



ACT Government Gazette

Gazetted Notices for the week beginning 07 November 2013

VACANCIES

Calvary Health Care ACT (Public)

Occupational Therapy

Occupational Therapist

Health Professional Level 3 \$77,710 - \$86,165, Canberra (PN: 8337)

Gazetted: 08 November 2013

Closing Date: 28 November 2013

The Occupational Therapy Department at Calvary Hospital, Canberra is looking for a senior occupational therapist to join us on a fulltime 12 month contract from 03 February 2014, with possibility of extension. This is an exciting opportunity to work in a supportive team to accomplish great things.

This role leads clinical Occupational Therapy service provision in a 24 bed Inpatient Aged Care and Rehabilitation Unit, which generally admits patients over 65 years of age who have slow stream rehabilitation goals. The successful candidate will provide senior clinical input to this specific clinical area and supervise two rotating junior therapists and an occupational therapy assistant.

The Occupational Therapy department is committed to evidence based practice and there is a focus on continual professional development and involvement in quality improvement projects. The Occupational Therapy Department provides fortnightly in-services and many varied training opportunities to assist in the development of all staff. A staff supervision program is in place and all staff complete an Annual Development Plan.

We offer a very competitive salary, free uniforms, salary packaging, free parking, and the potential for onsite accommodation. Successful interstate applicants can also be reimbursed for some of their relocation costs. If you are successful in your application, commencement dates are flexible.

A copy of the application kit and selection documentation is available on our website: <http://www.calvary-act.com.au/career-vacancies.html> or by phoning (02) 6201 6087. Applications must address the selection criteria.

For further enquiries please contact: Michael Malcomess- Director of Occupational Therapy Ph (02) 6201 6087 or Email: michael.malcomess@calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria

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

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

Medical Records

Medical Records Clerk

Administrative Services Officer Level 2 \$46,372 - \$51,422, Canberra (PN: 8572)

Gazetted: 08 November 2013

Closing Date: 18 November 2013

Calvary Health Care ACT Public Medical Record Department Position No: 8572 - ASO2 Medical Record Clerk (Permanent Full-time)

The Public Medical Record Department at Calvary Health Care ACT is looking to recruit a full-time, permanent Medical Record Clerk.

Key duties include: Processing of medical records for in-patient and out-patient episodes of care; Retrieval of records for on-going care, research and quality activities; Maintenance of a variety of patient information systems; Participation in quality activities program; and Provision of reception services.

Applications are to include a resume and a statement addressing the Selection Criteria.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Denise Crowe (02) 6201 6286 denise.crowe@calvary-act.com.au Applications can be forwarded to: applications@calvary-act.com.au

Pharmacy

Pharmacist

Health Professional Level 3 \$77,710 - \$86,165, Canberra (PN: 6700)

Gazetted: 11 November 2013

Closing Date: 29 November 2013

Allied Health, Pharmacy Department, Pharmacist
Health Professional Level 3 \$77, 710 - \$81, 995 Canberra

Closing date: 29th November 2013

Duties: Provide pharmaceutical assessment and intervention to hospital inpatients using established clinical pharmacy principles. Participate in training and professional development activities and quality projects.

Applicants should possess an enthusiasm for teaching and training students and less experienced staff.

For further enquiries please contact: Liisa Nurmi, Director of Pharmacy Ph: (02) 6201 6269 Email:

liisa.nurmi@calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria. Bachelor of Pharmacy (or equivalent) registrable with AHPRA, Australian citizenship or permanent resident status.

Contact Officer: Liisa Nurmi (02) 6201 6269 liisa.nurmi@calvary-act.com.au

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

Pharmacy

Pharmacy Technician

Technical Officer Level 1 \$47,953 - \$50,376, Canberra (PN: 8308)

Gazetted: 11 November 2013

Closing Date: 20 November 2013

Pharmacy Assistant / Technician Technical Officer Level 1 \$47, 953 - \$50, 376 Canberra (Full-time, PN: 8308)

We are seeking pharmacy assistants/ technicians to join our team. Hospital pharmacy experience is desirable, but not essential. Applicants with transferable skills are also encouraged to apply, including Community Pharmacy assistants with dispensing experience. Conditions of service include generous personal leave provisions and salary packaging options with substantial tax benefits.

For further information about Calvary Health Care ACT visit our website at <http://www.calvary-act.com.au/career-vacancies.html>

For further enquiries please contact: Liisa Nurmi - Director of Pharmacy Ph: (02) 6201 6269 or Email:

liisa.nurmi@calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Liisa Nurmi (02) 6201 6269 liisa.nurmi@calvary-act.com.au

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

Canberra Institute of Technology

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

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

Student and Academic Services

Education Services

Education Design and Technology

Education Designer, Projects

Senior Teaching Post \$89,829, Canberra (PN: 51637)

Gazetted: 13 November 2013

Closing Date: 27 November 2013

Details: The Education Design and Technology Department is looking for an experienced person to work with CIT's teaching college's staff to implement innovation in Vocational Education and Training (VET) online delivery and assessment including meeting all national and local compliance requirements. Detailed knowledge of the national and local VET system including the regulatory framework as well as demonstrated high level skills, knowledge and experience in quality teaching and the ability to share knowledge and promote change and innovation in VET delivery and assessment is required. Also required is the ability to successfully lead and develop education projects, provide quality education advice and direction as well as develop and deliver targeted workshops and just in time training support.

Eligibility/Other Requirements: All STP teachers are expected to hold a Training and Assessment Certificate IV level (such as a TAE4110 or equivalent) and an Advanced Diploma in Adult Education (or equivalent). All STP teachers are required to have relevant industry experience.

Notes: This position is for temporary filling for a period of six months from 6 January 2014 with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Penny Neuendorf (02) 6207 4041 penny.neuendorf@cit.edu.au

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

Student and Academic Services

Student Services

Team Leader

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 17173)

Gazetted: 07 November 2013

Closing Date: 21 November 2013

Details: Canberra Institute of Technology (CIT) is seeking an individual with high level customer service combined with well developed computing skills. Duties involve supervising staff in the Information Team and providing them with the tools/information needed to provide high quality customer service. Provide support to the staff in the Information Team in relation to phone and email enquiries. Liaise with Institute staff to obtain up to date and timely information on programs, procedures, policies, events and staffing. Maintain the knowledge database for the CIT Ask Us Client Relationship Management system to ensure all Frequently Asked Questions (FAQs) are updated as required and create new FAQs. The ability to multi-task is essential in this role.

Contact Officer: Barbara McCormack (02) 6207 3560 barbara.mccormack@cit.edu.au

Building, Technology and Design

Design, Photo and Visual Arts

Teacher Band 1

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 51120)

Gazetted: 13 November 2013

Closing Date: 27 November 2013

Details: Prepare, use and evaluate teaching/learning materials which have industry relevance and build on students' existing skills, knowledge and experience. Use a variety of adult learning strategies to engage students in their learning and to help them achieve high level outcomes. Provide a supportive, inclusive learning environment for all students, particularly those in equity groups and contribute to professional teams, working in a collegiate manner with teaching and non teaching staff. Maintain currency of professional knowledge, skills and capabilities.

Eligibility/Other Requirements: It is mandatory for all Teacher Band 1 teachers to hold a Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment. Also must hold appropriate industry competencies demonstrated by either of the following qualifications: Diploma of Photography; and/or Diploma in Photographic Imaging. All Teacher Band 1 teachers are required to have relevant industry experience. All Teacher Band 1.7 and Teacher Band 1.8 teachers, in addition to the above, are required to hold an, Advanced Diploma in Adult Vocational Education (or equivalent). A Diploma in Graphic Design is a desirable qualification.

Notes: This is a temporary position available for three years with the possibility of extension. "Temporary employment offered as a result of this advertisement may lead to permanent appointment under the ACT Public Service Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2011-2013"

Contact Officer: Fiona Dace-Lynn (02) 6207 3741 fiona.dace-lynn@cit.edu.au

Trade Skills and Vocational Learning

Automotive, Metals and Logistics

Teacher Band 1

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 51435)

Gazetted: 07 November 2013

Closing Date: 21 November 2013

Details: Offer the appropriate educational programs to provide students the opportunity to achieve the required training outcomes. This may involve mentoring structured industry based training, conducting on campus training or managing alternative learning processes. Develop valid assessment tools and learning resources and apply them in a range of training environments. Maintain a complete record of student activity and performance. Maintain and update student progress and other details on the Institutes' student information management system.

Eligibility/Other Requirements: Mandatory Qualifications: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment: Appropriate industry competencies demonstrated by either one of the following qualifications: Certificate III in Automotive Commercial Heavy Vehicle, or Certificate III in Mobile Plant Technology. All Teacher Band 1.7 and Teacher Band 1.8 teachers, in addition to the above are required to hold an: Advanced Diploma in Adult Vocational Education (or equivalent). Mandatory Industry Experience: All Teacher Band 1 teachers are required to have five years minimum relevant industry experience.

Notes: This is a temporary position available for a period of 14 months.

