



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 12 September 2013**

## **Executive Notices**

### **Education and Training**

#### **Engagement**

Mark Whybrow – Director, Finance (E246) Section 72 of the Public Sector Management Act 1994

### **Environment and Sustainable Development**

#### **Contract Cessation**

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

### **Justice and Community Safety**

#### **Engagement**

Alison Playford – Deputy Director-General, Justice (E723) Section 72 of the Public Sector Management Act 1994

Mark Doverty – Program Director, Station Upgrade and Relocation Project, ESA (E656) Section 72 of the Public Sector Management Act 1994

## **VACANCIES**

### **Calvary Health Care ACT (Public)**

#### **Cardiology**

##### **Staff Specialist**

##### **Staff Specialist \$199,231, Canberra (PN: 7736)**

Gazetted: 12 September 2013

Closing Date: 20 September 2013

Details: We are seeking a Cardiologist to join our team and participate in all aspects of patient care and to be involved in the planning and development of a Department of Cardiology. Responsibilities will include: Medical management of patients in the Coronary Care Unit and medical wards. Working as part of a multidisciplinary team to apply knowledge and experience in the investigation, diagnosis, and treatment of patients. Provide supervision and leadership for junior medical staff and medical students, including provision of opportunities for the extension of their clinical knowledge and skills. To participate in teaching activities for Resident medical staff, including advanced trainees in Cardiology, medical students and nursing staff, and to be involved in all activities within the hospital, including committees and the provision of a general adult cardiological outpatient service. Maintain effective communication with patients, their relatives, hospital staff and medical colleagues. Participate in all aspects of the development and building of the Cardiology service at Calvary Hospital, now and into the future. The position is available to start immediately. Calvary is 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. Great food, fantastic markets, restaurants galleries and live entertainment are at your doorstep.

Eligibility/Other Requirements: Selection Criteria.

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

Applications can be forwarded to: [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au)

## **Obstetrics and Gynaecology**

### **Obstetrics and Gynaecology Registrar**

#### **Senior Registrar \$124,330, Canberra (PN: Various)**

Gazetted: 12 September 2013

Closing Date: 20 September 2013

Working as part of a multidisciplinary team, apply medical knowledge and experience in the diagnosis, investigation and treatment of patients. Maintain close liaison with Consultants regarding patient conditions. Maintain effective communication with patients and the relatives, hospital staff and medical colleagues. Ensure effective handover of patients requiring on-going care and monitoring at the end of each shift. Maintain medical records in accordance with hospital policy and requirements, including the accurate and timely production of discharge summaries. Work within personal levels of expertise and seek assistance as required. Assist in the supervision of interns and residents and provide opportunities for the extension of their clinical knowledge and skills. Ensure cost-effective use of hospital resources.

Eligibility/Other Requirements: Fully registered medical practitioner with the APRHA. Minimum of three years post graduate experience relevant to the position of Obstetrics and Gynaecology Registrar. In support, we will provide you generous terms and conditions of employment, on-going professional development and the opportunity to excel. The position is available start immediately, though the start date is negotiable.

[tonia.alexander@calvary-act.com.au](mailto:tonia.alexander@calvary-act.com.au)

Eligibility/Other Requirements: Selection Criteria.

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

Applications can be forwarded to: [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au)

## **Medical Imaging**

### **Health Professional Level 4 Sonographer/Radiographer**

#### **Health Professional Level 4 \$89,786-\$96,809., Canberra (PN: 7426)**

Gazetted: 18 September 2013

Closing Date: 13 December 2013

Successful applicants will be a fully qualified Sonographer with experience in General Sonography including Obstetrics, some Vascular and Musculo-skeletal Ultrasound. It will be advantageous to also have a qualification in Medical Diagnostic Radiography acceptable to the Australian Institute of Radiography. The focus will be on the delivery of a contemporary Ultrasound service within a busy Hospital environment with an emphasis on highly developed clinical skills and evidence based patient care. The successful applicants will be part of a dedicated team with excellent communication skills and commitment to Professional Development and Mentoring of Trainee Sonographers.

Eligibility/Other Requirements: Selection Criteria.

Contact Officer: Hamman Hijazi (02) 6201 6141 [hammad.hajazi@calvary-act.com.au](mailto:hammad.hajazi@calvary-act.com.au)  
[applications@calvary-act.com.au](mailto:applications@calvary-act.com.au)

Applications can be forwarded to: [applications@calvary-act.com.au](mailto:applications@calvary-act.com.au)

## **Maternity**

### **Registered Midwife Level 2**

#### **Registered Midwife Level 2 \$78,157 - \$82,990, Canberra (PN: Various)**

Gazetted: 12 September 2013

Closing Date: 27 September 2013

Calvary Health Care ACT (CHCACT) is seeking highly skilled, experienced and dynamic midwives to be a part of this brand new Continuity of Midwifery Care Service. The successful applicants will have the opportunity to work within this highly satisfying model, developing a relationship with women and their families and guiding them through a significant life milestone. Each midwife will have a caseload 40 women per year and provide the full scope of maternity care. Midwives will work largely independently but be supported by a team of midwives and a complementary multidisciplinary collaborative framework. CHCACT is a Baby friendly Health Accredited facility with over 1500 births per year. Maternity services are well supported by a strong core group of experienced midwifery, medical and allied health staff.

Eligibility/Other Requirements: Selection Criteria.

Contact Officer: Elizabeth Bishop (02) 6201 6020 or 0438583177 [elizabeth.bishop@calvary-act.com.au](mailto:elizabeth.bishop@calvary-act.com.au)  
[recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au)

Applications can be forwarded to: [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au)

## **Finance and Performance**

### **Finance**

#### **Administrative Services Officer level 5 \$65,660 - \$69,623, Canberra (PN: 7784)**

Gazetted: 12 September 2013

Closing Date:

Data Manager - Emergency Department Information Systems Administrative Services Officer 5 Finance - Performance Unit Permanent Full Time Calvary Health Care ACT - Finance - Performance Unit is seeking a highly skilled individual to fill the position of Data Manager - Emergency Department Information Systems. Applications addressing the selection criteria are sought from qualified individuals. This permanent full time position is an exciting and challenging role that involves 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](mailto:mick.barnes@calvary-act.com.au) or [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au)

Applications can be forwarded to: [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au)

### **Emergency**

#### **Emergency Department Co-ordinator**

#### **Administrative Services Officer Level 5 \$65,660 - \$69,623, Canberra (PN: 7239)**

Gazetted: 18 September 2013

Closing Date: 1 October 2013

Calvary Hospital Emergency Department Administration is seeking an organised and capable individual to act in the post of Emergency Department Coordinator. This dynamic role supports all manner of operations in the ED, including roster coordination, and acts as an executive assistant to the Emergency Department Director. This is a temporary opportunity available for six months. The position is available as soon as the successful candidate is ready to start. For more information about selection criteria, see attached duty statement.

Eligibility/Other Requirements: Selection Criteria.

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

Applications can be forwarded to: [applications@calvary-act.com.au](mailto:applications@calvary-act.com.au)

## **Canberra Institute of Technology**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

### **Centres**

#### **Corporate Services**

##### **Project Officer**

#### **Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 32943)**

Gazetted: 13 September 2013

Closing Date: 20 September 2013

Details: Assist with the implementation of the TRIM recordkeeping system for CIT. Undertake projects and duties associated with the rollout of the database. Assist with the training of staff, the preparation of reports as appropriate and undertake any research or analysis associated with the project.

Eligibility/Other Requirements: Previous records management experience essential.

