



ACT Government Gazette

Gazetted Notices for the week beginning 19 June 2014

VACANCIES

Calvary Health Care ACT (Public)

Occupational Therapy

Occupational Therapist

Health Professional Level 1 - 2 \$58,048 - \$75,477, Canberra (PN: 6755)

Gazetted: 25 June 2014

Closing Date: 21 July 2014

Details: The Occupational Therapy Department at Calvary Hospital, Canberra is looking for a new junior occupational therapist to join us on permanent contract in 2014; new graduates are encouraged to apply; this is an exciting opportunity to join a supportive team during a period of growth and expansion; this position will receive regular clinical supervision and support from a senior clinician and will rotate between the following inpatient clinical areas on a 6 monthly basis: General Medical Wards, Surgical Ward, Stroke Unit, Medical Assessment and Planning Unit (MAPU) Adult Mental Health Ward and the Aged Care and Rehabilitation Unit; the Occupational Therapy Department provides fortnightly in-services and many varied training opportunities to assist in the development of all staff; a new graduate competency programs is in place, and all staff complete an Annual Development Plan upon joining the organisation; we offer a very competitive salary, free uniforms, salary packaging & free parking; if you are successful in your application, commencement dates are flexible.

Eligibility/Other Requirements: Applicants are expected to respond in writing and include the following: Respond to the selection criteria (The selection criteria can be found in the Position Description); a copy of their current resume; a cover letter outlining why they believe they are suitable for this role (maximum one page) names and contact details for two professional referees.

Note: Please refer to the position description for further information

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

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

Occupational Therapy

Occupational Therapy Assistant - Acute Hospital

Health Care Assistant Level 2 \$19,502 - \$20,168, Canberra (PN: 6756)

Gazetted: 25 June 2014

Closing Date: 21 July 2014

Details: The Occupational Therapy Department at Calvary Hospital, Canberra is looking for an Occupational Therapy Assistant to join our supportive team to enrich the scope of Occupational Therapy services provided at the newly opened Stroke Unit at Calvary Hospital; the successful Occupational Therapy Assistant will provide clinical support to the Occupational Therapists working in the hospital's acute care wards, including implementation of 1:1 Occupational Therapy programs for healthcare consumers who have experienced a CVA, as well as cleaning and managing the OT department's equipment loan pool; completion of the Allied Health Assistants Certificate III or IV is strongly encouraged for this role; 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 with their clinical supervisor; we offer a competitive salary, free uniforms, salary packaging, and free parking. If you are successful in your application, commencement dates are flexible.

Eligibility/Other Requirements: Applicants are expected to respond in writing and include the following: Respond to the selection criteria (The selection criteria can be found in the Position Description); a copy of their current resume; a cover letter outlining why they believe they are suitable for this role (maximum one page); names and contact details for two professional referees.

Note: Please refer to the position description for further information.

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

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

Mission

Mission Support Officer

Administrative Services Officer Level 4 \$61,874 - \$66,997, Canberra (PN: 6659)

Gazetted: 23 June 2014

Closing Date: 2 July 2014

This is an opportunity for an experienced administrative assistant to provide support to the Director of Mission. In this role you will work to embed the mission and values of Little Company of Mary Health Care into the working life of a busy community hospital; you will have demonstrated experience in providing administrative services at the Executive level, including research, project work, drafting briefing and correspondence; you will have well developed organisational skills including the management of complex and dynamic schedules and functions and event management; an understanding of Catholic heritage, a knowledge of the Catholic Community and its operation and values would be an advantage. Please refer to the position description for further information.

Eligibility/Other Requirements: Applicants need to have the relevant working rights. Applicants must attach the below documents to be considered for this position: Response to the selection criteria and copy of your current resume; cover letter outlining why you believe you are suitable for this role (Maximum one page); names and contact details for two professional referees.

Note: Please refer to the position description for further information.

Contact Officer: Christopher Hicks (02) 6264 7239 chris.hicks@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

CIT Technology and Design

Creative Industries

Head of Department

Teacher Band 2 \$104,449, Canberra (PN: 51854)

Gazetted: 23 June 2014

Closing Date: 7 July 2014

Details: A Head of Department, responsible to the College Director, manage and coordinate activities in accordance with guidelines issued by the College Director and/or other appropriate authority, within agreed plans including: provide professional educational leadership over the College's involvement in educational development activities; carry out administrative tasks directly related to the efficient and effective operations of the responsibilities negotiated with the College Director. Represent the College and as appropriate the Institute in an educational and entrepreneurial capacity, liaise and negotiate with public institutions, industry and community organisations and perform other quality, educational and administrative tasks and incidental duties as negotiated with the College Director.

Eligibility/Other Requirements: Mandatory Qualifications: All Teacher Band 2 Teachers are expected to hold: Training and Assessment Certificate IV level (such as TAE4110 or equivalent); Advanced Diploma in Adult Education (or equivalent) and; Appropriate industry competencies demonstrated by the following qualifications: Advanced Diploma or Diploma in Visual Arts, Graphic Design or Photography or related relevant creative discipline. Desirable Qualifications: It is desirable that all Teacher Band 2 Teachers hold a minimum of: Bachelor degree in Education, Management or a relevant industry specialisation. Mandatory Industry Experience: All Teacher Band 2 Teachers are required to have relevant industry experience.

Notes: This is a temporary position available for a period of 18 months with the possibility of extension up to but not exceeding five years.