Contact Officer: Steven McMahon (02) 6207 3818 steven.mcmahon@cit.edu.au

Centres

CIT Trade Skills and Vocational Learning

Electrotechnology

Electrical Trade Teacher

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 51392)

Gazetted: 07 November 2013

Closing Date: 21 November 2013

Details: The Canberra Institute of Technology is seeking an enthusiastic person to deliver educational programs to provide students the opportunity to achieve the required training outcomes. This may involve mentoring, structured industry based training, conducting on-campus training or managing alternative learning processes. Develop valid assessment tools and learning resources and apply them in a range of training environments. Administer the operational requirements of the Apprenticeship System, User Choice and ASQA to ensure contractual obligations of the Registered Training Organisation are met in terms of a negotiated and completed training plan, enrolment, delivery, assessment and reporting of progress levels to employers and funding agencies. Eligibility/Other Requirements: All Teacher Band 1 Teachers will hold a Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). However, if the successful applicant does not hold this qualification he/she must attain the qualification in full within the first 12 months of employment in order to maintain employment. Also required are appropriate industry competencies demonstrated by the following qualification: Certificate III in Electro Technology - Electrician or equivalent. All Teacher Band 1.7 and Teacher Band 1.8 Teachers, in addition to the above, are required to hold an Advanced Diploma in Adult Vocational Education (or equivalent). All Teacher Band 1 Teachers are required to have relevant industry experience.

Notes: This position is for temporary filling for a period of two years with the possibility of extension and or permanency from this process.

Contact Officer: Fiona Mitchell (02) 6207 3125 fionam.mitchell@cit.edu.au

Centres

Building, Technology and Design

Hair and Beauty

Teacher Band 1

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 51557)

Gazetted: 11 November 2013

Closing Date: 25 November 2013

Details: Teach as required by the Head of Department up to the number of hours prescribed in the relevant industrial award. Counsel and advise students on their program of study and other issues relevant to their effective participation in courses offered by program area. Set and mark examinations and other assessment instruments, maintain student records including complete and detailed records of relevant student assessments and performance. Perform educational and administrative tasks and other incidental duties as directed by the Head of Department.

Eligibility/Other Requirements: Mandatory Qualifications: All Teacher Band 1 teachers will hold: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment; and appropriate industry competencies demonstrated by the following qualifications: Diploma of Beauty Therapy; Diploma in Salon Management or equivalent. All Teacher Band 1.7 and Teacher Band 1.8 teachers, in addition to the above, are required to hold an: Advanced Diploma in Adult Vocational Education (or equivalent). Mandatory Industry Experience: All Teacher Band 1 teachers are required to have relevant industry experience.

Notes: This is a temporary position available for a period of 12 months with the possibility of extension.

Contact Officer: Kathy Vlahdos (02) 6207 3323 kathy.vlahdos@cit.edu.au

CIT Student and Academic Services

Library and Learning Services

Learning Services Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 21068)

Gazetted: 13 November 2013

Closing Date: 27 November 2013

Details: The Canberra Institute of Technology, Library and Learning Services is seeking a motivated and talented customer service professional with excellent Information Technology (IT) skills to coordinate flexible learning operations at CIT Gungahlin. The position includes supervision of administrative staff, liaising with a diverse client group including students, parents, members of the public, teaching and other staff and contractors ensuring a high quality customer service is delivered. The successful applicant will possess excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands.

Eligibility/Other Requirements: An ability to work shifts as required. Completion or partial completion of a Certificate IV or Diploma level qualification or higher in a relevant field is highly desirable.

Contact Officer: Gillian Paull (02) 6205 4232 gillian.paull@cit.edu.au

Commerce and Works

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

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

Shared Services

Procurement

Goods and Services

Senior Procurement and Contracts Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 32257)

Gazetted: 11 November 2013

Closing Date: 26 November 2013

Details: Senior Procurement and Contracts Officer, Shared Services Procurement, Goods and Services. The Goods and Services (G&S) Branch administers the procurement of goods and services on behalf of the ACT Government.

Services include undertaking tendering (simple, complex and strategic procurements), risk management, and contract management services which support ACT Government. The G&S Branch requires experienced, capable Senior Procurement and Contract Officer(s) to manage staff who provide procurement, policy, negotiation, risk management and contract management advice and services to Ministers, Executives and ACT Government Directorates. You will be a strong leader and manager, able to effectively motivate and supervise staff to deliver and achieve high quality, timely, value for money procurement outcomes, and successfully identify and manage project timeframes and risks. To be successful in this role, you will have strong analytical and communication skills, be outcomes focussed, and have a strong client based approach. You will have a comprehensive understanding of procurement, contract management and project management principles and requirements, and be able to apply this to development, delivery and management of complex and strategic procurements and contracts. You will foster partnerships with key stakeholders, negotiate successfully, and undertake client liaison with ACT Government Directorates and the community.

Eligibility/Other Requirements: Educational and professional qualification checks and/or police and security checks may be undertaken prior to employment. Relevant tertiary qualifications would be an advantage, including

Certificate IV in Government (Procurement and Contracting) or a Certificate VI Advanced Diploma of Government (Procurement and Contracting); or the ability to obtain certification based on prior experience; or tertiary qualifications in law, commerce, business administration or the equivalent or evidence of study.

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

Contact Officer: Dave Purser (02) 6205 8013 dave.purser@act.gov.au

Shared Services ICT

Operations

Platform Systems

Senior Windows Engineer

Senior Information Technology Officer Grade C \$89,786 - \$96,809, Canberra (PN: 14414)

Gazetted: 13 November 2013

Closing Date: 20 November 2013

Details: This role is part of a small team of UNIX Administrators. This position is responsible for maintaining more than 150 UNIX servers (physical and virtual). This involves proactive maintenance as well as reactive fixes to failed systems and project work. Duties include installation, configuration, patching and monitoring UNIX/LINUX servers as well as Oracle databases and applications servers in the ACT Government Network. This role also works closely with application support specialists to trouble-shoot systems hosted on UNIX or Oracle platforms, as well as developing and maintaining standard server builds. The successful candidate will also be required to provide technical advice to the Program Office regarding the use of Linux, UNIX and Oracle, performance tune Oracle databases and UNIX operating systems and write and maintain documentation for all system.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Educational and professional qualifications checks may be undertaken prior to employment. Relevant degree, diploma, vocational or industry certificate such as UNIX or Oracle certification is desirable and/or relevant work experience in a UNIX or Oracle environment. The possession of, or the ability to attain, a Protected security clearance is mandatory. Experience with Oracle Solaris 11 would be an advantage. Experience with Oracle VM for SPARC and Solaris Zones would be an advantage. Experience with Oracle applications would be an advantage. Experience with Solaris ZFS file system product would be an advantage, in particular Oracle Storage appliances and iSCSI. Experience using HDS Storage Area Networks as the data storage infrastructure for LINUX and UNIX systems would be an advantage.

Note: Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant. Please contact the contact officer for further information.

Contact Officer: Steve Hickey (02) 6205 0900 steve.hickey@act.gov.au

Customer Relations

Customer Support

Service Desk

Service Delivery Officer

Information Technology Officer Class 1 \$57,004 - \$65,178, Canberra (PN: 05160, several)

Gazetted: 08 November 2013

Closing Date: 18 November 2013

Details: Shared Services ICT is looking for a highly motivated individual with experience in providing technical and operational support within a rotating team of support staff. You will be responsible for co-ordinating the ICT support of a number of ACT Government Directorates. You will have a strong client focus and a willingness to be part of a dynamic team is essential. You will be an escalation point for more complex support issues and also an escalation point for clients. A strong understanding of the ACT Government's ICT infrastructure environment and experience in the use and support of ICT systems and applications would be highly regarded.

Eligibility/Other Requirements: Tertiary qualifications in IT and relevant experience in managing a technical team would be desirable. Applicants must have a current driver's licence.

Contact Officer: Andrew Kondakis (02) 6205 5413 andrew.kondakis@act.gov.au

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

Community Services

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

Office for Children Youth and Family Support

Care and Protection Services

Out of Home Care Services

Contract Monitor

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 33035)

Gazetted: 11 November 2013

Closing Date: 25 November 2013

Details: Out of Home Care Services are seeking a suitable experienced person to act in the temporary position of Contract Monitor. The position will have a responsibility for assisting with monitoring the quality of Out Of Home Care (OOHC) Services funded by the Directorate. The position will report to the Senior Manager, Care Services and is responsible for working directly with staff and management groups within agency settings, managing the development and implementation of a range of service improvements with non-government agencies, with particular reference to quality improvements, developing strategic activities and projects related to the achievement of corporate goals, developing and maintaining collaborative relationships with the non-government sector and monitoring the performance of OOHC Services.

Eligibility/Other Requirements: Relevant Tertiary qualifications are highly desirable. Experience in team management and a knowledge of Out of Home Care standards and good practice is essential.

Note: This is a temporary position available for a period of six months. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

For further information on Working with Vulnerable people registration refer to -

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

Contact Officer: Austin Kenney (02) 6207 5385 austin.kenney@act.gov.au

Housing and Community Services

Asset Management Branch

Quality Improvement Team - Complaints and Information Unit Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 04322)

Gazetted: 11 November 2013

Closing Date: 18 November 2013

Details: A challenging and rewarding position for 6 weeks will become available in the Quality Improvement Unit, Asset Management Branch at the Senior Officer Grade C level from 2 December 2013. The position supports the senior manager and has primary responsibility for the overall management supervision and leadership of the complaints management unit, as well as the co-ordination and management of complaints and requests for information from statutory oversight bodies, police and other partners. The position will also take the lead in policy development and practice improvements in relation to the management of complaints.