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

Contact Officer: Cheryl Griffiths (02) 6207 3142 [cheryl.griffiths@cit.edu.au](mailto:cheryl.griffiths@cit.edu.au)

### **Chief Minister and Treasury**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

#### **Policy and Cabinet**

##### **Cabinet and Intergovernmental Relations**

##### **Cabinet Office**

##### **Senior Manager**

##### **Senior Officer Grade A \$123,208, Canberra (PN: 04828)**

Gazetted: 18 September 2013

Closing Date: 25 September 2013

Details: The Senior Manager, Cabinet Office, oversees the Cabinet process, including forward planning, final approval of Cabinet documents for lodgement, and support to decision makers for Freedom of Information Requests. The position also provides policy advice and support in relation to security and emergency management and Assembly liaison functions.

Notes: This temporary position is available asap until November 2013, with the possibility of extension.

Contact Officer: Cheryl Sizer (02) 6207 5989 [cheryl.sizer@act.gov.au](mailto:cheryl.sizer@act.gov.au)

### **Commerce and Works**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

#### **Business Services**

##### **Strategic HR**

##### **Organisational Development**

##### **Senior HR Officer (Learning and Development)**

##### **Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 09793)**

Gazetted: 17 September 2013

Closing Date: 1 October 2013

Details: The successful applicant will be responsible for the development and delivery of Learning and Development, performance planning, Commerce and Works Directorate (CWD) Induction Program and base level entry programs (Traineeships and Graduate Programs). In undertaking this role, the occupant will be responsible for developing strategic human resource policies, programs and processes and provide high level advice and support to senior leaders, supervisors and staff within CWD.

Eligibility/Other Requirements: Tertiary qualifications in a HR related discipline or extensive relevant experience in a human resource related discipline would be an advantage.

Contact Officer: Christiana Eze (02) 6205 0517 [christiana.eze@act.gov.au](mailto:christiana.eze@act.gov.au)

#### **Executive**

##### **Cabinet and Assembly Liaison Officer**

##### **Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 33028)**

Gazetted: 13 September 2013

Closing Date: 20 September 2013

Details: The successful applicant will be responsible for the central coordination and liaison services between Business Units within the Commerce and Works Directorate with the provision of Cabinet and Legislative Assembly Liaison functions.

Note: This is a temporary vacancy from 30 September 2013 to 30 March 2014, with the possibility of permanency from this process.

Contact Officer: Kirsten Thompson (02) 6207 8207 [kirsten.thompson@act.gov.au](mailto:kirsten.thompson@act.gov.au)

**Shared Services ICT**

**Infrastructure Services**

**Platform Systems**

**Third Level Support Analyst**

**Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 15989)**

Gazetted: 13 September 2013

Closing Date: 27 September 2013

Details: The successful candidate will work within the Platform Systems Windows Server Support team to provide third level technical support to Shared Services ICT staff and customers, assist in developing solutions for Whole of Government identified issues and participate in assigned project work.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. The possession of, or the ability to attain, a Protected security clearance is mandatory.

Contact Officer: Keyworth Nock (02) 6207 1977 [keyworth.nock@act.gov.au](mailto:keyworth.nock@act.gov.au)

**Shared Services ICT**

**Infrastructure Services**

**Platform Systems**

**Windows Server Technician**

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

Gazetted: 13 September 2013

Closing Date: 27 September 2013

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

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

Contact Officer: Keyworth Nock (02) 6207 1977 [keyworth.nock@act.gov.au](mailto:keyworth.nock@act.gov.au)

**Shared Services**

**Procurement**

**Administrative Support Officer**

**Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 03587)**

Gazetted: 17 September 2013

Closing Date: 1 October 2013

Details: Shared Services is a division of the Commerce and Works Directorate of the Australian Capital Territory (ACT) Government. Shared Services provides a range of services to ACT Government Directorates including Finance, Human Resources, Publishing and Record Services, comprehensive Procurement and ICT Services. A current recruitment opportunity is available within the Shared Services Procurement Executive Support Team for an individual who is highly motivated and enthusiastic. As a member of this Team the role is responsible for the coordination and delivery of administrative support services aiding in the successful operation of the business objectives in accordance with policies and procedures. The successful applicant must have a strong customer service focus demonstrating strong interpersonal and liaison skills.

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

**Policy and Organisational Services**

**Office for Aboriginal and Torres Strait Islander Affairs**

**Capacity Building Team**

**Project Officer**

**Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 07816)**

Gazetted: 18 September 2013

Closing Date: 3 October 2013

Details: The Office for Aboriginal and Torres Strait Islander Affairs (OATSIA) is seeking a Project Officer within the Capacity Building Team. The Project Officer will, under direction, undertake a range of projects to support the work of the Capacity Building Team including assisting with tasks associated with administering Aboriginal and Torres Strait Islander Grants Program and Aboriginal and Torres Strait Islander Cultural Centre. The occupant will have the ability to manage sensitive and confidential issues and will have a demonstrated ability to liaise with Government and non Government officers. The successful applicant will demonstrate a sound knowledge of relevant legislation, and an understanding of the issues facing the Aboriginal and Torres Strait Islander Community in the ACT.

Contact Officer: Jenny Lintern (02) 6207 6858 [lee-anne.daley@act.gov.au](mailto:lee-anne.daley@act.gov.au)

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

**Care and Protection Services**

**Case Aid**

**Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 07381)**

Gazetted: 12 September 2013

Closing Date: 26 September 2013

Details: Case Aids are located within our frontline teams of Care and Protection Services (CPS). They provide administrative support to caseworkers, team leaders and managers of CPS. The occupant of the position will be required to provide high quality customer service to clients, members of the public and stakeholders of the Office for Children Youth and Family Support. This includes answering calls, case management support to caseworkers, dealing with complex enquiries and tasks, and assisting with the maintenance of both paper and electronic filing systems. The position occupant is required to comply with a number of core legislations including the *Children and Young People Act 2008*.

Eligibility/Other Requirements: Demonstrated ability to operate effectively in a highly computerised environment and driver's licence essential.

Contact Officer: Maree Bristot (02) 6205 54431 [maree.bristot@act.gov.au](mailto:maree.bristot@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](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

**Cultural Facilities Corporation**

**Canberra Theatre Centre**

**Operations**

**Stage Door Manager**

**General Services Officer Level 6 \$48,162- \$50,445 pro rata, Canberra (PN: 3552)**

Gazetted: 17 September 2013

Closing Date: 1 October 2013

The Canberra Theatre Centre is offering the Head Stage Door position part time for 30 hours a week. Core duties involve the management, supervision and operation of stage door for The Canberra Theatre and The Playhouse. Experience in theatre protocols and operations is essential. The successful applicant must be willing to induct and train casual staff when required.

Eligibility/Other Requirements: Must have a drivers licence. Current First Aid certificate is desirable.

Note: This temporary position is available initially for one year with the possibility of a further two years extension.

Applications must address the selection criteria.

Contact Officer: Rohan Cutler (02) 6243 5736 [rohan.cutlerl@act.gov.au](mailto:rohan.cutlerl@act.gov.au)

Applications can be forwarded to: [trudy.collins@act.gov.au](mailto:trudy.collins@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](mailto:jobs@act.gov.au)**

#### **ACT Gambling and Racing Commission**

##### **Compliance and Investigations**

##### **Authorised Officer**

##### **Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 42503)**

Gazetted: 16 September 2013

Closing Date: 30 September 2013

Details: The ACT Gambling and Racing Commission is an independent Statutory Authority established under the *Gambling and Racing Control Act 1999* to control, supervise and regulate gambling and racing in the ACT. The Commission is seeking an enthusiastic and highly motivated person with demonstrated experience in regulatory and compliance activities. This position will provide a wide range of experience in a busy and multi-faceted compliance and investigations team. As an Authorised Officer, you will assist with the delivery of the Commission's compliance programs by conducting compliance inspections at gaming venues across the ACT including the casino, gaming machine licensees, lotteries and race and sports bookmakers. You will also conduct investigations into more complex patron complaints and investigate and report on complex breaches of the ACT Gaming Laws.

Eligibility/Other Requirements: Current driver's licence desirable.