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

Brand and Business Development

Marketing

Graphic Designer

Administrative Services Officer Class 5 \$67,750 - \$71,713, Canberra (PN: 34210)

Gazetted: 23 June 2014

Closing Date: 7 July 2014

Details: Graphic Designer required for temporary part-time position to produce all print-based materials for the Canberra Institute of Technology (CIT). Prepare brochures, posters, publications and all print-related materials for CIT using advanced software packages. Assist in development and maintenance of existing and new CIT Style Guide. Support and involvement with CIT's delivery of social media to support marketing and media activities. Support and participation with account management/client service to CIT Brand and Business Development team and colleges to support student recruitment and CIT brand.

Eligibility/Other Requirements: The following would be highly desirable: Degree or diploma in Graphic Design or related discipline or relevant equivalent experience. Advanced skills with Adobe Design Premium Creative Suite 6. Design portfolio. Experience with content management systems (CMS), client relationship management (CRM) software and HTML. Knowledge of vocational education and training.

Notes: This is a part-time position of 29:24 hours per week. This temporary position is available for a period of 12 months with the possibility of extension. Temporary employment offered as a result of this advertisement may lead to permanent appointment under the Public Sector Management Standards Section 53A -Appointment after Temporary engagement -Canberra Institute of Technology - non-teaching offices.

Contact Officer: Jayne Miller (02) 6205 3515 jayne.miller@cit.edu.au

Corporate Services

Student Information Management System

Banner Team

Banner Business/Functional Analyst

Administrative Services Officer Class 5 \$67,750 - \$71,713, Canberra (PN: 54022, several)

Gazetted: 24 June 2014

Closing Date: 1 July 2014

Details: Opportunities exist for Business Analysts at Canberra Institute of Technology (CIT) in the Student Information Management System Team. In this role, you will be required to analyse issues arising with the functionality and use of CIT's student administration system (the Banner application), design solutions and develop specifications and testing procedures. Working with an Oracle database, you will also be required to assist staff across CIT with the development and maintenance of standard and ad-hoc reports using Structured Query Language (SQL) tools. This is an ideal position to further develop your skills as a Business/Functional Analyst.

Eligibility/Other Requirements: Experience with Banner, Student Information Management System highly regarded.

Notes: These are temporary vacancies available until 30 April 2015 with the possibility of extension. Temporary employment offered as a result of this advertisement may lead to permanent appointment under the Public Sector Management Standards Section 53A - Appointment after Temporary engagement - Canberra Institute of Technology - non-teaching offices.

Contact Officer: Dulip Seneviratne (02) 6207 5601 dulip.seneviratne@cit.edu.au

CIT Technology and Design

Horticulture and Floristry

Floristry Teacher

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 22805)

Gazetted: 24 June 2014

Closing Date: 8 July 2014

Details: Teach across a range of Floristry programs, as required by the Head of Department and up to the number of hours prescribed in the relevant Enterprise Agreement. Organise and deliver training to students undertaking Certificates 2, 3 and 4 in Floristry and coordinate and conduct workplace assessments, counsel and advise students on their program of study and other issues relevant to their effective participation in courses offered by the Department/College.

Eligibility/Other Requirements: 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. Appropriate industry competencies demonstrated by the following qualifications: Certificate III in Floristry, Certificate IV in Retail Management or Floristry. 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: Please note that this position is offered at 22:03 hours per week and the salary will be pro rata of the advertised salary. This position is temporary for three years with the possibility of extension up to a maximum of five years.

Contact Officer: Jane Cottee (02) 6207 8744 jane.cottee@cit.edu.au

**Brand and Business Development
International and Business Support
Project Officer**

Administrative Services Officer Class 4 \$60,960 - \$66,007, Canberra (PN: 34209)

Gazetted: 24 June 2014

Closing Date: 8 July 2014

Details: A Project Officer is required to provide administrative support to the CIT Brand and Business Development team. Produce purchase requests and monitor invoices/payments. Maintain databases and records. Assist with event management, international delegations and tender proposals. Offer further support to the CIT Brand and Business Development team as required.

Eligibility/Other Requirements: Post-school studies in a related discipline and/or related work experience. Experience in writing/editing articles for publication. Experience in marketing/communications. Comfortable working in a pressurised deadline driven environment.

Notes: This is a temporary full-time position for a period of 12 months with the possibility of extension. "Temporary employment offered as a result of this advertisement may lead to permanent appointment under the Public Sector Management Standards Section 53A -Appointment after Temporary engagement -Canberra Institute of Technology - non-teaching offices.

Contact Officer: Jayne Miller (02) 6205 3515 jayne.miller@cit.edu.au

Chief Minister and Treasury

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

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

**Policy and Cabinet
Cabinet and Intergovernmental Relations
Senior Coordination Officer**

Senior Officer Grade C \$91,876 - \$98,899, Canberra (PN: 33991)

Gazetted: 23 June 2014

Closing Date: 7 July 2014

Details: The Chief Minister and Treasury Directorate is seeking a highly motivated and appropriately skilled person to undertake the role of Senior Coordination Officer in the Cabinet and Intergovernmental Relations team. The successful

candidate will have demonstrated procurement and financial management experience, be able to provide high level policy advice to Senior Officials on complex matters and have a sound understanding of ACT Government processes relating to Cabinet and the Legislative Assembly.

Eligibility/Other Requirements: Extensive experience in procurement and financial management and tertiary qualifications in a relevant discipline are highly desirable.

Notes: This is a temporary part-time position available at 22:03 hours per week until 30 June 2015 with the possibility of extension or permanent filling from this process. Selection may be based on application and referee reports only. Please provide contact details of two referees.