Notes: This temporary position is available 2 December 2013 until 17 January 2014.

Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae. Appointment may be made on application alone.

Applications should be sent to the contact officer.

Contact Officer: Louise Griffiths (02) 6207 2559 Louise.Griffiths@act.gov.au

Policy and Organisational Services

Governance Advocacy and Community Policy

Consumer Advocacy and Quality Services

Death Review Committee Secretariat

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 25232)

Gazetted: 08 November 2013

Closing Date: 22 November 2013

Details: Applications are invited for the position of ACT Children and Young People Death Review Committee Secretariat to be filled for a period of up to 12 months. The successful applicant will be responsible for undertaking the administration of, and providing Secretariat support to, the Committee; supporting members of the Committee in the preparation of complex submissions, reports, senior executive briefings and high level correspondence for senior management; providing accurate and timely advice to the Chair of the Committee, the Executive Director and Senior Director on administrative issues relevant to the Committee; and developing and maintaining strong collegiate relationships with members of the Committee, staff, Government and non-Government agencies. The position occupant will require high level administration skills, including demonstrated Secretariat experience; excellent interpersonal communication skills, including demonstrated ability to liaise, consult and negotiate with key stakeholders; excellent writing skills, including experience in the preparation of complex briefs, reports, submissions and correspondence; and the ability to deliver and operate in a dynamic environment with minimal direction, to work under pressure and within tight timeframes.

Eligibility/Other Requirements: Proficiency with Microsoft programs and client database applications and current driver's licence.

Notes: This is a temporary part-time position at 18:22 hours per week for a period of up to 12 months. Days of duty are negotiable although the Secretariat must be available when the Committee meets (currently quarterly on Fridays).

Contact Officer: Sara Lynch and Kerry Webb (02) 6205 8533 sara.lynch@act.gov.au kerry.webb@act.gov.au

**Office for Children Youth and Family Support
Care and Protection Services**

Team Leader

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 32188, several)

Gazetted: 11 November 2013

Closing Date: 25 November 2013

Details: Care and Protection Services are seeking suitably qualified staff to fill the role of Team Leader in our frontline areas. The role is responsible for managing a team of Care and Protection workers to ensure quality outcomes for children and families, in accordance with Government policy and Directorate practice standards and procedures. The Team Leader will also undertake duties which include administration, co-ordination and oversight of professional practice, performance management, training and professional supervision.

Eligibility/Other Requirements: Applicants for these positions will have at least five years experience working with children, youth and/or families in a Senior Case Management role. Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science or related discipline is essential. Current driver's licence.

Note: There are currently three permanent vacancies and several short-term temporary positions available. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Austin Kenney (02) 6207 5385 austin.kenney@act.gov.au.

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

Bimberi Youth Justice Centre

Facilities and Services Manager

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: P03294)

Gazetted: 08 November 2013

Closing Date: 22 November 2013

Details: Bimberi Youth Justice Centre is seeking applications for the position of Facilities and Services Manager. The successful applicant will work closely with the Bimberi Management team to reduce potentially hazardous situations from escalating and jeopardising the safety and security of staff, visitors and young people. This position also involves the management and coordination of activities related to the maintenance and servicing of the Centre's facilities, stores, equipment, services and grounds. We are looking for applicants with highly developed supervisory skills, well developed IT skills, previous facilities experience and a willingness to interact with young

people in custody. This is an exciting opportunity to join a dynamic, outcome driven team of officers in a human rights compliant juvenile justice centre.

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

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

Contact Officer: Greg Corben (02) 6207 3402 greg.corben@act.gov.au

Cultural Facilities Corporation

ACT Museums and Galleries

Historic Places

Assistant Gardener

General Services Officer Level 4 \$43,097 - \$44,935, Canberra (PN: 43551)

Gazetted: 07 November 2013

Closing Date:

ACT Historic Places are seeking applications from an experienced and enthusiastic Assistant Gardener to help maintain the highest standards in our three historical gardens. Your varied role will include the full range of horticultural skills and use of gardening/landscaping equipment. The position reports to the Team Leader, Horticultural Services. As well as practical gardening experience the successful applicant will need to be able to demonstrate passion, knowledge and experience in the field of horticulture. Key areas of responsibility will be to assist with the upkeep and maintenance of all aspects of the garden including pruning, lawn care and planting and to contribute effectively to the gardening team. Assistance to visitors includes answering queries and ensuring that the garden remains as accessible as possible to all.

Eligibility/Other Requirements: Qualifications / Other Requirements Plant Operator Certificate (tractor and hand held equipment e.g. chainsaw) Current Drivers' Licence Horticultural or Arborist Diploma/Certificate preferred

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

Contact Officer: Greg Roberts (02) 6235 5677 greg.roberts@act.gov.au

Applications can be forwarded to: trudy.collins@act.gov.au

Education and Training

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

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

Office for Schools

Tuggeranong Network

Charles Conder Primary School

Principal

School Leader A \$129,000, Canberra (PN: 01813)

Gazetted: 08 November 2013

Closing Date: 15 November 2013

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

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

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

Contact Officer: Stephen Gwilliam (02) 6207 7918 stephen.gwilliam@act.gov.au

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

Office for Schools

Tuggeranong Network

Gilmore Primary School

Deputy Principal

School Leader B \$118,502, Canberra (PN: 04105)

Gazetted: 07 November 2013

Closing Date: 21 November 2013

Details: Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the School Board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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

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

Contact Officer: Andrew Geering (02) 6205 7844 andrew.geering@ed.act.edu.au

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

Office for Schools

South Canberra/Weston Network

Stromlo High School

Executive Teacher - Technologies

School Leader C \$101,775, Canberra (PN: 02608, expected vacancy)

Gazetted: 13 November 2013

Closing Date: 27 November 2013

Details: As a member of the Executive Team, contribute to the development and achievement of whole-school strategic goals and the implementation of the School plan. Manage Team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

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

Contact Officer: Dr Michael Kindler (02) 6205 6166 michael.kindler@ed.act.edu.au

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

Office for Schools

Belconnen Network

University of Canberra Senior Secondary College, Lake Ginninderra

Executive Teacher-Mathematics

School Leader C \$101,775, Canberra (PN: 02011)

Gazetted: 08 November 2013

Closing Date: 22 November 2013

Details: As a member of the Executive Team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Lead and manage the Mathematics faculty and team resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Note: This is a temporary position available from 28 January 2014 until 26 January 2015 with the possibility of extension. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable people registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Martin Watson (02) 6205 7099 martin.watson@ed.act.edu.au

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

Office for Schools

Belconnen Network

University of Canberra Senior Secondary College, Lake Ginninderra

Executive Teacher - English

School Leader C \$101,775, Canberra (PN: 20806)

Gazetted: 12 November 2013

Closing Date: 26 November 2013

Details: As a member of the Executive Team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Lead and manage the English, Languages, Social Sciences and Commerce faculty and team resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

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

Contact Officer: Martin Watson (02) 6205 7099 martin.watson@ed.act.edu.au

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

Education Strategy

Learning and Teaching

Curriculum Strategy

Policy Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 33308)

Gazetted: 11 November 2013

Closing Date: 25 November 2013

Details: An opportunity exists in the Learning and Teaching Branch for a highly motivated individual. The Policy Officer will be responsible for the coordination and development of policies and ministerial responses for the Learning and Teaching Branch. The position will provide advice to senior management across the Learning and Teaching Branch. The successful candidate will have the ability to work under pressure to set priorities and meet deadlines both independently and as a member of a team.

Note: This is a temporary position available until 26 September 2014 with the possibility of an extension.

Contact Officer: Martin Hine (02) 6205 4685 martin.hine@act.gov.au

Office for Schools

North and Gungahlin Network

Amaroo School

Information Technology Officer

Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 00337)

Gazetted: 12 November 2013

Closing Date: 19 November 2013

Details: Amaroo School is seeking a highly enthusiastic and energetic person with a broad set of skills for the position of Information Technology Officer who will be required to take a leadership role in the management, development and improvement of the school network that includes IT security, hardware and software repairs and upgrades. They will have a proven ability to implement new systems and to create innovative solutions for the use of ICT in schools, including connecting schools with their broader community.

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.

Contact Officer: Judi Anderson (02) 6205 8906 judi.anderson@ed.act.edu.au

Office for Schools

North and Gungahlin Network

Ngunnawal Primary School

Business Manager

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 06821)

Gazetted: 13 November 2013

Closing Date: 20 November 2013

Details: Ngunnawal Primary School is seeking a highly motivated person to work as the Business Manager in a busy office environment that has competing demands. The ideal person will be organised with excellent management skills and demonstrate the ability to communicate effectively with staff, students and other key stakeholders. The successful applicant will be required to ensure that quality customer service is delivered. The Business Manager is responsible for providing high level support to the principal and School Board. Duties include developing administrative procedures relating to the management of the school and be responsible for the preparation of budgets, expenditure reviews, statements and monitoring of estimates and financial returns. The Business Manager position is also required to plan, direct and supervise the overall operation of the administration support team including overseeing the staffing and payments for casual employees as well as the management of buildings, facilities and grounds to a high level.