Contact Officer: Bruce Waugh (02) 6207 0195 [bruce.waugh@act.gov.au](mailto:bruce.waugh@act.gov.au)

#### **Economic Development, Policy and Governance**

##### **Workforce and Governance**

##### **Governance**

##### **Business Support Officer**

##### **Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 27967)**

Gazetted: 17 September 2013

Closing Date: 24 September 2013

Details: The Workforce and Governance Branch are looking for a highly organised business support officer to undertake a variety of activities for the Directorate, with the main responsibility being the management of the Directorate's records management system, TRIM.

Eligibility/Other Requirements: Experience in the use of the TRIM system and/or in a records support role is highly desirable.

Note: This temporary position is available 1 October 2013 until 27 November 2013. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae. Applications should be sent to the contact officer.

Contact Officer: Imogen Davis (02) 6207 7661 [imogen.davis@act.gov.au](mailto:imogen.davis@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](mailto:jobs@act.gov.au)**

#### **Strategy and Coordination**

##### **Information, Communications and Governance**

##### **Information and Knowledge Services**

##### **Manager**



**Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 04074)**

Gazetted: 16 September 2013

Closing Date: 30 September 2013

Details: In supporting the ACT Education and Training Directorate's Chief Information Officer, the Manager, ICT Governance and Policy is responsible for the management of the Directorate's ICT governance framework, including key aspects such as strategic alignment, risk management, value delivery and performance management. This position also includes demonstrated experience in the development and implementation of ICT governance frameworks and an understanding of relevant standards and methodologies to improve project governance for the Directorate. Highly developed team leadership skills and experience in managing complex ICT projects. Highly developed analytical, conceptual, research and written communication skills (including the provision of complex strategic and policy advice to the Minister for Education and Training, Chief Information Officer and senior management). Demonstrated capacity to develop and implement policies and procedures to support schools in the use of ICT to improve student learning. Ability to successfully operate and deliver in a complex and dynamic environment.

Eligibility/Other Requirements: Project Governance experience and project leadership, formal project management training (PRINCE2), and/or experience in managing ICT related projects are desirable.

Contact Officer: Mark Huxley (02) 6205 6749 mark.huxley@act.gov.au

**Strategy and Coordination**

**Information, Communications and Governance**

**Information and Knowledge Services**

**ICT Project Officer**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 02733, several)**

Gazetted: 13 September 2013

Closing Date: 27 September 2013

Details: In supporting the ACT Education and Training Directorate's Chief Information Officer, the ICT project Officer will be responsible for the management of ICT Projects governed by the Directorate, including key aspects such as strategic project alignment, risk management, value delivery and performance management. This position also includes: demonstrated experience in the development and implementation of ICT projects to support educational outcomes in schools; highly developed analytical, conceptual, research and written communication skills (including the provision of strategic and policy advice to the Minister, Chief Information Officer and senior management); and ability to successfully operate and deliver in a complex and dynamic environment.

Eligibility/Other Requirements: Desirable: Project management experience. Formal project management training (PRINCE2), and/or experience in managing ICT related projects.

Contact Officer: Mark Huxley (02) 6205 6749 mark.huxley@act.gov.au

**Office for Schools**

**South/Weston Network**

**Narrabundah College**

**Information Technology Officer**

**Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 09166)**

Gazetted: 13 September 2013

Closing Date: 20 September 2013

Details: Narrabundah College is seeking a motivated and innovative officer to provide high level ICT support to the college staff, students and community. The successful applicant will take a leadership role in the management, development and improvement of the administrative and curriculum networks across the college. Provide strategic planning advice and support and liaise with outside agencies. Promote the use of ICTs with particular attention to providing staff with training and technical support in the use of the network and related software packages and device. The position has a focus on the integration of ICT into classrooms and how it can be applied to effective communication both within the college and beyond. Duties will also include identifying and rectifying hardware problems, managing user accounts, maintaining the school's IT asset database and providing technical support/assistance with IT security for the school.

Eligibility/Other Requirements: Completion, or near completion of an associate diploma or higher qualification in computing/information science or significant relevant work experience (two or more years).

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](http://www.ors.act.gov.au/community/working_with_vulnerable_people).  
Contact Officer: Archana Aggarwal (02) 6205 6977 archana.aggarwal@ed.act.edu.au

**Office for Schools**

**North/Gungahlin Network**

**Dickson College**

**Information Technology Officer**

**Information Technology Officer Class 1 \$57,004 - \$65,178, Canberra (PN: 07312)**

Gazetted: 16 September 2013

Closing Date: 23 September 2013

Details: Dickson College is seeking an enthusiastic Information Technology Officer. The successful applicant will be required to liaise with the School IT Coordinator in relation to all aspects of the development, implementation and management of PC systems on LANS and WANS across the school. Identify and rectify hardware problems, manage user accounts, maintain the school's IT asset database and provide technical support/assistance with IT security for the school.

Eligibility/Other Requirements: Completion or near completion of an Associate Diploma or higher qualification in computing/information science or significant relevant work experience (two or more years).

Note: This is a temporary position available until 20 June 2014 with the possibility of extension.

Contact Officer: Dr John Clink (02) 6205 6457 john.clink@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](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

**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**

**Pathology**

**Anatomical Pathology**

**Pathologist**

**Specialist/Senior Specialist \$147,465 - \$181,976**

**Senior Specialist \$199,231, Canberra (PN: 29824)**

Gazetted: 19 September 2013

Closing Date: 10 October 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 eight other Anatomical Pathologists and six 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.

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).

Note: This is a permanent full time position with the start date being around 1 February 2014. The successful applicant may be required to be registered under the Working with Vulnerable People (Background Checking) Act 2011.

Contact Officer: Professor Peter Collignon A/g Executive Director Pathology (02) 6244 2909 or Associate Professor Sanjiv Jain, Director Anatomical Pathology (02) 6244 2867

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**

#### **Pathology**

#### **Microbiology**

#### **Microbiology/Infectious Diseases Specialist**

#### **Specialist 1 - 5 \$147,465 - \$181,976, Canberra (PN: 32652)**

Gazetted: 19 September 2013

Closing Date: 10 October 2013

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976

The Position: This position will be within the Microbiology Department of ACT Pathology and Division of Medicine of the Canberra Hospital, with consultative services to Calvary Public Hospital.

ACT Pathology provides pathology services to the Canberra and Calvary Hospitals and other hospitals in the ACT and the general medical community in the ACT region. It consists of Departments of Anatomical Pathology, Chemical Pathology, Haematology, Immunopathology and Microbiology.

The Microbiology laboratory is located at TCH. The branch laboratory located at Calvary Hospital is primarily a rapid throughput service and microbiology analysis is sent to TCH for processing. Both laboratories offer a 24-hour service. Both laboratories are NATA accredited. The Microbiology laboratory in ACT Pathology provides a wide range of diagnostic, analytical and consultative services to the campus and other clinical facilities including reference services to Calvary Hospital. A combined immuno-assay section undertakes testing for several disciplines eg endocrinology, immunology and infectious diseases serology. Other testing related to microbiology is undertaken in a separate Molecular Biology unit within ACT Pathology.

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.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). The Applicant must be a Fellow of the Royal College of Pathologists of Australasia or equivalent and be eligible for registration as a Medical Specialist in Microbiology AND must be a Fellow of the Royal Australasian College of Physicians or equivalent.

Note: This position is a part time permanent position consisting of 28 hours. The successful applicant may be required to be registered under the Working with Vulnerable People (Background Checking) Act 2011.