Contact Officer: Nardia Cassidy (02) 6207 5989 nardia.cassidy@act.gov.au

Commerce and Works

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

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

Shared Services

Human Resources

Information and Data

Senior Advisor, Employment Contract Management

Senior Officer Grade C \$91,876 - \$98,899, Canberra (PN: 33491)

Gazetted: 20 June 2014

Closing Date: 27 June 2014

Details: Shared Services is seeking a Senior HR Advisor responsible for vetting legislative and policy compliance and tracking progress of ACT Public Service employment contracts including executive contracts and attraction and retention incentives. This is a leadership role that requires high level conceptual, strategic and communication skills to facilitate coordination and approval of requests.

Contact Officer: Karen Wells (02) 6205 4525 karen.wells@act.gov.au

Shared Services

Shared Services ICT

ICT Service Desk

Service Delivery Officer

Information Technology Officer Class 1 \$57,004 - \$65,178, Canberra (PN: 14314, several)

Gazetted: 25 June 2014

Closing Date: 9 July 2014

Details: Shared Services ICT is looking for a highly motivated individual with experience in providing technical leadership to a rotating team of support staff providing technical and operational support. 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: Knowledge of the Information Technology Infrastructure Library (ITIL) structure and principles would be advantageous. Educational and professional qualifications checks may be undertaken prior to employment. A current driver's licence or the ability to quickly acquire a driver's licence highly desirable.

Notes: Incumbents may be required to participate in an on-call arrangement that operates 24 x 7 days. Incumbents may be required to provide onsite support or work on the Service Desk and must be willing to rotate between roles if required.

Contact Officer: Lucy Martiniello (02) 6207 6060 lucy.martiniello@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

Statutory Services

Out of Home Care Strategy Taskforce (OOHC)

Senior Project Manager

Senior Officer Grade A \$125,672, Canberra (PN: 34171)

Gazetted: 20 June 2014

Closing Date: 4 July 2014

Details: This is an exciting opportunity to be part of a project that will achieve transformational change as a new Out of Home Care Strategy (OOHC) for children and young people in care is finalised and implemented. The Senior Project Manager position will be responsible for the management of a team and project to develop and implement the Out Of Home Care Strategy. The occupant will have excellent project management skills and demonstrated experience in leading and delivering significant work within expected timelines. The occupant will have high level leadership capability, highly developed relationship management skills and proven experience in stakeholder engagement. A sound knowledge and background in matters relating to child protection and out of home care (including foster and kinship care) would also be an advantage.

Notes: This is a temporary 12 month position. 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: Christine Nolan (02) 6207 9653 christine.nolan@act.gov.au

Policy and Organisational Services

Governance, Advocacy and Community Policy

Strategic Implementation

Human Services Blueprint Policy Manager

Senior Officer Grade B \$108,208 - \$121,815, Canberra (PN: 34161)

Gazetted: 25 June 2014

Closing Date: 2 July 2014

Details: Under the Human Services Blueprint the Policy Manager will develop, manage and monitor strategic policy and service reform initiatives. It requires an experienced manager who understands the complexity of across government policy activities, contemporary approaches to the design and implementation of strategic policy, and multi-dimensional approaches to measure service efficacy and outcomes.

Eligibility/Other Requirements: Relevant tertiary qualifications highly desirable.

Notes: This is a temporary position available until 30 June 2015 with the possibility of extension. This is a new role under the 2014-15 Better Services Initiative to implement the Human Services Blueprint.

Contact Officer: Melanie Saballa (02) 6207 5938 melanie.saballa@act.gov.au

Policy and Organisational Services

Governance, Advocacy and Community Policy

Strategic Implementation

Better Services Launch Coordinator

Senior Officer Grade B \$108,208 - \$121,815, Canberra (PN: 34162)

Gazetted: 25 June 2014

Closing Date: 2 July 2014

Details: Under the Human Services Blueprint the Launch Coordinator will manage and coordinate the Local Services Network Launch. The Launch Coordinator will work across government, community and business sectors to facilitate local relationships, innovation and enhanced service responses for the local community.

Eligibility/Other Requirements: Relevant tertiary qualifications highly desirable.

Notes: This is a new role under the 2014-15 Better Services Initiative for the Local Services Network Launch at West Belconnen. This is a temporary position available until 30 June 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: Melanie Saballa (02) 6207 5938 melanie.saballa@act.gov.au.

Policy and Organisational Services

Governance, Advocacy and Community Policy

Strategic Implementation

Strengthening Families Practice Leader

Senior Officer Grade C \$91,876 - \$98,899, Canberra (PN: 34163, several)

Gazetted: 25 June 2014

Closing Date: 2 July 2014

Details: Strengthening Families Practice Leaders will provide operational and strategic support to Lead Workers in supporting families with complex needs.

Eligibility/Other Requirements: Relevant tertiary qualifications highly desirable.

Notes: These are temporary positions available until 30 June 2015. These are new roles under the 2014-15 Better Services Initiative for the Strengthening Families Program. 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: Nicole Moore (02) 6207 8165 nicole.moore@act.gov.au

Housing and Community Services

Housing ACT

Tenancy Operations

Regional Manager

Senior Officer Grade C \$91,876 - \$98,899, Canberra (PN: 34168, expected vacancy)

Gazetted: 20 June 2014

Closing Date: 4 July 2014

Details: The Regional Manager is responsible for the day to day operations of a busy operational area that is responsible for supporting public housing tenancies through effective tenancy management and delivering quality client services to a diverse stakeholder group. An integral part of this role is the ability to develop and maintain collaborative working relationships with community organisations to assist clients to access appropriate housing and community support. The occupant of this position will be expected to demonstrate strong management and leadership capability, the ability to think strategically and must possess excellent interpersonal, organisational and communication skills.

Eligibility/Other Requirements: Relevant tertiary qualifications in Social Work, Community Education or a related field are desirable but not essential. Experience in using a range of IT business and office applications. A current driver's licence.