Eligibility/Other Requirements: Desirable: This position requires a high understanding of financial management and computer systems including the MAZE system. Current First Aid certificate, or willingness to undertake appropriate training.

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

Contact Officer: Kristine Stewart (02) 6205 8182 kristine.stewart@ed.act.edu.au

Office for Schools

Tuggeranong Network

Wanniassa Hills Primary School

Business Manager

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 00609)

Gazetted: 12 November 2013

Closing Date: 26 November 2013

Details: Wanniassa Hills Primary School is seeking a highly motivated and engaging person to work within a busy work environment demanding attention to the school's business and facilities. The ideal candidate will have demonstrated project management skills and be able to communicate well with peers, senior staff members and stakeholders ensuring a high quality customer service is delivered. The Business Manager position will be responsible for providing high level support to the principal and school board. Duties include developing policies and procedures relating to the management of the school and be responsible for the preparation of budgets, expenditure reviews, statements and monitoring of estimates and financial returns. This successful applicant is also required to plan, direct and supervise the overall operation of the administration support team including

overseeing the staffing for casual employees as well as the management of buildings, facilities and grounds to a high level.

Eligibility/Other Requirements: This position requires a high understanding of financial management and computer systems including the MAZE system. Current First Aid Certificate, or willingness to undertake appropriate training desirable.

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

Contact Officer: Tim Grace (02) 6205 7466 tim.grace@ed.act.edu.au

Office for Schools

North Gungahlin Network

Lyneham High School

Building Services Officer 3

General Service Officer Level 8 \$56,611 - \$59,939, Canberra (PN: 01590)

Gazetted: 13 November 2013

Closing Date: 20 November 2013

Details: Lyneham High School is seeking an energetic, organised and self-motivated person to undertake the duties of the Building Services Officer. In accordance with Directorate policies and under general/limited supervision, the successful applicant will assume responsibility for the security of the school buildings, furniture, fittings and equipment; and the maintenance of the school buildings and day to day grounds maintenance. The successful applicant will monitor the schools' maintenance programs and contractors, undertake regular inspections to determine priorities, perform or organise and oversee emergency repairs and support the school's sustainability initiatives. The successful applicant will assist with stocktakes and receipt of stores and equipment.

Eligibility/Other Requirements: An industry recognised trade qualification or equivalent work experience. A current first aid certificate.

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

Contact Officer: Kathryn Cheshire (02) 6205 6410 kathryn.cheshire@ed.act.edu.au

Office for Schools

North and Gungahlin Network

Amaroo School

Building Services Officer 3

General Service Officer Level 8 \$56,611 - \$59,939, Canberra (PN: 01587)

Gazetted: 11 November 2013

Closing Date: 18 November 2013

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

Eligibility/Other Requirements: An industry recognised trade qualification or equivalent work experience and a current First Aid Certificate.

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

Contact Officer: Judi Anderson (02) 6205 8906 judi.anderson@ed.act.edu.au

Office for Schools

North and Gungahlin Network

Amaroo School

Building Services Officer 2

General Service Officer Level 6 \$48,163 - \$50,446, Canberra (PN: 01516)

Gazetted: 12 November 2013

Closing Date: 19 November 2013

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

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

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

Contact Officer: Judi Anderson (02) 6205 8906 judi.anderson@ed.act.edu.au

Environment and Sustainable Development

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

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

Regulation and Services

Customer Services

Assistant Manager

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 15311)

Gazetted: 12 November 2013

Closing Date: 26 November 2013

Details: The occupant of this position will assist in the management of the day to day operations of either the Dickson or Mitchell Customer Service Centres ensuring excellent customer service is provided to both internal and external clients. The successful applicant will require well developed negotiation, liaison and communication skills (oral and written) and demonstrated experience in the supervision and training of staff. Well developed organisational skills and a demonstrated ability to monitor workflows, manage work programs and meet deadlines are essential. An excellent knowledge and understanding of the services provided and legislation administered by ESDD and knowledge of the relevant computer based systems, including eServices used by the Customer Services team is also highly desirable.

Eligibility/Other Requirements: A willingness to wear a corporate uniform and to be part of a roster that may involve working outside the standard Customer Service Centre opening hours of 8:30am to 4:30pm is required.

Notes: This is a temporary position available for 12 months with the possibility of extension and/or permanency from this process.

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

Contact Officer: Linda Southwell (02) 6205 0060 linda.southwell@act.gov.au

Regulation and Services

Customer Services

Team Leader

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 13312)

Gazetted: 12 November 2013

Closing Date: 26 November 2013

Details: This is a Team Leader position in either the Dickson or Mitchell Customer Service Centres. The successful applicant will require excellent oral and written communication skills and demonstrated experience in the supervision and training of staff. An excellent knowledge and understanding of the services provided and

legislation administered by Environment and Sustainable Development Directorate (ESDD) and knowledge of the relevant computer based systems, including eServices used by the Customer Services team is also highly desirable. The successful applicant must also have excellent time management and organisational skills as well as the ability to monitor workflows, manage work programs, meet deadlines and maintain accuracy and attention to detail under pressure.

Eligibility/Other Requirements: A willingness to wear a corporate uniform and to be part of a roster that may involve working outside the standard Customer Service Centre opening hours of 8:30am to 4:30pm is required. Will be required to work in either the Dickson or Mitchell Customer Service Centres.

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

Contact Officer: Fred Arugay (02) 6207 1797 fred.arugay@act.gov.au

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

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>

Strategy and Corporate

General Practice (GP) Advisor

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

Senior Specialist \$199,231, Canberra (PN: 22068)

Gazetted: 14 November 2013

Closing Date: 5 December 2013

The Position: Applications are sought from suitably qualified General Practitioners to act as an Advisor to ACT Health. This position provides strategic advice to the Deputy Director-General (Strategy & Corporate) and other Executive members of ACT Health on matters that relate to or impact on General Practice and related to primary health care services. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 Senior Specialist: \$199,231. Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$240,687 - \$319,085.

Eligibility/Other Requirements: Applicants must be registered without conditions as a Medical Practitioner in Australia and hold current Vocational Registration as a General Practitioner. Applicants must have current and ongoing experience in General Practice.

Note: This position is a part-time position up to 22 hours per week.

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

Canberra Hospital and Health Services

Capital Region Cancer Services

Haematology

Haematologist

Staff Specialist Band 1-5 \$147,465 - \$181,976, Canberra (PN: 26632)

Gazetted: 14 November 2013

Closing Date: 21 November 2013

The Position: Applications are invited from medical graduates eligible for Australian Health Practitioner Regulation Agency Medical Board of Australia unconditional registration, who hold FRACP or an equivalent fellowship, with experience in all aspects of clinical haematology. Possession of Fellowship of the Royal College of Pathologists of Australasia would be advantageous. Fellowship of the Royal Australasian College of Physicians is essential. The Clinical Haematology Department provides care for people living in ACT and South East NSW. It incorporates an

autologous bone marrow transplantation and apheresis unit and is also responsible for clinical outreach programs at Goulburn, Pambula and Moruya. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$240,687 - \$292,953

Eligibility/Other Requirements: Registered or eligible for registration as a Medical Specialist Practitioner with the Australian Health Practitioner Regulation Agency Medical Board of Australia and Fellowship of the Royal Australasian College of Physicians. Fellowship of the Royal College of Pathologists of Australasia in conjunction with Fellowship of the Royal Australasian College of Physicians would be an advantage. Applicants must be either Australian citizens or have permanent resident status.

Note: The position is for a period of 8 months with a possible extension.

Contact Officer: Dr James D'Rozario (02) 6244 2836 james.d'rozario@act.gov.au

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

Canberra Hospital and Health Services

Capital Region Cancer Service

Cancer Nursing

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$101,556, Canberra (PN: 22383)

Gazetted: 14 November 2013

Closing Date: 21 November 2013

Details: The successful applicant will be part of a multidisciplinary team providing assessment and clinical management to consumers with Cancer Disease in an acute hospital setting. The position involves HR management of the Nursing Team and will involve working on models of care. The applicant will be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies.

Eligibility/Other Requirements: Registered or eligible to register 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: Denise Breust (02) 6244 2881

Canberra Hospital and Health Services

Capital Region Cancer Services

Cancer Nursing

Nurse Care Coordinator

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 22635)

Gazetted: 14 November 2013

Closing Date: 21 November 2013

Details: The Capital Ambulatory and Community Health Service (CACHS) are seeking a dynamic registered nurse who has highly developed interpersonal skills and demonstrated Oncology/Haematology knowledge and practice to undertake the role of Care Coordinator. Applicants will be required to demonstrate experience in Cancer Nursing including the ability to assist Adolescent and Young Adults patients and their families understand their diagnosis and treatment plan, and to provide tailored support to patients throughout their trajectory.