Contact Officer: Peter Collignon

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

### **Strategy and Corporate**

#### **Performance and Innovation**

#### **Innovation and Redesign**

### **Senior Program Manager**

**Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 19673)**

Gazetted: 19 September 2013

Closing Date: 26 September 2013

Details: Applications are sought for a permanent vacancy as a Senior Program Manager in ACT Health's Performance and Innovation Branch. The primary role of the Senior Program Manager is to provide support for service design, redesign, and improvement or associated project management activities in ACT Health. As the Senior Program Manager you will establish and lead highly motivated design/redesign teams; providing coaching, guidance and support to any clinical or health support service. You will be responsible for analysis of existing services, identification and development of improvements to care and service models, and effecting positive change. As the successful applicant, you will have a demonstrated record of achievement in project management of major service design or redesign initiatives in a health setting. You will be a highly competent communicator with excellent interpersonal skills and demonstrated ability to establish and maintain strong and effective working relationships with team members, internal/external clients, stakeholders and service providers.

Eligibility/Other Requirements: Highly developed knowledge, acquired through formal studies or work experience, of business or service design/redesign, as well as project management and change management methodologies, practices, tools and techniques as applied to the health setting is highly desirable.

Note: ACT Health is undergoing some organisation structure changes and this position will be transferred to the Service and Capital Planning Branch with a primary focus on design of models of care or models of service; or to the Canberra Hospital and Health Services with a primary focus on process redesign within clinical or health support services. 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 to a maximum of three pages, attach a recent resume and provide the names and contact numbers for two referees (one being your current supervisor) to be uploaded and included with your application. Selection for this position may be based on written application and referee reports only.

Contact Officer: Shane Cumberland (02) 6205 1074

### **Canberra Hospital and Health Services**

#### **Medicine**

#### **Pharmacy - TCH**

#### **Lead Pharmacist Rehabilitation, Aged and Community Care**

**Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 32635)**

Gazetted: 19 September 2013

Closing Date: 17 October 2013

Details: Fast-track your career with a Lead 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. The 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 full time Pharmacist positions. The Department provides a full range of contemporary pharmacy services including clinical pharmacy services, specialised compounding services, investigational drug support, medicines information, medicines safety, and corrections health services. Our core values are excellence in clinical services, education, and team work. We have a dynamic, talented team and an exciting opportunity exists for a number of newly-created Lead Pharmacist positions for Medicine; Surgery; Critical Care; Women's, Youth and Children's Services; Rehabilitation, Aged and Community Care; and Cancer. This is a permanent full-time position that will be responsible for providing leadership, and coordination for all pharmacy services to the respective disciplines. This position will also provide advanced clinical, education, research, mentoring and quality improvement roles and will be required to provide a range of pharmacy services on weekends and after hours on a rotational basis as rostered. It is expected that this position will have a 50% clinical load, with other listed duties making up the remaining 50%. Part-time/job share will be considered. 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 this position. Contact the Australian Pharmacy Council (APC) and the Pharmacy Board of Australia to enquire about your eligibility for registration. A summary of the

Assessment and Registration process for overseas trained pharmacists in Australia can be found on the APC website [http://pharmacycouncil.org.au/content/assets/files/Examination Guides/Flowchart - 2012.02.08.pdf](http://pharmacycouncil.org.au/content/assets/files/Examination%20Guides/Flowchart%20-%202012.02.08.pdf). Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or extensive clinical pharmacy experience deemed equivalent. Medication Management review accredited with the Australian College of Consultant Pharmacy or equivalent, or enrolled in said course during probation period.

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

Contact Officer: Monica Jones (02) 6244 2118

## **Director General Reports**

### **Population Health**

#### **Health Protection Services**

##### **Senior Policy Officer**

##### **Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 19119)**

Gazetted: 19 September 2013

Closing Date: 3 October 2013

Details: The Health Protection Service (HPS) aims to protect and promote the health of the ACT community through innovative and timely action. The Preparedness and Response Section (PaRS) of HPS provides strategic emergency management coordination to the ACT health sector by supporting the Chief Health Officer's emergency roles and functions under the ACT Health Emergency Plan (HEP). These activities contribute to improving resilience, reducing or eliminating hazards and allowing ACT Health, and the ACT health sector, to approach emergencies in an inclusive and structured manner. PaRS is looking for a Senior Policy Officer to join the section on a permanent basis.

Eligibility/Other Requirements: Tertiary qualifications in a field relevant to public health or emergency management highly desirable.

Note: This position commences on 31 October 2013. 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. Applicants should provide at least one (maximum two) written referee reports addressing the selection criteria with their application using the standard ACT Health referee template. Verbal reports may be arranged by contacting the Contact Officer.

Contact Officer: Paul Bibo (02) 6207 8214

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Medical**

##### **Medical Education Support Officer**

##### **Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 25144)**

Gazetted: 19 September 2013

Closing Date: 3 October 2013

Details: The ACT Health Directorate vision is "Your health our priority", and our values are: care; excellence; collaboration; and integrity. We seek to demonstrate these values in the dealings with our consumers, partners, community and each other, and by doing so, aim to provide the best possible healthcare and health related services throughout all areas of the ACT Health Directorate and Canberra region. The ACT Health Directorate objectives are grouped under the following key performance areas: consumer experience; sustainability; hospital and related care; prevention; social inclusion and indigenous health; community based health; and aged care. As the Medical Support Officer (MSO) for the Division of Medicine you will be required to manage the coordination and facilitation of the Junior Medical Officers within the Division of Medicine focusing on education and training programs. This position reports directly to the Director of Physician Training.

Eligibility/Other Requirements: Possession of tertiary qualifications or equivalent in an education, health or related discipline is highly desirable.

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Candidates are invited to submit an application against the selection criteria to a maximum of one page per criteria. Candidates are also required to submit a current CV and the contact details of two current referees. The successful applicant may be based on selection criteria, CV and referee reports only.

Contact Officer: Daniel Ingram (02) 6244 2063 daniel.ingram@act.gov.au

**Director General Reports  
Population Health  
Health Protection Service  
Senior Policy Officer**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 23945)**

Gazetted: 19 September 2013

Closing Date: 26 September 2013

Details: The Pharmaceutical Services section of Health Protection Service is seeking an experienced Senior Policy Officer to progress work on key policy projects until end of December 2014. This is an exciting opportunity to progress work on the Controlled Medicines Project, as well as a number of other key initiatives within the Pharmaceutical Services section. The Controlled Medicines Project involves consultation with medical and pharmacist communities, and the broader public, on options for improving the current legislation around controlled medicine prescribing in the ACT. The successful candidate will be required to accept project management responsibility for the project and undertake related policy development and implementation tasks. Candidates should be experienced in regulatory policy matters including the preparation of consultation material, regulatory amendments and Ministerial correspondence, as well as being familiar with Cabinet processes. They should possess high level writing skills. Experience or an interest in the area of medicines prescribing is also highly desirable.

Note: This is a temporary position available until December 2014. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Applicants should also provide at least one (maximum of two) written referee reports with their application addressing the Selection Criteria using the standard ACT Health referee template. Verbal referee reports may be arranged by contacting the Chief Pharmacist if required.

Contact Officer: Vivien Bevan (02) 6205 0961

**Canberra Hospital and Health Services  
Medicine  
Pharmacy**

**Lead Pharmacist Production Services**

**Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 26209)**

Gazetted: 19 September 2013

Closing Date: 26 September 2013

Details: Fast-track your career with a Lead 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 Pharmacy Department employs a dynamic, talented team of over 70 staff, including approximately 45 full-time Pharmacist positions. The department provides a full range of contemporary Pharmacy Services including clinical pharmacy services, specialised production services, investigational drug support, medicines information, medication safety, and corrections health services. Our core values are excellence in clinical services, education, and team work. An exciting opportunity exists for the position of Lead Pharmacist Production Services. This is a permanent full-time position that will be responsible for providing leadership and coordination for all pharmacy services to the production services within Canberra Hospital, including the chemotherapy production unit, the aseptic production unit, extemporaneous compounding, and prepacks. This position will also provide advanced clinical, education, research, mentoring and quality improvement roles relating to production services. It is expected that this position

will have a 50% work load working within one of the pharmacy production units, with the other listed duties making up the remaining 50%. Part-time/job share arrangement will be considered.

Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or extensive specialist clinical pharmacy experience deemed equivalent.

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. For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$9095 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.

Contact Officer: Natalie Bula (02) 6244 2120

**Canberra Hospital and Health Services**

**Capital Region Cancer Services**

**Screening and Support**

**Promotions and Quality Manager**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 29175)**

Gazetted: 19 September 2013

Closing Date: 26 September 2013

Details: The Promotions and Quality Manager is responsible for managing the promotion of the Program to women in the target age range as well as quality activities. The position includes liaising with a diverse range of stakeholders, presenting breast awareness and screening talks, monitoring national accreditation standards and providing briefs and correspondence. The successful applicant will have demonstrated ability to develop, document, implement, monitor and evaluate promotion plans. Demonstrated high level communication and interpersonal skills including a proven ability to work with a range of individuals and groups. These include the general public, government, health professionals, other staff and community groups. Demonstrated knowledge of the principles of quality management. Demonstrated ability to be self directed to establish priorities and meet deadlines and targets. Demonstrated conceptual, analytical and problem solving skills. High level competency in writing briefs, minutes and correspondence and advanced level of computer literacy.

Eligibility/Other Requirements: Relevant qualifications in health promotion desirable.

Note: This is a temporary position available for an initial period of seven months. Applicants are requested to provide a brief expression (no more than two pages) of interest relating to each criterion, a curriculum vitae and contact details of one referee. The successful applicant may be selected from application and referee report only.

Contact Officer: Yvonne Epping (02) 6205 1540

**Canberra Hospital and Health Services**

**Mental, Justice Alcohol and Drug**

**Adult Mental Health Services**

**Registered Nurse**

**Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 32763, several)**

Gazetted: 19 September 2013

Closing Date: 3 October 2013

Details: The successful applicants will work within the Emergency Department (ED) completing mental health triage assessment and the Mental Health Assessment Unit (MHAU) to provide high quality mental health assessment and care for mental health consumers. Consumers who are assessed at triage as not requiring a mental health admission are referred to appropriate services in the community. The MHAU is a 24 hour 6 bed assessment Unit located in the ED at the Canberra Hospital that provides a safe environment for specialised mental health assessment, crisis stabilisation and treatment for all people presenting with an acute mental illness or disorder. The focus of care in the MHAU is comprehensive assessment and early decision making, developing strong relationships with community teams, ADS and the AMHU and maintaining consumer focused care using the Least Restrictive framework. At this level it is expected that you will provide, under limited supervision, high quality mental health triaging and assessment. You will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Current Registration or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). 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: Fiona Keddie (02) 6174 5406

**Canberra Hospital and Health Services**

**Capital Region Cancer Services**

**Medical Oncology**

**Registered Nurse**

**Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 17241, several)**

Gazetted: 19 September 2013

Closing Date: 26 September 2013

Details: Applications are invited from innovative, knowledgeable and committed Registered Nurses to work within a team environment. It is essential that applicants possess sound clinical knowledge, chemotherapy experience, and excellent time management skills. The successful applicants focus will be on the delivery of care to patients undergoing a Oncology/Haematology treatment, including the newly established Rapid Assessment Unit and Floor Coordinator with an emphasis on clinical skills and evidence based patient care. The successful applicants will be part of a dedicated team with excellent communication skills and commitment to professional development and mentoring new staff.

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

Note: The Medical Oncology unit operates Monday to Sunday. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Wendy Spencer (02) 6244 2302

**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: 21560, expected vacancy)**

Gazetted: 19 September 2013

Closing Date: 3 October 2013

Details: A suitably qualified Senior Physiotherapist has the opportunity to temporarily join Rehabilitation, Aged and Community Care (RACC), a Division within ACT Health. RACC is the main provider of aged care and rehabilitation services for the ACT. We offer services to adult clients 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 sub-acute inpatient rehabilitation unit (12B), our acute care of the elderly ward (11A), our rehabilitation clients attending the Rehabilitation Independent Living Unit (RILU) and our Community Rehabilitation Team (CRT). We offer excellent supervision and support from our dedicated team clinical educator. Opportunities for student, new graduate and assistant supervision are plentiful. 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.

Notes: This is a full-time temporary position, available from 7th November 2013 to 14 May 2014 with the possibility of extension and or permanency from this process. To apply you will need to submit a written application containing an up to date Curriculum Vitae, a statement addressing each of the selection criteria, and written references from two referees. An order of merit will be established from this selection process that may be used to fill permanent and temporary positions at level over the next 12 months. Selection may be based on application and referee reports only. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Judy Stone (02) 6174 5662 judy.stone@act.gov.au



**Strategy and Corporate**

**People, Strategy and Services**

**Health Workforce Australia**

**Simulated Learning Environment (SLE) Technical Officer**

**Technical Officer Level 4 \$70,913 - \$81,460, Canberra (PN: 31276)**

Gazetted: 19 September 2013

Closing Date: 3 October 2013

Details: This is an exciting temporary role, which provides opportunity to expand your biomedical technical officer skills and IT skills to the world of simulation learning and all of the modalities which are used to support the equipment. This position is funded by Health Workforce Australia (HWA) through the Simulated Learning Environment's program to 31 December 2014, with possibility of extension dependant on funding. This position will report to the ACT Region Integrated Clinical Training Network (ICTN) SLE Project Lead.

Eligibility/Other Requirements: Technical qualifications at associate diploma level or above from an Australian vocational education training (VET) institution, or a comparable overseas qualification or equivalent relevant experience. The relevance of experience in the absence of a formal qualification will be determined by the Recruitment Delegate. Position will require a driver's licence and will require physical ability to move wheeled equipment.

Note: This is a temporary position available until December 2014 with 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: Jennie Gordon 0408 788 391

**Director General Reports**

**Population Health**

**Health Promotion Spa**

**Project Officer**

**Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 24174)**

Gazetted: 19 September 2013

Closing Date: 26 September 2013

The Branch initiates and manages programs and projects that aim to improve the health of the ACT population. These are delivered in partnership with other agencies and include whole of population health promotion and disease prevention initiatives. Initiatives target population groups, as well as activities that influence the social, environmental and economic conditions that impact on public and individual health. This position is responsible for researching, developing, implementing and evaluating preventive health activities in partnership with key internal and external stakeholders. It would be suited to someone interested in working in the health promotion sector. Applicants able to demonstrate the ability to develop and lead innovative public health prevention programs will be viewed favourably.

Eligibility/Other Requirements: A tertiary qualification or equivalent experience in health improvement or a field relevant to the preventive agenda of public health is desirable.

Note: This is a temporary position available for a period of 10 months with the possibility of extension. Suitable applicants will be placed on a merit list for future temporary and/or permanent positions. Full-time applicants preferred however part-time hours will be considered. Applications may be selected on written application and referee reports alone. 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: Cal Chikwendu (02) 6205 3627

**Canberra Hospital and Health Services Officer**

**Operational Support**

**Acute Support**

**Aboriginal and Torres Strait Islander Liaison Officer**

**Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 29217)**

Gazetted: 19 September 2013

Closing Date: 26 September 2013

Details: The successful applicants will liaise and advocate on behalf of Aboriginal and Torres Strait Islander patients and their families within the Canberra Hospital. This position will provide the opportunity to work closely with the various Aboriginal and Torres Strait Islander communities in an innovative and creative and productive way.

Eligibility/Other Requirements: Knowledge of local Aboriginal and Torres Strait Islander communities and health issues. Well developed communication skills. Qualifications and/or skills in a relevant area or willingness to undertake studies such as Associate Diploma or Bachelor of Health Science (Aboriginal Health and Community Development).