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: Bernadette Maher (02) 6207 1499 bernadette.maher@act.gov.au

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

Out of Home Care Strategy Taskforce (OOHC)

Transition Change Officer

Senior Officer Grade C \$91,876 - \$98,899, Canberra (PN: 34172, several)

Gazetted: 20 June 2014

Closing Date: 7 July 2014

Details: The Transition Change Officer will report to the Change Manager in the Office for Children, Youth and Family Support (OCYFS) and will be responsible for taking the lead on project activities relating to implementing the integration of Statutory Services (Care and Protection and Youth Justice) and supporting other major strategic projects including the development of the new Out of Home Care Strategy. This position will be responsible for ensuring the projects and their key activities are aligned as part of an overall program of reform. There will be a strong focus on project coordination and the occupant will be required to analyse the impact of change on the business and identify the policies and processes that require development and implementation. Strong facilitation skills and the ability to produce and deliver engaging communication strategies are essential. The occupant will have demonstrated effective relationship management and stakeholder engagement skills and will undertake consultation through multiple channels including focus groups to ensure the best outcomes. Experience in managing multiple projects and knowledge of the complexities of service delivery in a Human Services/Statutory Services environment are essential.

Note: This is a temporary position for a period of 12 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: Catherina O'Leary (02) 6207 1487 catherina.o'leary@act.gov.au

Policy and Organisational Services

People Management

Learning and Community Education

Trainer and Assessor

Administrative Services Officer Class 6 \$73,003 - \$83,550, Canberra (PN: C08343, several)

Gazetted: 19 June 2014

Closing Date: 7 July 2014

Details: We are seeking applications from people interested in joining our casual pool of trainers and assessors to assist in the Training and Assessment of foster carers. Applicants should have a sound understanding of foster care and qualifications and experience in training. The training will be conducted outside of normal business hours i.e. after 5.30pm on weekdays and during the day Saturday or Sunday.

Eligibility/Other Requirements: Certificate IV in Training and Assessment.

Contact Officer: Naomi Merritt (02) 6207 1404 naomi.merritt@act.gov.au

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

Out of Home Care Strategy Taskforce (OOHC)

Project Officer

Administrative Services Officer Class 5 \$67,750 - \$71,713, Canberra (PN: 34169)

Gazetted: 20 June 2014

Closing Date: 4 July 2014

Details: This is an exciting opportunity to be part of a project team that will achieve transformational change as a new Out of Home Care (OOHC) Strategy for children and young people in care is finalised and implemented. The Project Support position will contribute significantly to aspects of the implementation of the OOHC Strategy. The occupant of this position will be responsible for providing executive and secretariat support, performance reporting, preparation of briefs and correspondence, assisting with financial transactions and stakeholder engagement including organisation of meetings. The occupant of this position will require a high degree of sensitivity and confidentiality, as well as a flexible approach in responding to tight deadlines. The position will be responsible for supporting and coordinating the business of the OOHC Strategy team.

Notes: This is a temporary 12 month position. 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: Sarah Kirk (02) 6205 4830 sarah.kirk@act.gov.au

Economic Development

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

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

Land Development Agency

Land Development and Corporate

Sales, Marketing and Land Management

Marketing Campaign Manager

Senior Officer Grade C \$91,876 - \$98,899, Canberra (PN: 18816)

Gazetted: 23 June 2014

Closing Date: 30 June 2014

Details: The Land Development Agency (LDA) is seeking an enthusiastic and energetic Marketing Campaign Manager who can use their skills and experience for a marketing and events environment. The position will be a key role in the marketing team focusing on the project marketing of residential, industrial, commercial and community land in the ACT. The role will also involve promoting the LDA's Community Development program and other events.

Eligibility/Other Requirements: Understanding of ACT Government legislation. Qualifications in marketing, events or a related discipline. Understanding of land or property development market, particularly in terms of marketing, sales or community development.

Notes: This is a temporary position available until January 2015 with the possibility of extension. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae. Interviews may not be conducted and the selection of the successful applicant may be based on their written application only. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Gabbie Foster (02) 6207 6803 gabbie.foster@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

Organisational Integrity

Human Resources

HR Strategy

Project Officer

Administrative Services Officer Class 6 \$73,003 - \$83,550, Canberra (PN: 32103)

Gazetted: 25 June 2014

Closing Date: 9 July 2014

Details: HR Strategy Section is seeking a Project Officer for the HR Data Team. Strong ability to research, analyse and provide specific Human Resource data to contribute to internal and statutory reporting obligations. Ability to prepare a range of written material including briefs, responses to information and data requests, reports and correspondence.

The successful applicant will also have the ability to lead projects within the team.

Contact Officer: Catriona Meere (02) 6205 3495 catriona.meere@act.gov.au

Deputy Director-General

Information, Communications and Governance

Ministerial and Commonwealth Relations

Ministerial Liaison Officer

Administrative Services Officer Class 6 \$73,003 - \$83,550, Canberra (PN: 10022)

Gazetted: 23 June 2014

Closing Date: 30 June 2014

Details: Ministerial and Commonwealth Relations is seeking a person with a team focus to work in a dynamic section that manages a range of Ministerial and Commonwealth Relations matters including preparing speeches, correspondence and briefs. The successful applicant will also coordinate responses to Questions on Notice and Questions Taken on Notice. Other duties include assisting in providing support for the Minister and Director-General to attend national meetings, providing secretariat and support for Minister and Directorate meetings with stakeholders and contributing to the work of the team to ensure section responsibilities are met. The successful applicant requires excellent organisational skills, flexibility, the ability to work collaboratively and operate as an effective team member and the ability to work under pressure.