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

Note: This is a part-time position at 32 hours per week. 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: Denise Breust (02) 6244 2881

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drugs
Access and Acute Mental Health
Registered Nurse Mental Health
Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 23557)

Gazetted: 14 November 2013

Closing Date: 21 November 2013

Details: Applications are invited from enthusiastic Registered Nurses who wish to work within the Crisis Assessment and Treatment Team (CATT). CATT provides 24-hour acute mental health services in the ACT and is strongly focused on the provision of timely and effective interventions for our consumers. The successful applicant will be required to complete mental health assessments and work as a member of a multi disciplinary team, to provide assessment and short-term management of consumers in acute distress and with major mental illnesses. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies. The position is supported by a cohesive multi-disciplinary team of Nurses, Social Workers, Psychologists, a Consultant Psychiatrist and Psychiatry Registrar. Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Current driver's licence. Tertiary qualifications in mental health are desirable but not essential. Applicants must be able to demonstrate appropriate experience in a related/relevant organisation or service. As this is a Senior Clinical position, previous experience in crisis assessment work is highly desirable.

Note: This position is full time and involves rostered shift work including, on-call, evenings, and weekends and overnight. The successful applicant will be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. You must include two referee reports, one from a current supervisor.

Contact Officer: Rachael McMahon (02) 6205 1979

Canberra Hospital and Health Services
Mental, Justice, Alcohol and Drug
Adult Community and Older Persons
Team Leader - Crisis Assessment and Treatment Team
Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 25683)

Gazetted: 14 November 2013

Closing Date: 28 November 2013

Details: The Division of Mental, Justice, Alcohol and Drug Services provide contemporary evidence-based mental health services guided by the principles of Recovery. Mental Health Services collaborates with consumers, works respectfully with their carers and with the government sector, primary providers and community agencies to promote Recovery. Mental Health Services provide services congruent with national and territory plans and policies. Crisis Assessment and Treatment Team (CATT) provides 24-hour acute mental health services in the ACT and is strongly focused on the provision of timely and effective interventions for our consumers. CATT provides specialist mental health assessment and treatment services through a multidisciplinary team and are based on best available clinical evidence with an emphasis on positive outcomes that are tailored to an individual consumer's needs. The Service is guided by principles of Recovery and aims to provide collaborative care involving the consumer, their carers and other key services and stakeholders. As Team Leader of CATT, you will be responsible for supporting the key strategic directions of the Service, promoting change and contributing to service development. In collaboration with medical staff, you will support the provision of evidence-based clinical interventions within standardised clinical processes. You will report against key performance indicators and promote a learning environment for the team premised on utilisation of Learning and Achievement Plans. Eligibility/Other Requirements: Tertiary qualifications or equivalent in Nursing, Occupational Therapy, Psychology or Social Work with current unconditional AHPRA registration where applicable and/or eligibility for membership of the appropriate professional organisation. A 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: Bruno Aloisi (02) 6205 1062

**Canberra Hospital and Health Services
Women, Youth and Children
Women and Babies
Midwife**

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 24587)

Gazetted: 14 November 2013

Closing Date: 21 November 2013

Details: We are looking for a Registered Midwife to provide a coordinated approach to women with complex needs. The position involves working weekdays in the antenatal clinic and providing an outreach service to the youth health service and local high school. This midwifery role functions as part of the Maternity Outpatients multidisciplinary team including contribution and liaison of pregnancy enhancement program (PEP) multidisciplinary meetings to link support services for vulnerable pregnant women.

Eligibility/Other Requirements: Registered or eligible for registration as a Midwife with the Australian Health Practitioner Regulation Authority. Recent experience providing continuity of care and holds or progressing towards professional development relevant to the position.

Note: This is a part-time position available at 24 hours a week. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Selection process may be based on written application and referee reports only, application must include your CV and two current professional references.

Contact Officer: Genny Herbert (02) 6174 7368

**Canberra Hospital and Health Services
Women, Youth and Children
Women and Babies**

Perinatal Systems Administrator

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 22207)

Gazetted: 14 November 2013

Closing Date: 21 November 2013

Details: A position exists for a Perinatal Systems Administrator to manage and maintain accuracy of a number of databases and to attend to the reporting on ACHS and WHA KPI's for Obstetrics and develop a Gynaecology database in line with ACHS reporting. The position holder will provide education and ongoing support to all levels of medical and midwifery staff and students as required and will report to the Maternity ADONM in the Division of Women, Youth and Children.

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

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

Contact Officer: Penny Maher (02) 6174 7392

**Canberra Hospital and Health Services
Operational Support**

Acute Care

Dietitian

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 21994)

Gazetted: 14 November 2013

Closing Date: 21 November 2013

Details: The Acute Support Nutrition Team is seeking an experience and enthusiastic, clinical Dietitian to join the Team. The Acute Support Nutrition Team provides high level clinical nutrition services to patients of the Canberra Hospital, and Tertiary level outpatient services to people in the Canberra region. The successful applicant will be able to demonstrate high level clinical skills across a broad range of clinical areas, and will have a demonstrated

ability to show clinical leadership across the continuum of care. An ability to contribute to service development and an ability to work within a multidisciplinary environment is essential. ACT Health Nutrition Services have a strong commitment to clinical governance including a supportive clinical supervision framework. In addition there is a strong commitment to teaching and training of Dietetic students.

Eligibility/Other Requirements: Mandatory qualifications: Eligible to hold APD status with the Dietitians Association of Australia. Current driver's licence.

Note: Some weekend duty is required. Permanent full-time position is currently available, however temporary and part time positions may also become available. This position may be required to participate in an overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: June Gunning (02) 6174 5106

**Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Adult Community and Older Persons Mental Health
Transitional Community Clinician**

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 31329)

Gazetted: 14 November 2013

Closing Date: 21 November 2013

Details: The Adult Community and Older Persons Mental Health Services are contemporary evidence-based services providing high quality mental health care that is guided by principles of Recovery. The services aim to provide collaborative care involving the consumer, their carers and other key services. The Community Transitional Clinician has the dual function of: (a) supporting the transition and coordinating care for unallocated (i.e. No Clinical Manager assigned) mental health consumers exiting from either of the two public ACT Psychiatric Inpatient Units (Adult Mental Health Unit, Calvary Psychiatry Ward 2N) into the community setting; and (b) supporting those unallocated consumers whose mental health is deteriorating in the community to prevent hospital admission wherever possible. The practice of the Clinician is based on the Recovery framework and philosophy. It is expected that you will provide high quality interventions and support the achievement of sound outcomes for consumers. It is an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at Health Professional Level 2 and 1 and support the Team Leader in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Nursing, Psychology, Social Work or Occupational Therapy with current unconditional AHPRA 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 required.

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: Danny Farrow (02) 6205 2777

**Canberra Hospital and Health Service
Mental Health, Justice Health, Alcohol and Drug Services
Child and Adolescent Mental Health
Senior Mental Health Clinician**

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 16736)

Gazetted: 14 November 2013

Closing Date: 28 November 2013

Details: An opportunity exists for a Senior Mental Health Clinician to work as a part of a multidisciplinary team to provide specialist to provide specialist community mental health services to woman presenting with significant mental health issues in the Perinatal period.

Eligibility/Other Requirements: Tertiary qualification or equivalent in Psychology, Social Work or Occupational Therapy with current registration where applicable and/or eligibility for membership of the appropriate professional organisation. Experience in adult mental health, whilst not essential, would be considered beneficial.

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: Cathy Ringland (02) 6205 1469

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

CAMHS Mental Health Clinician

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 23110)

Gazetted: 14 November 2013

Closing Date: 28 November 2013

Details: An opportunity exists for an experienced Senior Social Worker, Occupational Therapist or Psychologist to work as a Mental Health Clinician in the CAMHS South team. The successful applicant will be required to provide comprehensive assessment and case management of children and adolescents presenting with significant mental health issues. Experience in adult mental health, whilst not essential, would be considered beneficial.

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

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: Delia O'Shea (02) 6205 1469

Director General Reports

Population Health

Health Protection Service

Policy Officer

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 29626)

Gazetted: 14 November 2013

Closing Date: 28 November 2013

Details: Looking for a job that offers variety and challenge? Then come and join our team at Holder, Weston Creek. If you have an interest in public health and a desire to contribute to your community, then this position is for you. The position requires a person with policy development and communication skills. You should have an understanding of ministerial and cabinet processes. The position is responsible for assisting in the development of public and environmental health policies and programs.

Eligibility/Other Requirements: Bachelor in Applied Science (Environmental Health), or Bachelor in Applied Science with a Master or Graduate Diploma in Environmental Health, or a Bachelor of Science with a Master or Graduate Diploma in Environmental Health.

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: Vojkan Stefanovic or Nicola Clark (02) 6205 1700

Director General Reports

Population Health

Health Protection Services

Policy Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 20399)

Gazetted: 14 November 2013

Closing Date: 21 November 2013

Details: Looking for a job that offers variety and challenge? Then come and join our team at Holder, Weston Creek. The Health Protection Service (HPS) has a temporary position available immediately to the end of 2014. If you have an interest in public health and a desire to contribute to your community, then this position is for you. The position requires a person with policy development and communication skills. You should have an understanding of ministerial and cabinet processes. The position is responsible for assisting in the development of public and environmental health policies and programs, particularly in tobacco and smoke-free.