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: Joyce Graham (02) 6244 2316

## **Strategy and Corporate**

### **Professional Leadership, Research and Education**

#### **Clinical School**

##### **Research Assistant**

##### **Research Officer Grade 2 \$58,870 - \$63,917, Canberra (PN: 32974)**

Gazetted: 19 September 2013

Closing Date: 3 October 2013

Details: The Translational Research Group at the Canberra Hospital is offering an exciting opportunity to join its multiproject research team. This person should be an experienced and motivated Research Assistant. The project will include hands-on laboratory work in the areas of flow cytometry and protein chemistry. Experience in the area of western blotting, immunoprecipitation is also desirable. The project is being undertaken in collaboration with the John Curtin School of Medical Research at ANU.

Eligibility/Other Requirements: Bachelors degree in Science or higher.

Note: This is a temporary position available for a period of 12 months. 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: Matthew Cook (02) 6174 5586 matthew.cook@act.gov.au

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Medicine Units**

##### **Personal Assistant and Departmental Office Manager**

##### **Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 30946)**

Gazetted: 19 September 2013

Closing Date: 26 September 2013

Details: The ACT Health Directorate vision is "Your health our priority", and our values are: care; excellence; collaboration; and integrity. We seek to demonstrate these values in the dealings with our consumers, partners, community and each other, and by doing so, aim to provide the best possible healthcare and health related services throughout all areas of the ACT Health Directorate and Canberra region. The ACT Health Directorate objectives are grouped under the following key performance areas: consumer experience; sustainability; hospital and related care; prevention; social inclusion and indigenous health; community based health; and aged care. The Rheumatology Department, Canberra Hospital and Health Services (CHHS) is a sub-specialty in internal medicine and is devoted to diagnosis and therapy of rheumatic diseases (joints, soft tissue, autoimmune diseases, vasculitis and heritable connective tissue disorder. Currently, the Rheumatology Department has four Rheumatologist Dr Chandi Perera (Unit Director), Dr Kathleen Tymms, Dr Dorai Raj and Dr Ken Khoo. The department has a strong focus on clinical service delivery, supporting Rheumatology patients within the ACT and surrounding regional areas, undergraduate and postgraduate teaching and research activities with links to the John Curtin School of Medical Research and the ANU Medical School. It is supported by a Fellow, Advanced Trainee Registrar, Junior Medical Officer and Biologics and Research Clinical Nurse Specialist. The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, intelligence and common sense.

Eligibility/Other Requirements: Medical terminology is desirable.

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Candidates are invited to submit an application against the Selection Criteria to a maximum of one page per criteria. Candidates are also required to submit a current CV and the contact details of two current referees. The successful applicant may be based on Selection Criteria, CV 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: Daniel Ingram (02) 6244 2063

**Canberra Hospital and Health Services  
Capital Region Cancer Service  
Cancer Nursing  
Nurse**

**Registered Nurse Level 1 \$55,567 - \$75,084, Canberra (PN: 20474)**

Gazetted: 19 September 2013

Closing Date: 26 September 2013

Details: Interest is being sought for Level 1 Registered Nurses to fill a rewarding position within Ward 14B. This is an acute oncology/haematology area that offers challenges and opportunity. The clinical unit provides a supportive, nurturing and learning environment to enable RN's to deliver high quality care to acutely unwell patients. If you are motivated, able to demonstrate well-developed interpersonal skills and have an ability to work collaboratively with a multidisciplinary team, this is an opportunity not to be missed. This is a full time position working a rotating roster. Part time will be considered.

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

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: Sue Langdon (02) 6244 3396

**Canberra Hospital and Health Services  
Mental Health, Justice Health, Alcohol and Drug Services  
Rehabilitation and Specialty Mental Health  
Social Worker/Occupational Therapist/Psychologist  
Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 29221, several)**

Gazetted: 19 September 2013

Closing Date: 26 September 2013

Details: Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers. You will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Tertiary qualifications in Psychology, Social Work or Occupational Therapy with current unconditional ACT registration where applicable and/or eligibility for membership of the appropriate professional organisation. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence.

Note: This is a temporary position initially available for a period of 12 months with the possibility of extension or permanent filling from this process. There is an on-call roster for the Alexander Maconochie Centre and Bimberi Youth Justice Centre (public holidays only). The clinician will also rotate within the various sub-teams of Forensic Services. Selection for this position may be based on written application and referee reports only. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Eva Seinsche (02) 6205 1551

**Canberra Hospital and Health Services  
Mental Health, Justice Health, Alcohol and Drug Services  
Rehabilitation and Specialty Mental Health  
Receptionist**

**Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 26255)**

Gazetted: 19 September 2013

Closing Date: 26 September 2013

Details: Brian Hennessy Mental Health team is a contemporary evidence based service providing high quality mental health care, including psychosocial rehabilitation and support to mental health consumers within a residential setting. The service is guided by principles of Recovery and aims to provide collaborative care involving the consumer, their carers and other key services. It is expected this position will provide administrative support to the clinical and other support staff, with a focus on providing quality customer service to mental health consumers.

Eligibility/Other Requirements: A current unrestricted driver's licence is required. An understanding of recovery principles and an ability to work with people impacted by mental illness using these principles. Understanding of Medical Terminology would be an advantage.

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: Toni Cooper (02) 6205 1222

**Canberra Hospital and Health Services  
Capital Region Cancer Service  
Central Outpatients  
Fracture Clinic Nurse**

**Enrolled Nurse Level 1 \$50,160 - \$53,766, Canberra (PN: 13385)**

Gazetted: 19 September 2013

Closing Date: 26 September 2013

Details: Interest is being sought for Enrolled Nurses Level 1 to fill a rewarding position within the Fracture Clinic, Central Outpatients. This is an area that offers challenges and opportunity. Central Outpatients provides a supportive, nurturing and learning environment to enable EN's to deliver high quality care. If you are motivated, able to demonstrate well-developed interpersonal skills and have an ability to work collaboratively with a multidisciplinary team, this is an opportunity not to be missed. Training and development of skills specific to this role will be provided to the successful applicant.

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

Note: 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: Nicki Stevens (02) 6244 4019

**Canberra Hospital and Health Services  
Capital Region Cancer Service  
Cancer Nursing  
Enrolled Nurse  
Enrolled Nurse Level 1 \$50,160 - \$53,766, Canberra (PN: 14504)**

Gazetted: 19 September 2013

Closing Date: 26 September 2013

Details: Interest is being sought for Level 1 Enrolled Nurses to fill a rewarding position within Ward 14B. This is an acute oncology/haematology area that offers challenges and opportunity. The clinical unit provides a supportive, nurturing and learning environment to enable EN's to deliver high quality care to acutely unwell patients. If you are motivated, able to demonstrate well-developed interpersonal skills and have an ability to work collaboratively with a multidisciplinary team, this is an opportunity not to be missed.

Eligibility/Other Requirements: Registered or is eligible for registration as an Enrolled Nurse with APHRA.

Note: This is a full-time position working a rotating roster. Part-time will be considered. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Sue Langdon (02) 6244 3396

**Strategy and Corporate**

**Business and Infrastructure**

**Biomedical Support**

**Sterilising Technician**

**Sterilising Services Technical Officer Level 1 \$47,953 - \$50,376, Canberra (PN: 29385)**

Gazetted: 19 September 2013

Closing Date: 26 September 2013

Details: A rewarding opportunity exists for people interested in contributing to the health system within ACT Health Sterilising Services. This position has a direct impact on insuring high-level patient care. You will work as part of an experienced team in a production area across all sites. Duties include: working in a sterilising unit preferably handling loan sets, demonstrated expertise in performing fine detailed work with good eye-hand coordination and proven ability in working at a high level regard to accuracy and attention to detail.

Eligibility/Other Requirements: Current driver's licence. Sterilising Certificate III. Additional training in endoscopic reprocessing and accreditation may also be included during the two year period.