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

Contact Officer: Kristen Laurent (02) 6207 9234 kristen.laurent@act.gov.au

Office of Deputy Director-General

Training and Tertiary Education

Training and Skills Development

Administrative Officer

Administrative Services Officer Class 4 \$60,960 - \$66,007, Canberra (PN: 02379)

Gazetted: 20 June 2014

Closing Date: 4 July 2014

Details: Training and Tertiary Education is seeking a suitable candidate to join a team providing operational, administrative and technical support to a number of vocational education and training (VET) programs including the daily management of Australian Apprenticeships Training Contracts and VET program payments to Registered Training Organisations (RTO's). The successful candidate will have demonstrated strong oral communications interpersonal skills, demonstrated ability to accurately and efficiently use a range of business technologies and the ability to work under pressure, meet deadlines and consistently provide excellent customer service.

Note: This is a temporary position available from 18 August 2014 until 31 March 2015 with the possibility of extension.

This position is being re advertised and previous applicants need to re apply.

Contact Officer: Yolande White (02) 6205 4062 yolande.white@act.gov.au

Organisational Integrity

Infrastructure and Capital Works

Repairs and Maintenance

Administrative Officer

Administrative Services Officer Class 4 \$60,960 - \$66,007, Canberra (PN: 34214)

Gazetted: 25 June 2014

Closing Date: 2 July 2014

Details: A position exists for an enthusiastic person to become part of the Capital Upgrade Unit. The role involves working as part of a team to assist in planning and managing projects and services related to the hazardous material removal program. The successful applicant will accept incoming correspondence and telephone calls, referring them to Project Officers and Managers as appropriate and taking appropriate follow-up action. Assist Section staff with project specific tasks such as procurement processes, site inspections and evidence gathering, manage the temporary relocations of staff and students, arrange disposal of surplus furniture and materials from schools. This position is located in the Directorate's Central Office; however the work involves site visits to ACT public schools and construction sites.

Eligibility/Other Requirements: Possess or able to obtain a construction site 'White card'. The occupant of this position must obtain a CrimTrac clearance.

Notes: This temporary position is available 1 August 2014 until 31 December 2014 with the possibility of extension.

Contact Officer: Phill Morton (02) 6207 6551 phillip.morton@act.gov.au

Office for Schools

South Weston Network

Mount Stromlo High School

Finance Officer

Administrative Services Officer Class 4 \$60,960 - \$66,007, Canberra (PN: 32377)

Gazetted: 24 June 2014

Closing Date: 4 July 2014

Details: Mount Stromlo High is seeking a highly motivated person to fill the role of Finance Officer. The successful applicant will maintain the school's financial systems using the MAZE financial package. The successful applicant will assist in the preparation of budgets, estimates and financial returns; will possess excellent communication and customer service skills; and will have the ability to work within a busy work environment with competing demands. The successful applicant will be required to supervise and provide training to administrative staff and undertake administrative duties as necessary.

Eligibility/Other Requirements: A thorough understanding of financial management and affiliated computer systems is desirable. First Aid certificate, or willingness to undertake appropriate training.

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: Sue Scott (02) 6205 6137 sue.scott@ed.act.edu.au

Organisation Integrity

Human Resources

HR People Services

Classroom Teacher Round 2 2015 (Early Childhood, Primary, Secondary)

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: CT2015, Round 2)

Gazetted: 23 June 2014

Closing Date: 7 July 2014

Details: The ACT Education and Training Directorate is seeking applications from suitably qualified teachers for casual, temporary and permanent employment in 2014-2015 across all learning areas through the centralised recruitment rounds. Full-time and part-time positions will be offered to successful applicants based on school staffing needs. Positions will commence from 27 January 2015. There may be opportunity for commencement during the remainder of the 2014 school year, dependent on operational needs. ACT public schools offer a range of settings including early childhood (P - Y2), primary (P - Y6), middle, secondary (Y7 - 10, Y7 - 12, Y11 - 12) and specialist education schools.

Particular areas of need include early childhood education, languages, special education, student support, and technology. There will be two centralised recruitment rounds advertised in 2014: If you have submitted your application in Round 1 you do not have to participate in Round 2. Round 2 applications open Monday 23 June and close Monday 7 July 2014. Completed applications should be emailed to: teachingincanberra@act.gov.au
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 teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Notes: Ongoing vacancies will continue to appear on www.jobs.act.gov.au for targeted teaching positions advertised for local site selection by individual schools throughout the year. 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: Kratai Visityuthasart (02) 6205 8034 kratai.visityuthasart@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

North Canberra/Gungahlin Network

Majura Primary School

Classroom Teacher K-2

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 18157)

Gazetted: 20 June 2014

Closing Date: 4 July 2014

Details: Classroom Teacher position in a collaborative K-2 team, within a school committed to developing effective professional learning teams. The school has strong connections with the local community, and a flagship Stephanie Alexander kitchen garden program.

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).

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: Daniel Zobel (02) 6142 3140 daniel.zobel@ed.act.edu.au

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

Office for Schools

Tuggeranong Network

Erindale College

Specialist Mathematics Teacher

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 04956)

Gazette Date: 19 June 2014

Closing Date: 3 July 2014

Details: Classroom Teacher for Specialist Mathematics courses in senior secondary setting. Ability to engage in rigorous professional curriculum and assessment design and engage with contemporary and authentic pedagogy to engage students in real-life learning in Mathematics.

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). Ability to teach Information Technology 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: Michael Hall (02) 6205 8111 michael.hall@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/Weston Network

Malkara School

Administrative Support Officer

Administrative Services Officer Class 3 \$54,908 - \$59,094, Canberra (PN: 30978)

Gazetted: 23 June 2014

Closing Date: 4 July 2014

Details: Malkara Specialist School is seeking a highly organised and energetic person with a broad set of skills to staff the Front Office and support the Business Manager and Principal in the day to day administration of the school. The successful candidate will happily work independently as well as in a team and demonstrate a warm client-centred approach.