Note: This is a temporary position available until the end of 2014. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Nicola Clark (02) 6205 1720

Strategy and Corporate

Policy and Government Relations

Multicultural Health Policy

Policy Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 17226)

Gazetted: 14 November 2013

Closing Date: 21 November 2013

Details: An exciting opportunity exists for a suitable applicant to work within a new small team, focusing on multicultural health policy issues. The position requires a highly motivated person with analytical and problem solving skills, experience with policy development and research, with a demonstrated capacity for clear oral and written communication skills and the ability to develop and maintain relationships with a range of internal and external stakeholders. You will also be able to work sensitively with cultural diversity.

Eligibility/Other Requirements: A knowledge and understanding of multicultural health issues would be an advantage, together with knowledge of mental health, justice health or alcohol and drug issues or the capacity to develop that knowledge.

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: Daniel Coase (02) 6205 1011

Strategy and Corporate

Performance and Innovation

Business Analyst

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 33180)

Gazetted: 14 November 2013

Closing Date: 21 November 2013

Details: Suitable applicants are required for the position of a Business Analyst which reports to the Deputy Chief Health Officer and work with the Director of Information Integrity. The successful applicant will assist in the formal analysis against a variety of small business systems within ACT Health.

Eligibility/Other Requirements: Relevant tertiary education with a focus on informatics, business intelligence, system analysis, project management and human interaction is required.

Note: This is a temporary part-time position at 20 hours per week, times are flexible and by arrangement. 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: Charles Palmer (02) 6205 1100

Canberra Hospital and Health Services

Pathology

Anatomical Pathology

Cytologist

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 29162)

Gazetted: 14 November 2013

Closing Date: 21 November 2013

Details: The successful applicant will be involved in screening and preparation of a wide variety of both gynaecological and non-gynaecological specimens as well as participating in continuing educational activities.

Eligibility/other requirements: An appropriate degree in applied Science or equivalent relevant qualification.

Successful completion of the Australian Examination in Cytology – CT (ASC).

Note: This is a part-time position available at 18 hours a week. 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: Linda Beckett (02) 6244 2876

Director General Reports

Population Health

Health Protection Services

Project Officer

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 29628)

Gazetted: 14 November 2013

Closing Date: 28 November 2013

Details: Tired of crawling through peak hour traffic and spending all your wages on parking? Looking for a job that offers variety and challenge? Then come and join our team at Holder, Weston Creek. The Australian Capital Territory provides a modern lifestyle with extensive career development potential. Further information about living in Canberra is available from <http://www.liveincanberra.com.au/>. The Environmental Health Project Team, Health Protection Service, is looking for an appropriately skilled person to work as a Health Professional Officer Level 2 in a small highly motivated team with a diverse range of responsibilities. The position requires a person with sound communication skills, analytical skills, and the ability to prepare correspondence and reports. The successful applicant will work as part of the team to develop environmental health policy, public correspondence and educational materials. Other advantages of joining the team include ample free parking and salary packaging. Eligibility/Other Requirements: Bachelor in Applied Science (Environmental Health), or Bachelor in Applied Science with a Master or Graduate Diploma in Environmental Health, or a Bachelor of Science with a Master or Graduate Diploma in Environmental Health.

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: Vojkan Stefanovic (02) 6205 1727

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

Dialectical Behaviour Therapy Program

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 24334)

Gazetted: 14 November 2013

Closing Date: 21 November 2013

Details: Child and Adolescent Mental Health Service (CAMHS) invite expressions of interest for an Health Professional Level 2 to join the CAMHS Dialectical Behaviour Therapy (DBT) Program until December 2013. The DBT Team provides a comprehensive DBT Adolescent Program for CAMHS clients who are aged between the ages of 13 to 17. The program includes the delivery of individual and family therapy; DBT skills group; and clinician participation in consult group. The position is supported by a cohesive multi-disciplinary team. The applicant must have a willingness and interest in advancing their DBT knowledge and skill development in individual therapy, group facilitation and will actively participate in the CAMHS DBT consult group.

Eligibility/Other Requirements: Tertiary qualifications in Psychology, Social Work or Occupational Therapy, with current AHPRA registration or eligibility for membership of the appropriate professional organisation. Current driver's licence.

Note: This is a temporary position available until December 2013. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Please address the selection criteria in no more than two pages, highlighting your experience and/or willingness to work within the DBT model. Please also submit a copy of your CV and the contact details of two referees. This position may be filled based on application and referee reports only. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Elloise Barry (02) 6205 1128

Canberra Hospital and Health Services

Medicine

Pharmacy

Pharmacist

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 10952)

Gazetted: 14 November 2013

Closing Date: 21 November 2013

Details: The Canberra Hospital is the region's major public hospital, with over 600 beds. We provide specialist and acute care to more than 500,000 people, including a full range of medical, surgical, obstetric and paediatric and neonatal services. Canberra Hospital is a tertiary level health facility and a teaching hospital of the Australian National University (ANU) Medical School and The University of Canberra Nursing and Allied Health Schools. The Canberra Hospital Pharmacy Department employs approximately 70 staff, including 35 full-time Pharmacist positions. The Department provides a full range of contemporary Pharmacy Services including clinical pharmacy services, specialised manufacturing services, investigational drug support, drug information, and corrections health services. Our core values are excellence in clinical services, education, and team work. We have a dynamic, talented team of 35 Pharmacists, and are currently recruiting to a variety of permanent and temporary HP2 Pharmacist positions. Duties include provision of clinical pharmacy services to inpatients as part of a multi-disciplinary team, and provision of pharmacy services from the dispensary, sterile and chemotherapy production, and medicines information services on a rotational basis. We are also looking for Pharmacists with an interest in eHealth for a number of projects commencing late 2013. Pharmacists employed in permanent or temporary Pharmacist positions will subsequently be considered for these roles. Please indicate your interest in future eHealth projects in your application. For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$9,095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items. Additional salary packaging benefits are also available such as meal and accommodation entertainment.

Eligibility/Other Requirements: Pharmacists outside Australia may be considered for these positions. Contact the Australian Pharmacy Council 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%202012.02.08.pdf). Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

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

Contact Officer: Monica Jones (02) 6244 2118 monica.jones@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

ACRS Administration

Administrative Support Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 16498)

Gazetted: 14 November 2013

Closing Date: 21 November 2013

Details: Applications are sought from dynamic and motivated persons interested in a part-time position of Administration Support in the Division of Rehabilitation, Aged and Community Care at the Village Creek Centre.

This role involves supporting the Administration and Equipment Services teams with office duties including referral entry, taking telephone calls and bookings, filing and data entry. Applicants will need to have excellent interpersonal and communication skills and the ability to prioritise workloads. A high level of knowledge and demonstrated ability in the use of health based IT systems including ACTPAS would be an advantage. The successful applicant will report directly to the Village Creek Administration Team Leader.

Note: This is a part-time position working Saturday and Sunday 8:00am – 12pm and 2 hours during the week (day/time negotiable). The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Aimee Divorty (02) 6244 2767 or (02) 6207 0658

**Canberra Hospital and Health Service
Operational Support**

Acute Care

Social Work New Graduate Year (SWNGY) Program 2014

Health Professional Level 1 \$50,899 - \$65,424, Canberra (PN: 16610, several)

Gazetted: 14 November 2013

Closing Date: 21 November 2013

ACT Health invites new social work graduates to apply for the 2014 Social Work New Graduate Year (SWNGY) Program. The SWNGY Program is a twelve-month structured program that provides orientation, supervision and support for social work graduates to further develop their knowledge for social work practice in health. SWNGY positions in ACT Health are offered on a full-time temporary basis, working full-time Monday to Friday and working in a supportive social work team in order to assist social work graduates with their transition into the health workforce. ACT Health recognises that support and the opportunity to develop knowledge for practice are essential to the personal and professional development of social work new graduates and the SWNGY program provides participants with support and dynamic learning opportunities through the diversity of programs available within ACT Government and ACT Health. The twelve month program incorporates rotations in either the Acute Support or Rehabilitation, Aged and Community Care social work teams.

The professional development of the Social Work New Graduate is enhanced by a supportive learning culture, which includes: A comprehensive orientation program; Regular professional Social Work supervision; Working in a supportive Social Work team; Fully supervised workload; Structured time for professional development/mandatory training; Participation in the ACT Government Health Directorate Social Work New Graduate Network; Participation in the ACT Government Health Directorate Allied Health New Graduate Program. Successful applicants will commence the SWNGY program on Monday 3rd February 2014.

Eligibility/Other Requirements: A degree in social work with eligibility for membership of the Australian Association of Social Workers is essential. Current driver's licence.

Note: There are two positions available, one with Acute Support and one with Rehabilitation, Aged and Community Care. These are temporary positions available for a period of 12 months. Please submit two written referee reports with your 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.