Note: Rotating shift roster requires the employee to work within a 24/7 days per week period, across all Sterilising Services sites (Mitchell, The Canberra Hospital (including Central Reprocessing Unit) and Calvary Hospital). Salary advancement through the various levels is based on competency assessments. Penalty rates are payable in accordance with industrial framework. On the job training is provided. 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: Jeff Boundy 0411 102 559 or Suzi Vrbat (02) 6213 3296

**Canberra Hospital and Health Services**

**Rehabilitation Aged and Community Care**

**Allied Health**

**Physiotherapy Assistant**

**Health Care Assistant 3 \$47,764 - \$48,861, Canberra (PN: 32767)**

Gazetted: 19 September 2013

Closing Date: 26 September 2013

Details: There is an exciting opportunity for a suitably qualified Physiotherapy Assistant to join the Rehabilitation, Aged and Community Care (RACC) Community Care Program Physiotherapy team. As a Physiotherapy Assistant, you will work under the direction of a physiotherapist to provide prescribed exercise regimes on an individual basis and in a group setting, provide walking aides, maintain stock levels and perform some clinical administrative tasks. The service provides clinics across the ACT and you will be required to work from different health centres. The successful applicant will be part of the physiotherapy team. This is a friendly and supportive team that meet regularly to share and develop skills and knowledge. We pride ourselves in our high level of professional care and customer service.

Eligibility/Other Requirements: Certificate IV in Allied Health Assistance (Physiotherapy) or equivalent. Current driver's licence is essential.

Note: This is a full-time temporary position for a period of six months with the possibility of extension. Selection may be based on written application only. This position may be required to participate in overtime, on call, and/or rotation roster. An order of merit will be created for filling full-time and part-time future physiotherapy assistant vacancies at this level across the Division of Rehabilitation, Aged and Community Care within the next 12 months from this process. It is recommended that all prospective applicants contact the Contact Officer to discuss the position prior to submitting an application. 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 and provide two written referee reports.

Contact Officer: Dominic Furphy (02) 6205 3808

**Strategy and Corporate**

**Business and Infrastructure**

**Biomedical Support**

**Sterilising Technician**

**Sterilising Services Health Service Officer Level 3/4 \$42,160 - \$45,346, Canberra (PN: 29348, several)**

Gazetted: 19 September 2013

Closing Date: 26 September 2013

Details: A rewarding opportunity exists for people interested in contributing to the health system within ACT Health Sterilising Services. This position has a direct impact on insuring high-level patient care. You will work as part of an experienced team in a production area across all sites. Under supervision, provide sterilising services for reusable medical and surgical devices. Decontaminate, check, assemble, package/wrap and sterilise reusable medical devices and associated equipment.

Eligibility/Other Requirements: Current driver's licence. Sterilising Certificate III and commitment to achieve same within two years. Additional training in endoscopic reprocessing and accreditation may also be included during the two year period.

Note: Rotating shift roster requires the employee to work within a 24/7 days per week period, across all Sterilising Services sites (Mitchell, The Canberra Hospital (including Central Reprocessing Unit) and Calvary Hospital). Salary advancement through the various levels is based on competency assessments. Penalty rates are payable in accordance with industrial framework. On the job training is provided. 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: Jeff Boundy 0411 102 559 or Suzi Vrbat (02) 6213 3296

**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](mailto:jobs@act.gov.au)**

**Office of Revulatory Services**

**WorkSafe ACT**

**WorkSafe ACT Officer - Inspector**

**WorkCover Officer 6 \$70,913 - \$81,460, Canberra (PN: 32680, several)**

Gazetted: 17 September 2013

Closing Date: 1 October 2013

Details: The WorkSafe ACT section is looking for a motivated person who will; perform the functions of an authorised Inspector under relevant legislation as delegated; participate in compliance activities and provide advice to ACT Business and Industry clients and stakeholders in accordance with relevant legislation; contribute to the day-to-day operations in the Section; educate the community on requirements of the relevant legislation; and contribute to efficient work practices and sound corporate governance.

Eligibility/Other Requirements: A Certificate IV level qualification in Government Inspection/Investigations or related discipline, or progress towards such a qualification is desirable. Current driver's licence mandatory.

Willingness to wear a uniform when representing the Office of Regulatory Services on inspections. Willingness to undertake competency based training relevant to performing the duties of this position. Participation in an after-hours on-call and telephone roster. Participation in programmed after-hours compliance activities.

Contact Officer: Stewart Ellis (02) 6207 0048 [stewart.ellis@act.gov.au](mailto:stewart.ellis@act.gov.au)

**Office of Regulatory Services**

**WorkSafe ACT**

**WorkSafe ACT Officer - Investigator**

**WorkCover Officer 6 \$70,913 - \$81,460, Canberra (PN: 32676, several)**

Gazetted: 18 September 2013

Closing Date: 2 October 2013

Details: The WorkSafe ACT Section is looking for an experienced and motivated person who will: Perform the functions of an authorised Inspector under relevant legislation; undertake major investigations in accordance with the relevant legislation including preparation of complex briefs of evidence, taking statements, collecting evidence. Contribute to the day to day operations in the Section. Contribute to efficient work practices and sound corporate governance. Educate the community on requirements of the relevant legislation.

Eligibility/Other Requirements: A Certificate IV level qualification in Investigations or related discipline, or progress towards such a qualification is desirable. Current driver's licence mandatory. Willingness to wear a uniform.

Willingness to undertake competency based training relevant to performing the duties of this position.

Notes: Applicants may be required to undertake a practical assessment at the time of interview.

Contact Officer: Stewart Ellis (02) 6207 0048 Stewart.Ellis@act.gov.au

### **Public Advocate of the ACT**

#### **Guardianship**

#### **Professional Support Officer**

#### **Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 30447, expected vacancy)**

Gazetted: 12 September 2013

Closing Date: 17 October 2013

Details: The Public Advocate of the ACT is looking for an enthusiastic person with a strong customer focus to provide professional support to the Principal Guardian and the Guardianship Team. This successful candidate will join the Team at entry level, however it is anticipated that they will demonstrate the capacity in time to take on further duties and responsibilities. Under supervision, the successful applicant's primary duties will be to perform administrative functions including management and coordination of the flow and filing of legal documents, data base management and recording and collation of statistics; undertake telephone reception, and eventually further client contact via Advice Line conduct all other professional support tasks and duties required.

Eligibility/Other Requirements: Experience with Filemaker Pro software would be an advantage.

Note: Please include two written referees reports addressing the selection criteria. The selection may be based on written application and referees reports only. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working With Vulnerable people registration refer to -

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Contact Officer: Sue Houghton (02) 6207 0707 sue.houghton@act.gov.au

### **Corporate**

#### **Governance**

#### **Executive Support**

#### **Executive Assistant**

#### **Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 17495)**

Gazetted: 13 September 2013

Closing Date: 27 September 2013

Details: The Justice and Community Safety Directorate is seeking an enthusiastic and highly motivated person for the role of Executive Assistant to the Executive Director Governance, Corporate. This position will provide high level administrative and secretariat support to the Executive Director including organising and prioritising workflow and managing an appointment diary. They will screen and classify incoming calls, prepare draft correspondence, reports and statistics, coordinate Ministerial and brief responses, take appropriate action on enquiries relating to the Executive's functions, word processing, spreadsheet creation and maintenance and arrange travel/accommodation when required. The role also requires the occupant to be able to take on a range of broader administrative responsibilities including: undertake minor research and project roles when required; carry out secretariat responsibilities for a range of committees chaired by the Executive Director; provide support to the broader governance team as required; maintain effective liaison between other offices with JACS, other directorates and external organisations.

Eligibility/Other Requirements: Well developed keyboard skills are desirable. The successful candidate will be required to undergo a criminal record check. This is a designated security assessed position, confirmation of appointment is subject to a satisfactory outcome of the security clearance.

Note: This is a part-time position available at 26:00 hours per week.  
Contact Officer: Danielle Krajina (02) 6207 4813 danielle.krajina@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: 20006, expected vacancy)**

Gazetted: 18 September 2013

Closing Date: 2 October 2013

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. 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*.

