (ORS) operations and perform other duties as directed. Maintain records in accordance with the *Territory Records Act 2002*. Contribute to efficient work practices and sound corporate governance. Contribute to workplace diversity, participative work practices and promote OHS principles. Assist senior staff members with work in the unit to ensure objectives are achieved.

Notes: This is a temporary position available until 14 March 2014 with the possibility of extension. 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: Penny Foudoulis (02) 6207 1180 penelope.foudoulis@act.gov.au

Office of the Legislative Assembly

Hansard, Technology and Library

IT Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 505)

Gazetted: 10 September 2013

Closing Date: 17 September 2013

Details: To be successful in this role you will need to demonstrate your ability to manage, monitor and report on the delivery of information technology requirements, have well develop literacy skills, and the ability to prioritise.

Note: This is a temporary position available from 01 October 2013 to 01 February 2014.

Contact Officer: Val Szychowska (02) 6207 5919 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

Directorate Services

Canberra Connect

Shopfront Services

Operations Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 04439)

Gazetted: 09 September 2013

Closing Date: 16 September 2013

Details: Applicants are sought from suitably experienced and motivated individual to act in the role of Operations Manager in the Canberra Connect Shopfront Services team. The Shopfront Services Operations Manager provides supervisory and operational support for the four full service Canberra Connect Shopfronts and the Civic Driver's Licence Service. The role is also key in maintaining relationships across the ACT Government particularly those that Canberra Connect delivers Shopfront services on behalf of. The Operations Manager supports the Senior Manager Shopfront Services in ensuring consistency and streamlining of services and excellence in customer service. The Operations Manager works closely with staff across all levels in Canberra Connect's customer service environments and is critical to helping Canberra Connect staff maintain award-winning customer service.

Eligibility/Other Requirements: Suitable candidates need to possess a background in Shopfront Services with a strong working knowledge of CashLink, rego.act and Smartrac as well as procurement and contract management.

Notes: This is a temporary position available to March 2014 with the possibility of extension.

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

Directorate Services

Canberra Connect

Payment Services Integration

Payment Services Analyst

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 00326)

Gazetted: 09 September 2013

Closing Date: 16 September 2013

Details: Applications are sought from suitably experienced and motivated individuals to fill the role of Payment Services Analyst in the Payment Services Integration team of Canberra Connect. The team is responsible for the investigation, development and delivery of whole of government focused service strategies that support ACT Government payment policies. The team has operational ownership of the counter receipting application (Cashlink), provides business process re-engineering and payment integration services to ACT Government client agencies and contract management of external payment providers such as POSTBillpay.

Eligibility/Other Requirements: Suitable candidates will possess a background in integrated service delivery together with a strong motivation to pursue opportunities and leverage the benefits of multi-channel service delivery capabilities in a government setting.

Note: This is a temporary vacancy available until March 2014 with the possibility of extension.

Contact Officer: Adam Pitt (02) 6205 0735 adam.pitt@act.gov.au

Roads and Public Transport

Public Transport

Business Support

Senior Governance Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 19992)

Gazetted: 06 September 2013

Closing Date: 13 September 2013

Details: Public Transport Branch is seeking a Senior Governance Officer with proven experience in organisational governance and business improvement to enhance the delivery of public transport services to the Canberra community. As a key officer in the Governance Team, you will work with a high-degree of independence to develop, implement and manage the Public Transport Governance/Policy framework as well as develop policies and procedures underlying that framework with the aim of meeting legislative and compliance obligations. You will need highly developed research and analytical skills, with strong communication skills to liaise with a broad range of people from management, operational staff and members of the public. You will also be required to prepare high-level briefings and correspondence, and other duties as required.

Eligibility/Other Requirements: Relevant tertiary qualifications or willingness to acquire highly desirable.

Contact Officer: Jasmina Jonceski (02) 6207 1097 jasmina.jonceski@act.gov.au

Directorate Services Division

Governance

Communications

Communications Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 15217)

Gazetted: 10 September 2013

Closing Date: 17 September 2013

Details: The Communications Officer works with the Senior Manager to implement the team's array of activities to ensure the Directorate's communication and engagement activities are appropriate and accurate. The position is responsible for internal communication activities, media relations, issues management, marketing campaigns, communication strategies, social media, community engagement campaigns and general communication activities. The position is responsible for liaising daily with the Minister's office, senior management within the Directorate and key stakeholder groups. The position is expected to be on close call for routine media in a roster arrangement with other members of the team.

Eligibility/Other Requirements: Degree or Diploma in Communications, Public Relations, Journalism or related discipline and/or demonstrated experience in a public relations, newspaper, television or public affairs environment is highly desirable. A current driver's licence is also required.

Notes: This is a temporary position available from November 2013 until January 2015. This process could result in a possible extension or permanent recruitment.

Contact Officer: Geoff Virtue (02) 6205 0312 geoff.virtue@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

Apprentice Horticulturalist

Apprentices \$18,115 - \$41,887, Canberra (PN: 46040)

Gazetted: 10 September 2013

Closing Date: 24 September 2013

Details: Yarralumla Nursery is the largest production nursery in the Southern Tablelands. We are currently seeking applications for the temporary position of an Apprentice Horticulturalist. The position is an important part of supporting the work of the production operations team. The successful applicant will be able to learn about the propagation of a wide range of exotic and native cold climate species and the operation and maintenance of production facilities and equipment such as glasshouses, heat beds, irrigation systems, seed cleaning apparatus and specialized propagation tools.