Eligibility/Other Requirements: Qualifications and/or experience commensurate with the duties of the position would be desirable. First Aid qualification, or willingness to undertake appropriate training.

Notes: This is a temporary part-time position at 33:04 hours per week for a period up to 12 months with the possibility of permanent filling from this process. 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: Michelle Fitzgibbon (02) 6205 5911 michelle.fitzgibbon@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

Environment

Executive Director, Environment

Executive Level 2.4 \$230,406 to \$243,066 depending on current superannuation arrangements, Canberra (PN: E759)

Gazetted: 25 June 2014

Closing Date: 2 July 2014

Details: The Environment and Sustainable Development Directorate is responsible for developing and implementing sustainability policies and programs, including those relating to climate change, energy, nature conservation, environment protection, construction services, transport planning, heritage and water. The Directorate is also responsible for spatial planning, planning approvals, sustainable urban design and administers the Territory Plan. The Directorate has a temporary vacancy for up to six months to fill the position of Executive Director, Environment, pending advertising for long term arrangements. As the Executive Director, Environment, you will take a Senior Executive role within the Directorate. Your application will illustrate leadership and executive management skills backed with the ability to support the culture and direction of the Directorate. In framing your application you should establish capabilities in administration, inter-governmental relations and regulation and enforcement of laws related to natural resource management, natural environment, water resource management and environment protection.

Experience at an executive level in financial management and people management, as well as superior skills in stakeholder engagement, collaborative partnerships and issue management.

Notes: The successful candidate may be based on application only.

Remuneration: The position attracts a remuneration package ranging from \$230,406 to \$243,066, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$187,557.

Contract: The successful applicant will be engaged under a performance based contract for up to six months pending advertising for long term arrangements. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Dorte Ekelund (02) 6207 8359 dorte.ekelund@act.gov.au

Strategic Planning

Planning and Heritage

Heritage

Grants Officer

Administrative Services Officer Class 5 \$67,750 - \$71,713, Canberra (PN: 16111)

Gazetted: 20 June 2014

Closing Date: 30 June 2014

Details: ACT Heritage is seeking a motivated person to coordinate and administer the annual ACT Heritage Grants Program. The successful applicant will be responsible for the full range of tasks associated with this role, and will be required to work independently and with limited supervision. The successful applicant will have exceptional communication skills, and demonstrate experience in all aspects of the administration, financial and project management of grant programs.

Eligibility/Other Requirements: In addition to suitable administration, financial and project management skills, the successful applicant should have knowledge of, and a demonstrated interest in the ACT's heritage places and objects.

Notes: The successful applicant may be appointed based on written application and referee reports only.

Contact Officer: Anna Gurnhill (02) 6207 7302 anna.gurnhill@act.gov.au

Health

Selection documentation for the following positions may be downloaded from

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

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

Strategy and Corporate

E-Health and Clinical Records

E-Health

Clinical Systems Program Manager

Senior Officer Grade A \$125,672, Canberra (PN: 29117)

Gazetted: 26 June 2014

Closing Date: 3 July 2014

Details: The E-Health and Clinical Records Branch (EHCR) is a lively and collegiate team of people. We work together to leverage technology in the facilitation of a safe, high quality, secure and sustainable health care service for the ACT.

The Clinical Systems Program Manager oversees a diverse program of Clinical Systems Projects within ACT Health, and provides high level advice to the Chief Information Officer in this regard. This is a unique opportunity to manage a dedicated team, focused on delivering innovative and robust Systems to enhance Health services. The ability to effectively prioritise work and meet deadlines is essential, as is a sound knowledge of project management and an engaging, communicative staff management approach.

Eligibility/Other Requirements: Tertiary qualifications relevant to the position are desirable.

Note: This is a temporary position available for the period 1 July 2014 until 30 Jun 2015.

Contact Officer: Judy Redmond (02) 6205 0640

**Strategy and Corporate
Performance Information
Information Support Unit
Senior Manager**

Senior Officer Grade A \$125,672, Canberra (PN: 34174)

Gazetted: 26 June 2014

Closing Date: 10 July 2014

Details: The Performance Information Branch, ACT Health, is seeking a dynamic and skilled person to fill the role of Senior Manager (Senior Officer Grade A), Information Support Unit. The Information Support Unit is a new unit which will have the responsibility for managing the further development of the ACT Health information repository (which is designed to hold extracts from all major health data sets) and the development, enhancement and evaluation of standards and policies which underpin the repository. This will include the further development of data quality initiatives and processes that provide improved transparency of data security, privacy, collection, extraction, storage and use. The unit is also responsible for the development of data and information standards and policies for ACT Health in general, as well as managing our input to national efforts in relation to data and information standards. As the Senior Manager of the unit, the successful applicant will set team priorities and provide leadership and direction for staff, and provide advice and support to the Executive Director, Performance Information Branch. The successful applicant will have the necessary technical skills and understanding to support the data repository team as well as having high level information management skills and experience (particularly in relation to data standards and policies) to provide the foundation for information management across ACT Health.

Eligibility/Other Requirements: Tertiary degree qualifications in information management (informatics, information technology) or similar would be desirable.