Contact Officer: Alison McDonald (02) 6174 7023

Strategy and Corporate

Business and Infrastructure

Security and Emergency Preparation

Parking Officer

Administrative Services Officer Class 2/3 \$46,372 - \$57,004, Canberra (PN: 13253)

Gazetted: 14 November 2013

Closing Date: 28 November 2013

Details: Client Services Security and Emergency (CSSE), is a section of Business and Infrastructure, Health Directorate. The Section provisions a range of service and infrastructure support for both acute and non-acute Health sites. CSSE is looking to permanently recruit a suitable individual with strong interpersonal and communication skills to a Parking Officer role. The Parking Officer is responsible for undertaking parking infringements for Canberra Hospital campus car parks, reporting car park maintenance requirements and providing parking information to consumers. The successful candidate needs to demonstrate a sound

understanding of parking compliance and enforcement and possess a current driver's licence. This role requires the applicant to work in difficult weather conditions and often patrolling up to 20 kilometres on foot per day. New employees commence at ASO Class 2 then can apply to be assessed as competent to be paid as ASO Class 3 after 12 months full-time equivalent employment.

Eligibility/Other Requirements: First Senior Aid certificate or the ability to undertake the training. Current driver's licence. The physical ability to walk for extended periods of time on a daily basis.

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: Andrei Lena 0401 366 487

Strategy and Corporate

Business and Infrastructure

Infrastructure Support

Kitchen Assistant

Health Service Officer Level 3 \$42,160 - \$43,599, Canberra (PN: 23540)

Gazetted: 14 November 2013

Closing Date: 21 November 2013

Details: The Food Services Department of The Canberra Hospital has a permanent full-time position for the Patient Services Kitchen Assistant Team available within the Patient Services area. Duties include delivery and collection of meals to all areas of the hospital. Kitchen cleaning, sanitizing and dishwashing duties as required. Other duties may be required as directed by Supervisors/Managers. This position is on a rotating roster and weekend/shift work will be required.

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: Keiran Lynch (02) 6174 7094

Justice and Community Safety

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

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

ACT Corrective Services

Custodial Operations

Corrections Clinical and Support Services

Senior Clinician

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 11324)

Gazetted: 13 November 2013

Closing Date: 26 November 2013

Details: This position is for a Senior Clinician with relevant tertiary qualifications in Social Work or Psychology (must have unconditional registration with AHPRA) with a minimum of three years paid experience in working with mental illness and vulnerable psychological conditions, with refined skills in crises intervention, assessment and therapy. Forensic experience is desirable but not essential. Reporting to the Clinical Manager, Custodial Operations. Assist the Clinical Manager with management of daily operations of specific accommodation areas where detainees with complex needs are being housed (such as Crisis Support Unit, Management Unit and/or High Needs Cottage). Provide advice and direction in the management of detainees housed in all areas of the prison with complex needs as required by the agency and for external bodies. Provide clinical/practical advice and support to staff in specific accommodation areas where detainees with complex needs are being housed.

Eligibility/Other Requirements: Minimum four year qualification in psychology or social work or relevant discipline is essential. Current driver's licence is essential. Applicants may be required to undertake psychological aptitude testing as a part of the assessment process.

Note: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable people registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people.
Contact Officer: Ahu Kocak (02) 6207 7776 ahu.kocak@act.gov.au

Law Courts and Tribunal

Corporate and Strategic Services

Corporate Information and Systems

Business Analyst/Project Manager Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 25834)

Gazetted: 8 November 2013

Closing Date: 14 November 2013

Details: The Corporate Information and Systems unit oversees and works with a range of internal units and external stakeholders to implement existing and new corporate systems. We are currently looking for The Corporate Information and Systems Unit oversees and works with a range of internal units and external stakeholders to implement existing and new corporate systems. We are currently looking for an experienced Business Analyst/Project Manager to be responsible for the successful execution of a number of projects for Law Courts and Tribunal. The successful applicant will have a demonstrated record of achievement in business analysis and project management. They will be a highly competent communicator with excellent interpersonal skills and a demonstrated ability to establish and maintain strong and effective working relationships with team members, internal/external clients, stakeholders and service providers.

Eligibility/Other Requirements: Qualifications/experience in Project Management and/or Business Analysis are highly desirable. Experience/interest in Law Courts would be advantageous.

Notes: This is a temporary position available from 4 January 2014 until 30 June 2014.

Contact Officer: Jacinta Smith (02) 6207 1427 jacinta.smith@act.gov.au

Office of Regulatory Services

Registrations and Fair Trading

Background Screening

Senior Investigator

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 30754)

Gazetted: 13 November 2013

Closing Date: 27 November 2013

Details: Under the limited direction of the Senior Manager, Compliance; Supervise staff as required and provide training where necessary. Issue and monitor work flows and report on activities and outcomes. Where required, conduct investigations, either individually, or as a team member, under various pieces of legislation administered by the Office. Provide assistance analysing complex registrations under the Working with Vulnerable People scheme. Deal appropriately with confidential and sensitive information. Assist the Manager of the unit to achieve outcomes through leading designated programs and maintaining the ACT's statutory obligations under various legislation. Represent the Office at meetings, seminars, working parties and conferences relating to the unit's functions. Contribute to ORS operations and perform other duties as directed. Maintain records in accordance with the *Territory Records Act 2002*. Contribute to workplace diversity, participative work practices and promote OH&S principles.

Eligibility/Other Requirements: Must hold or be willing to obtain a Working with Vulnerable People Clearance.

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

Contact Officer: Derise Cubin (02) 6205 3732 derise.cubin@act.gov.au

Office of Regulatory Services

Registrations and Fair Trading

Business Licensing & Community Regulation)

Client Services Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 45221)

Gazetted: 07 November 2013

Closing Date: 14 November 2013

Details: Under the general direction of the Manager provide high level client service, either at the counter, over the phone, or in writing. Where delegated, prepare, arrange and complete a range of licences, registrations and permits administered by the office. Critically examine documents for registration and reconcile relevant cash and trust accounts. Resolve more complex issues for clients and staff. Accept and account for a range of fees by exercising responsibilities as a collector of public monies. Assist with the supervision, management, training and development of other staff within a business unit. Maintain accurate records managed in a variety of databases and manual registers. Contribute to ORS operations and perform other duties as directed. Maintain records in accordance with the *Territory Records Act 2002*. Contribute to efficient work practices and sound corporate governance. Contribute to workplace diversity, participative work practices and promote OH&S principles. Assist senior staff members with work in the unit to ensure objectives are achieved.

Note: This is a temporary position available until 16 May 2014. Selection may be based on application and referee reports only. Interviews may not be conducted.

Contact Officer: Heather Kellie (02) 6205 3795 heather.kellie@act.gov.au

Public Trustee for the ACT

Trust Officer

Trust Officer Level 1 \$58,293 - \$67,050, Canberra (PN: 08033, several)

Gazetted: 13 November 2013

Closing Date: 20 November 2013

Details: The Public Trustee is looking for interested people who, as part of a team, have the necessary experience and demonstrate the ability to: In the Estates and Trusts Section, carry out the administration of less complex Estates and Trusts; and/or in the Financial Management Section, administer all matters relating to less complex management of property orders and powers of attorney. In both sections, prepare and arrange execution of Powers of Attorney.

Eligibility/Other Requirements: A current driver's licence and the ability to use computer applications are considered essential. Completion or partial completion of Legal studies, Accounting or other recognised Trustee industry qualifications/experience.

Notes: Selection may be based on application and referee reports only. Applicants should include two referee reports with their application. Occupants of positions may be required to rotate through other positions at the same classification within the Public Trustee for the ACT. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Jennifer Woolrych (02) 6207 9819 jennifer.woolrych@act.gov.au

Office of the Legislative Assembly

Business Support

Business Support and Payroll Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004 pro rata, Canberra (PN: 415)

Gazetted: 08 November 2013

Closing Date: 15 November 2013

As a member of the Business Support team, this position will work under the guidance of the Manager, Human Resources and Workplace Management and the Payroll and HR Officer in providing timely, accurate and comprehensive payroll, human resource and business support services to Non-Executive Members, their staff, the Clerk and Office of the Legislative Assembly staff. This position is part-time, working 30 hours per week.

Note: Part-time position (30 hours per week)

Contact Officer: Emma Talbot (02) 6205 0150 emma.talbot@parliament.act.gov.au

Applications can be forwarded to: LAOLARecruitment@parliament.act.gov.au

Territory and Municipal Services

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

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

Parks and City Services

National Arboretum Canberra

National Bonsai and Penjing Collection of Australia

Assistant Curator

Technical Officer Level 4 \$70,913 - \$81,460, Canberra (PN: 31021)

Gazetted: 07 November 2013

Closing Date: 14 November 2013

Details: Assist the Curator in management and development of the National Bonsai and Penjing Collection (NBPCA) and display facility consistent with the Arboretum Master Plan and the NBPCA Operations Manual.

Eligibility/Other Requirements: Extensive experience in high level horticulture relating to bonsai and/or penjing. Formal horticultural qualifications.

Note: This is a part-time temporary position available at 21:36 hours per week for a period of three years.

Contact Officer: Leigh Taafe (02) 6207 8483 leigh.taafe@act.gov.au

Business Enterprises

Yarralumla Nursery

Production Operations Supervisor

General Service Officer Level 7 \$52,078 - \$55,114, Canberra (PN: 18418)

Gazetted: 11 November 2013

Closing Date: 26 November 2013

Details: Yarralumla Nursery is the largest production nursery in the Southern Tablelands. The position is an important part of supporting the work of the production operations sub section. The successful applicant will be able to demonstrate extensive experience with a proven track record in the propagation of a wide range of exotic and native cold climate species and the operation and maintenance of production facilities and equipment such as glasshouses, heat beds, irrigation systems, seed cleaning apparatus and specialised propagation tools.