Eligibility/Other Requirements: Minimum qualification for the Horticultural Apprenticeship is Year 10 certificate or equivalent with passes in English, Mathematics and Science. The successful applicant will be enrolled at CIT Weston Campus in the Horticultural Trade Certificate - Nursery stream, and must be prepared to undertake study on the job.

Notes: This position is temporary available for the duration of the Apprenticeship, with the possibility of permanency upon successful completion of the Apprenticeship. Applicants will need to demonstrate a keen interest and aptitude in Horticulture. 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: Belinda Ryan (02) 6207 8230 belinda.ryan@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

Chief Minister and Treasury

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

Rebecca Williams 827-26031, Section 68(1), 12 September 2013

Commerce and Works

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

Eric Raaschou 835-83554, Section 68(1), 11 September 2013

Education and Training

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

Janelle Avory 836-06226, Section 68(1), 9 September 2013

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

Kevin Seal 835-31930, Section 68(1), 4 September 2013

Environment and Sustainable Development

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

Kym Louise Rogers 835-68725, Section 68(1), 9 September 2013

Health

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

Maxwell Adjei-Ameyaw 836-06840, Section 68(1), 12 September 2013

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

Tania Arnold 771-97526, Section 68(1), 12 September 2013

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

Courtney Attwood 839-26975, Section 68(1), 10 September 2013

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

Rhiannon Barrand 839-26262, Section 68(1), 11 September 2013

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

Chrysta Bridge 836-56733, Section 68(1), 11 September 2013

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

Katherine Cole 834-53020, Section 68(1), 5 September 2013

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

Lisa Devoy 833-45898, Section 68(1), 10 September 2013

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

Niraj Gauli 825-49477, Section 68(1), 11 September 2013

Dental Assistant - Qualified \$46,377 - \$54,579

Despina Hadjigeorgiou 827-83028, Section 68(1), 4 September 2013

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

Nerida Hope-Johnstone 840-51568, Section 68(1), 12 September 2013

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

Jijesh Jayarajan 825-49784, Section 68(1), 9 September 2013

Dental Assistant - Qualified \$46,377 - \$54,579

Emma Mulholland 840-49441, Section 68(1), 5 September 2013

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

Emily Skye Peelgrane 836-55458, Section 68(1), 5 September 2013

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

Noel Rumble 825-48634, Section 68(1), 9 September 2013

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

Susan Shands 840-51023, Section 68(1), 12 September 2013

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

Elizabeth Thangpueh 839-26908, Section 68(1), 12 September 2013

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

Stephany Thuleau 828-65699, Section 68(1), 13 January 2011

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

Catherine Windsor 816-83391, Section 68(1), 12 September 2013

Justice and Community Safety

Correctional Officer Class 1 \$53,417 - \$64,102

Michael Bailie 835-87790, Section 68(1), 12 September 2013

Correctional Officer Class 1 \$53,417 - \$64,102

Craig Batten 827-44053, Section 68(1), 12 September 2013

Correctional Officer Class 1 \$53,417 - \$64,102

Paul Cubitt 817-48175, Section 68(1), 12 September 2013

Correctional Officer Class 1 \$53,417 - \$64,102

Kanwardeep Gill 835-87627, Section 68(1), 12 September 2013

Correctional Officer Class 1 \$53,417 - \$64,102

Timothy Groom 827-31498, Section 68(1), 12 September 2013

Correctional Officer Class 1 \$53,417 - \$64,102

Geoffrey James 827-52897, Section 68(1), 12 September 2013

Correctional Officer Class 1 \$53,417 - \$64,102

Mark Partridge 835-70606, Section 68(1), 12 September 2013

Correctional Officer Class 1 \$53,417 - \$64,102

Blair Runciman 827-51763, Section 68(1), 12 September 2013

TRANSFERS

Community Services

Jack Daniel Powsey: 820-78409

From: Health Professional Level 4 \$96,809

Community Services

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

Community Services, Canberra (PN. 16901) (Gazetted 10 May 2013)

PROMOTIONS

Chief Minister and Treasury

Policy and Cabinet

Cabinet and Intergovernmental Relations

Intergovernmental Relations

Linda Harvey: 820-81982

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

Justice and Community Safety

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

Chief Minister and Treasury, Canberra (PN. 24276) (Gazetted 23 July 2013)

Education and Training

Office for Schools

North/Gungahlin Network

Amaroo School

Judith Anderson: 713-04677

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

Education and Training

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

Education and Training, Canberra (PN. 07285) (Gazetted 7 August 2013)

Office of Schools

Belconnen Network

Kingsford Smith School

Moira Beverley: 817-96927

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

Education and Training

To: †School Leader C \$100,271

Education and Training, Canberra (PN. 15515) (Gazetted 20 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.

Office for Schools

North/Gungahlin Network

Amaroo School

Tiffany Mahon: 755-71756

From: School Leader C \$100,271

Education and Training

To: †School Leader B \$116,751

Education and Training, Canberra (PN. 18272) (Gazetted 25 July 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

Executive Director

Division Operations

Corrine Sharman: 835-83837

From: Indigenous Trainee \$40,974 - \$45,283

Education and Training

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

Education and Training, Canberra (PN. 32558) (Gazetted 9 September 2013)

Health

**Canberra Hospital and Health Services
Medicine**

Lauren McKenna: 799-99231

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

Health

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

Health, Canberra (PN. 22452) (Gazetted 23 May 2013)

Justice and Community Safety

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Matthew John Leckenby: 820-73309

From: Health Service Officer Level 3 \$42,160 - \$43,599

Health

To: Ambulance Support Officer 1 \$48,163 - \$51,314

Justice and Community Safety, Canberra (PN. 26848) (Gazetted 23 August 2012)