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

Contact Officer: Martin Monaghan (02) 6205 4864

**Canberra Hospital and Health Services
DDG Operational Support
Support Services**

Executive Officer CRCS/RACC

Senior Officer Grade C \$91,876 - \$98,899, Canberra (PN: 13556)

Gazetted: 20 June 2014

Closing Date: 27 June 2014

Details: The Division of Operational Support, Canberra Hospital and Health Services (CHHS) are seeking to recruit a highly skilled and energetic Executive Officer covering the Cancer, Ambulatory and Community Health Support (CACHS) and the Rehabilitation, Aged and Community Care (RACC) Divisions. This position will be for a period of six months with the possibility of extension. The position provides support and strategic advice to the Executive Directors of CACHS and RACC as well as working as a member of the broader CHHS Executive Officer team. Main duties include coordination and preparation of high level correspondence including internal Minutes, Cabinet, Assembly and Ministerial briefings. This position is also responsible for the coordination between the Divisions and the Consumer Engagement and Feedback Team.

Notes: This is a temporary position available July 2014 until January 2015 with the possibility of extension.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Josephine Smith (02) 6244 2169 josephine.smith@act.gov.au

**Canberra Hospital and Health Services
Medicine
Pharmacy - TCH**

Lead Surgical Pharmacist

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 28888)

Gazetted: 26 June 2014

Closing Date: 1 August 2014

Details: Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of over 45 Pharmacists. An exciting opportunity exists within this team for the position of Lead Surgical Pharmacist. This is a permanent full-time position that will be responsible for providing leadership and coordination for all pharmacy services to the Surgical services of CHHS. This position will also provide advanced clinical, education, research, mentoring and quality improvement roles relating to surgical disciplines.

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

Note: The position requires participation in a range of pharmacy services on weekends and after hours on a rotational basis as rostered. Part-time hours will be considered. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Miriam Lawrence (02) 6244 2203 miriam.lawrence@act.gov.au

Canberra Hospital and Health Services

Clinical Support Service

Director Acute Support Service

Speech Pathologist

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 26266)

Gazetted: 26 June 2014

Closing Date: 10 July 2014

Details: The Acute Support Speech Pathology team is looking for an enthusiastic and suitably qualified Speech Pathologist to join a dynamic team of Speech Pathologists at the Canberra Hospital. The Speech Pathology Department provides a range of inpatient and outpatient services to the medical, surgical and neonatal/paediatric areas of the Canberra Hospital and the surrounding community. As a senior Speech Pathologist, you will assist the Manager in the day-to-day management of clinical services, including clinical supervision of staff, teaching and training and a strong involvement with quality improvement, evidence based practice and research. Expertise in a range of specialised clinical areas in an acute care setting is required.

Eligibility/Other Requirements: Degree or Diploma in Speech Pathology from a recognised tertiary institution and eligibility for Practising Membership with Speech Pathology Australia.

Note: This is a temporary position available for 10 months with the possibility of extension. This position may be required to participate in overtime, on call, and/or rotation roster. 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 and include curriculum vitae and two written referee reports.

Selection may be based on application only.

Contact Officer: Felicity Martin (02) 6244 2230

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Clozapine Nurse

Registered Nurse Level 2 \$80,707 - \$85,540, Canberra (PN: 19762)

Gazetted: 26 June 2014

Closing Date: 10 July 2014

Details: The Belconnen Mental Health Team is contemporary evidence based service 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. At this level it is expected that you will provide, under limited

supervision, high quality care to achieve sound outcomes for consumers. You will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. As the Clozapine Assistant you will liaise with the psychiatric team and the Clozapine Coordinator to facilitate the Clozapine program throughout the Belconnen and Gungahlin regions of the ACT.

Eligibility/Other Requirements: Current registration or eligibility for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Demonstrated mental health knowledge and practice. 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: Peter Sheils (02) 6205 1523

Canberra Hospital and Health Services

Medicine

Pharmacy - TCH

Pharmacist Preceptor

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 21580)

Gazetted: 26 June 2014

Closing Date: 10 July 2014

Details: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of over 45 Pharmacists. Due to an increase in teaching and supervision demand we are currently recruiting to a 12 month Pharmacist Preceptor position. Relocation assistance: May be available, including removal costs and temporary accommodation. Employer Superannuation Contributions: The standard employer contribution is a payment of 9.25% (based on a percentage of your earnings) for you into the fund of your choice. ACT health provides more than the minimum contribution when staff salary package a minimum of 3%. Salary Packaging: For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$17,000.00 is available. Eligible employees can also package 'Meal Entertainment' as defined as 'the provision of entertainment by way of food and drink'. This is an uncapped benefit, meaning it does not form part of your \$17,000.00 annual limit and is not included in your Reportable Fringe Benefit Amount on your Payment Summary. Annual Leave Entitlements: The annual leave entitlement is four weeks (147 hours) per year, which can increase by five days for every ten Sundays worked (or pro rata). Teaching and supervision opportunities: Opportunities to be involved in teaching and supervision and links with the University of Canberra Pharmacy School. Postgraduate Study and Continuing professional Development Opportunities: Post graduate study is encouraged in our department and study leave is available to support this. Employees are eligible to apply for several scholarships and grants to support postgraduate study <http://health.act.gov.au/professionals/allied-health/scholarships>. In house, structure continuing professional development opportunities are available for pharmacists at all levels. The department is affiliated with both the Australian National University Medical School and the University of Canberra School of Pharmacy. The CHHS Pharmacy Department employs over 75 full time equivalent (FTE) staff, including 45 FTE pharmacist positions. The department provides a full range of contemporary Pharmacy Services including clinical pharmacy services, specialised compounding services, investigational drug support, quality use of medicines (medicines information, medicines safety), and corrections health services. Our department has recently expanded to include a Lead Pharmacist across each of the Divisions of CHHS (Medical; Surgical and Oral Health; Critical Care; Women's, Youth and Children; Rehabilitation and Aged Care; Cancer, Ambulatory and Community Health Support; and Mental Health, Justice Health and Alcohol and Drug). The Lead Pharmacists are senior clinical experts to provide management, leadership and coordination to the pharmacy services for each of these divisions and support and mentorship to the pharmacists rotating through these clinical areas. We have also been allocated extra funding for new clinical rotational pharmacist and preceptor positions.