Eligibility/Other Requirements: Applicants should have the ability to provide high quality customer service in a regulatory environment and must work well in a small team that responds to competing priorities. Applicants must demonstrate well developed writing skills with the ability to prepare a range of business documents, including training material, using plain English. Applicants must have outstanding oral communication skills and be able to deliver face-to-face training programs and provide systems helpdesk support. Qualifications in Training and Assessment will be highly desirable.

Contact Officer: Frances Stanford (02) 6207 0403 frances.stanford@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](mailto:jobs@act.gov.au)**

**Roads and Public Transport**

**Public Transport**

**Marketing and Communication**

**Marketing and Communication Manager**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 19637)**

Gazetted: 17 September 2013

Closing Date: 24 September 2013

Details: Key duties for this position include overseeing the development of all marketing and communication activities across a suite of public transport brands including ACTION Buses and MyWay; managing a team of three; preparing communication plans and marketing strategies (internal and external); evaluating and reporting project outcomes; managing online communities and digital communication; and project management of all passenger information.

Eligibility/Other Requirements: A tertiary qualification in public relations, communications or marketing highly desirable. At least six years experience in public relations, communications, marketing or a related discipline.

Notes: This is a temporary position available asap until 21 February 2014. Successful candidates selected for interview will be requested to present a portfolio of work.

Contact Officer: Chantelle Hutchison (02) 6207 7134 chantelle.hutchison@act.gov.au

**Business Enterprises Division**

**Yarralumla Nursery**



**Administration, Governance and Finance Officer**

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

Gazetted: 17 September 2013

Closing Date: 1 October 2013

Details: Yarralumla Nursery is the largest production nursery in the Southern Tablelands. We are currently seeking applications for the position of Administration Governance and Finance Officer. The position is an important part of supporting the work of the Yarralumla Nursery management group. The successful applicant be able to demonstrate familiarity with human resources processing, quality assurance, workplace health and safety and related governance activities. In addition, the 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 and maintaining customer accounts.

Eligibility/Other Requirements: Driver's licence, tertiary qualifications desirable.

Contact Officer: David Doherty (02) 6205 8340 david.doherty@act.gov.au

**Parks and City Services**

**Parks and Conservation Service**

**Fire, Forestry and Roads**

**Fire Management Crew Leader**

**General Service Officer Level 7 \$52,078 - \$55,114, Canberra (PN: 20111, several)**

Gazetted: 17 September 2013

Closing Date: 1 October 2013

Details: The ACT Parks and Conservation Service is a Branch within the Parks and City Services Division responsible for the planning and management of parks, reserves and rural lands. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves, and maintains the look of the city and its environs. The management of bushfires is a core function of the ACT Parks and Conservation Service across the land that it is responsible for.

Eligibility/Other Requirements: Be willing and able to undertake bushfire related activities, including bushfire suppression. Be prepared to work a shift roster, weekends, public holidays or evening shifts at any site on an "as needs" basis; be prepared to wear a uniform; minimum nationally recognised qualifications to the ACT RFS level of Bushfire fighter (or equivalent). Possess a current manual C class driver's licence (Red P level or higher); and be able to meet the appropriate fire fighting fitness standards.

Notes: The positions are temporary until 30 June 2014. The positions are classified as a Designated Fire Position under the TAMS Collective Agreement. Bushfire related activities, including bushfire suppression, are a mandatory component of the position. Temporary transfer to the position is conditional upon successful completion of a nationally recognised fire fighting task-based fitness assessment.

Contact Officer: Mick Ivill (02) 6207 2545 mick.ivill@act.gov.au

## **APPOINTMENTS**

**Canberra Institute of Technology**

**Professional Officer Class 1 \$49,452 - \$69,377**

Sarah Myers 827-52803, Section 68(1), 13 September 2013

**Health**

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

Karyn Budnick 756-34315, Section 68(1), 12 September 2013

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

Anthony Butler 836-07296, Section 68(1), 16 September 2013

**Dentist 1 -2 \$64,864 - \$119,426**

Rachel Clem 838-5165, Section 68(1), 4 September 2013

**Health Care Assistant 3 \$47,764 - \$48,861**

Liam Dooley 840-50418, Section 68(1), 16 September 2013

**Dentist 1 -2 \$64,864 - \$119,426**

Naomi Kottege 839-25630, Section 68(1), 26 August 2013

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

Pun Yuet Lam 830-80316, Section 68(1), 6 June 2013

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

Tracy Lea 834-44255, Section 68(1), 11 September 2013

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

Clare Martin 838-52830, Section 68(1), 9 October 2013

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

Thom Tran 838-53251, Section 68(1), 12 September 2013

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

Bronwyn Vejvoda 838-53227, Section 68(1), 12 September 2013

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

Kimberly Wansbrough 836-06875, Section 68(1), 18 September 2013

## TRANSFERS

### Commerce and Works

**Allison Kennedy: 835-99978**

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

To: Administrative Services Officer Class 6 \$70,913 - \$81,460  
Commerce and Works, Canberra (PN. 32540) (Gazetted 9 July 2013)

**Michael Barry Pearce: 820-93254**

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

To: Administrative Services Officer Class 6 \$70,913 - \$81,460  
Commerce and Works, Canberra (PN. 32539) (Gazetted 9 July 2013)

## PROMOTIONS

### Chief Minister and Treasury

**Office of Under Treasurer**

**Joice Birkett: 787-18557**

From: Administrative Services Officer Class 4 \$58,870 - \$63,917  
Chief Minister and Treasury

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

Chief Minister and Treasury, Canberra (PN. 31558) (Gazetted 18 July 2013)

### **Commerce and Works**

#### **Shared Services**

#### **Human Resources**

#### **Employee Relations**

#### **Sireesha Comply: 821-09543**

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

Canberra Institute of Technology

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

Commerce and Works, Canberra (PN. 08546) (Gazetted 9 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.

#### **Shared Services**

#### **Human Resources**

#### **Employee Relations**

#### **Philip James Haarburger: 789-35930**

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 08531) (Gazetted 9 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.

### **Community Services**

#### **Office of Children, Youth and Family Support**

#### **Care and Protection Services**

#### **Assessment Unit**

#### **Stephane Breton: 827-52918**

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

Community Services

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

Community Services, Canberra (PN. 11990) (Gazetted 8 August 2013)

#### **Office of Children, Youth and Family Support**

#### **Care and Protection Services**

#### **Quality Practice and Compliance**

#### **Mariam Margaret Dominick: 789-42903**

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

Community Services

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

Community Services, Canberra (PN. 07520) (Gazetted 31 May 2013)

### **Health**

#### **Canberra Hospital and Health Services**

#### **Rita Craig: 771-93891**

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

Health

To: †Registered Nurse Level 3.1 \$89,834 - \$93,531

Health, Canberra (PN. 24015) (Gazetted 7 August 2013)

**Strategy and Corporate  
Performance and Innovation  
Health Performance**

**Brendan Hall: 825-46997**

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

Health

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

Health, Canberra (PN. 23772) (Gazetted 14 August 2013)

**Canberra Hospital and Health Services  
Critical Care and Imaging  
Intensive Care Unit**

**Amanda Williams: 821-22051**

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

Health

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

Health, Canberra (PN. 16206) (Gazetted 22 May 2013)

**Justice and Community Safety**

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

**Julie Cargill: 755-67415**

From: School Assistant 2 \$39,431 - \$43,728

Education and Training

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

Justice and Community Safety, Canberra (PN. 42705) (Gazetted 24 January 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.

**Parliamentary Counsel's Office  
Legislative Publishing**

**Joshua Stonham: 817-48394**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 42310) (Gazetted 5 August 2013)

**Retirements and Dismissals**

**Environment and Sustainable Development**

Section 143 Public Sector Management 1994 – Isabel Anne Wilson AGS: 821-7607