Eligibility/Other Requirements: Certificate III in Horticulture, current driver's licence.

Notes: This is a temporary position available for a period of two years with the possibility of permanency from this process.

Contact Officer: Belinda Ryan (02) 6207 8230 belinda.ryan@act.gov.au

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

APPOINTMENTS

Chief Minister and Treasury

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

Stephanie Isaacson 836-07667, Section 68(1), 29 October 2013

Commerce and Works

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

Louise Amos 836-10903, Section 68(1), 11 November 2013

Information Technology Officer Class 2 \$70,913 - \$81,460

Keith Waterman 827-32247, Section 68(1), 8 November 2013

Community Services

Administrative Services Officer Class 3/4 \$52,818 - \$63,971

Eirene Apineru 835-63510, Section 68(1), 11 November 2013

Administrative Services Officer Class 3/4 \$52,818 - \$63,971

Jason Lewis 836-03789, Section 68(1), 11 November 2013

Administrative Services Officer Class 3/4 \$52,818 - \$63,971

James David Paull 836-10399, Section 68(1), 11 November 2013

Administrative Services Officer Class 3/4 \$52,818 - \$63,971

Timothy Mark Stevenson 827-38251, Section 68(1), 11 November 2013

Administrative Services Officer Class 3/4 \$52,818 - \$63,971

Steven Muafale Teofilo 835-88064, Section 68(1), 11 November 2013

Environment and Sustainable Development

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

Diwani Velasquez 821-19864, Section 68(1), 14 November 2013

Health

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

Shaiby Augustine 825-49098, Section 68(1), 7 November 2013

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

Lorraine Bockwinkel 827-81989, Section 68(1), 1 November 2013

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

Leonie Catherine Drew 835-79424, Section 68(1), 11 November 2013

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

Julie Mathew 834-44167, Section 68(1), 8 November 2013

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

Tegan Packer 839-25761, Section 68(1), 5 December 2013

Administrative Services Officer Class 2/3 \$46,372 - \$57,004

Carolina Tesolin 796-73688, Section 68(1), 5 December 2013

Senior Staff Specialist, \$199,231

Andrew Mitchell: 829-56646, Section 68(1), 11 November 2013

Justice and Community Safety

Administrative Services Officer Class 6 (Probation and Parole) \$70,913 - \$81,460

David William Fulton 840-30521, Section 68(1), 2 December 2013

Administrative Services Officer Class 6 (Probation and Parole) \$70,913 - \$81,460

Andrew Richard Hannaford 836-10874, Section 68(1), 2 December 2013

Territory and Municipal Services

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

James Belcher-Fitzpatrick 835-99214, Section 68(1), 7 November 2013

TRANSFERS

Health

Jessica Parker: 820-83443

From: Health Professional Level 4 \$103,406

Health

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

Health, Canberra (PN. 8485) (Gazetted 14 October 2013)

PROMOTIONS

ACT Auditor General's Office

Financial Audit

Chloe Woolf: 797-70226

From: Audit Band 1 (Auditor) \$45,081 - \$67,931

ACT Auditor General's Office

To: Audit Band 1 (Senior Auditor) \$71,636 - \$87,691

ACT Auditor General's Office, Canberra (PN. 42818) (Gazetted 14 January 2013)

Canberra Institute of Technology

People and Organisation Governance

Grace Concannon: 791-25526

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

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 54612)

This appointment is to a non-advertised vacancy and is made in accordance with Clause M of the ACT Public Service Canberra Institute of Technology Enterprise Agreement 2011-2013.

Centres

CIT Human Resources

Fabio Lozano: 827-57954

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

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 33019) (Gazetted 27 September 2013)

Chief Minister and Treasury

Investment and Economic Division

Federal Financial Relations

Douglas Miller: 820-85385

From: Senior Officer Grade C \$89,786 - \$96,809
Chief Minister and Treasury
To: †Senior Officer Grade B \$106,086 - \$119,426
Chief Minister and Treasury, Canberra (PN. 33076) (Gazetted 8 October 2013)

Investment and Economic

Economics

Macroeconomic Analysis Unit

Kirk Lawrence Zammit: 820-88834

From: Administrative Services Officer Class 6 \$70,913 - \$81,460
Chief Minister and Treasury
To: †Senior Officer Grade C \$89,786 - \$96,809
Chief Minister and Treasury, Canberra (PN. 33079) (Gazetted 21 September 2013)

Commerce and Works

Shared Services ICT

Security

Tegan Jones: 835-94632

From: Administrative Services Officer Class 4 \$58,870 - \$63,917
Commerce and Works
To: Administrative Services Officer Class 6 \$70,913 - \$81,460
Commerce and Works, Canberra (PN. 33062) (Gazetted 23 September 2013)

Shared Services ICT

Operations

Data Centre Operations

James Phillip Thomas: 827-27552

From: Administrative Services Officer Class 4 \$58,870 - \$63,917
Commerce and Works
To: Information Technology Officer Class 1 \$57,004 - \$65,178
Commerce and Works, Canberra (PN. 30512) (Gazetted 9 September 2013)

Community Services

Office for Children, Youth and Family Support

Business Support

Marina Beanland: 796-85822

From: Health Service Officer Level 3 \$42,160 - \$43,599
Community Services
To: †Senior Officer Grade C \$89,786 - \$96,809
Community Services, Canberra (PN. 23374) (Gazetted 16 August 2013)

Office for Children, Youth and Family Support

Care and Protection Services

Jane Brennan: 820-76964

From: Administrative Services Officer Class 2 \$46,372 - \$51,422
Community Services
To: Administrative Services Officer Class 3 \$52,818 - \$57,004
Community Services, Canberra (PN. 17681) (Gazetted 12 September 2013)

Office for Children, Youth and Family Support

Youth Services Branch

Youth Justice Case Management

Christina Towns: 711-25636

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

Community Services

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

Community Services, Canberra (PN. 32471) (Gazetted 21 August 2013)

Education and Training

Office for Schools

North/Gungahlin Network

Lyneham High School

Jane Herring: 824-46435

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

Education and Training

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

Education and Training, Canberra (PN. 31547) (Gazetted 1 October 2013)

Office for Schools

Tuggeranong Network

Lake Tuggeranong College

Catherine Jones: 713-76283

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

Education and Training

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

Education and Training, Canberra (PN. 22662) (Gazetted 19 September 2013)

Office for Schools

South/Weston Network

Alfred Deakin High

Alix Louise Langbridge: 827-11665

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

Education and Training

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

Education and Training, Canberra (PN. 31592) (Gazetted 25 September 2013)

Health

Canberra Hospital and Health Services

Women, Youth and Children

Women and Babies

Katherine Bishop: 813-00514

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

Health

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

Health, Canberra (PN. 11495) (Gazetted 9 October 2013)

Strategy and Corporate

Quality and Safety

Advanced Care Planning

Joy Cocker: 820-86492

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

Health

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

Health, Canberra (PN. 33299) (Gazetted 3 October 2013)

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Administration

Rodney Cole: 835-99257

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

To: Administrative Services Officer Class 4 \$58,870 - \$63,917
Health, Canberra (PN. 24093) (Gazetted 3 October 2013)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Access and Acute Mental Health

Peter Dexter: 827-25135

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

To: Registered Nurse Level 2 \$78,157 - \$82,990
Health, Canberra (PN. 22320) (Gazetted 8 August 2013)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Access and Acute Mental Health

Reeta Pathak: 825-49290

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

To: Registered Nurse Level 2 \$78,157 - \$82,990
Health, Canberra (PN. 22549) (Gazetted 8 August 2013)

Canberra Hospital and Health Services

Capital Region Cancer Service

Selin Sebastian: 824-32578

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

To: Registered Nurse Level 2 \$78,157 - \$82,990
Health, Canberra (PN. 29877) (Gazetted 18 September 2013)

Chief Executive

Population Health

Rebecca Stones: 820-94281

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

To: †Senior Officer Grade C \$89,786 - \$96,809
Health, Canberra (PN. 33178) (Gazetted 10 October 2013)

Canberra Hospital and Health Services

Capital Region Cancer Service

Rebecca Walker: 821-21622

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

To: Registered Nurse Level 2 \$78,157 - \$82,990
Health, Canberra (PN. 34582) (Gazetted 18 September 2013)

Justice and Community Safety

ACT Corrective Services

Community Corrections

Probation and Parole

Ebony Batten: 840-50127

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

Health

To: Administrative Services Officer Class 6 (Probation and Parole) \$70,913 - \$81,460

Justice and Community Safety, Canberra (PN. 11783) (Gazetted 26 September 2013)

ACT Corrective Services

Community Corrections

Probation and Parole

Hayden James Guy: 820-8778

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 12658) (Gazetted 12 September 2013)

Transport and Infrastructure

Transport Regulation

Road User Services

Lynette Smith: 827-60686

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 32057) (Gazetted 6 September 2013)

Public Advocate of the ACT

Guardianship

Gregory Taylor: 820-82627

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 30447) (Gazetted 12 September 2013)