Eligibility/Other Requirements: Mandatory - Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Highly Desirable - At least three years experience as a registered Pharmacist, preferably in a hospital pharmacy. Post graduate qualifications in education or clinical pharmacy. Trained as a Pharmacist Preceptor in line with the Pharmacy Board of Australia requirements.

Note: Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant. 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: Miriam Lawrence (02) 6244 2203 miriam.lawrence@act.gov.au

Canberra Hospital and Health Services

Medicine

Pharmacy - TCH

Senior Rotational Pharmacist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 26246, several)

Gazetted: 26 June 2014

Closing Date: 10 July 2014

Details: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of over 45 Pharmacists. Due to an expansion of services we are currently recruiting a variety of permanent and temporary positions (including maternity leave cover) for Senior Rotational Pharmacists (HP3). Duties include the following on a rotational basis: Provision of clinical pharmacy services to inpatients as part of a multi-disciplinary team including specialised areas such as intensive care, emergency medicine, paediatrics, neonatology, renal, oncology and mental health. Provision of pharmacy services from the dispensary, sterile production, and chemotherapy production. Provision of quality use of medicines services. Relocation assistance: May be available, including removal costs and temporary accommodation. Employer Superannuation Contributions: The standard employer contribution is a payment of 9.25% (based on a percentage of your earnings) for you into the fund of your choice. ACT health provides more than the minimum contribution when staff salary package a minimum of 3%. Salary Packaging: For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$17,000.00 is available. Eligible employees can also package 'Meal Entertainment' as defined as 'the provision of entertainment by way of food and drink'. This is an uncapped benefit, meaning it does not form part of your \$17,000.00 annual limit and is not included in your Reportable Fringe Benefit Amount on your Payment Summary. Annual Leave Entitlements: The annual leave entitlement is four weeks (147 hours) per year, which can increase by five days for every ten Sundays worked (or pro rata). Teaching and supervision opportunities: Opportunities to be involved in teaching and supervision and links with the University of Canberra Pharmacy School. Postgraduate Study and Continuing professional Development Opportunities: Post graduate study is encouraged in our department and study leave is available to support this. Employees are eligible to apply for several scholarships and grants to support postgraduate study <http://health.act.gov.au/professionals/allied-health/scholarships>. In house, structure continuing professional development opportunities are available for pharmacists at all levels. The department is affiliated with both the Australian National University Medical School and the University of Canberra School of Pharmacy. The CHHS Pharmacy Department employs over 75 full time equivalent (FTE) staff, including 45 FTE pharmacist positions. The department provides a full range of contemporary Pharmacy Services including clinical pharmacy services, specialised compounding services, investigational drug support, quality use of medicines (medicines information, medicines safety), and corrections health services. Our department has recently expanded to include a Lead Pharmacist across each of the Divisions of CHHS (Medical; Surgical and Oral Health; Critical Care; Women's, Youth and Children; Rehabilitation and Aged Care; Cancer, Ambulatory and Community Health Support; and Mental Health, Justice Health and Alcohol and Drug). The Lead Pharmacists are senior clinical experts to provide management, leadership and coordination to the pharmacy services for each of these divisions and support and mentorship to the pharmacists rotating through these clinical areas. We have also been allocated extra funding for new clinical rotational pharmacist positions.

Eligibility/Other Requirements: Mandatory: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Highly Desirable: At least three years experience as a registered Pharmacist, preferably in a hospital pharmacy.

Note: Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant. 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: Miriam Lawrence (02) 6244 2203 miriam.lawrence@act.gov.au

Canberra Hospital and Health Services

Pathology

Pathology Administration

Quality Officer

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 33063)

Gazetted: 26 June 2014

Closing Date: 3 July 2014

Details: ACT Pathology is a public pathology laboratory located at the Canberra Hospital, providing comprehensive pathology services to the Canberra and Calvary Hospitals and medical practitioners of the ACT and region including links to the ANU Medical School and the Clinical School of the University of Sydney. The role of this Quality Officer position is to: Maintain a quality management system that meets the necessary standards for Haemopoetic Progenitor Cells (HPC) collection and processing facilities. Provide support to the Quality Manager of ACT Pathology in ongoing NATA/RCPA accreditation requirements and other registration and accreditation. Assist the ACT Pathology Quality Manager in implementing, monitoring, and maintaining, the Quality Management System and progress quality initiatives as required.

Eligibility/Other Requirements: An appropriate degree in Applied Science or equivalent qualification or an approved Associate Diploma or other approved qualification and requisite experience. NATA quality management system, internal audit and ISO 15189 training or equivalent, or willingness to undertake training.

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. Applicants will be shortlisted on basis of written application and referee reports, which must address the selection criteria. Applicants are asked to supply current curriculum vitae and referee reports. Shortlisted applicants may be required to attend a further assessment.

Contact Officer: Lloyd Allen (02) 6244 4004 lloyd.allen@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

Eating Disorders Program - Health Professional

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 23987)

Gazetted: 26 June 2014

Closing Date: 10 July 2014

Details: The Mental Health ACT community based Eating Disorders Program (EDP) was established in May 2000. The EDP provides a free, public, specialist outpatient eating disorders program in the ACT. The EDP Service provides Family Based Therapy, a Day Program, Individual Therapy and Consumer and Carer Support Groups. The program is unique in that it offers services to clients of all ages. The Program has a good working relationship with the Australian National University, the University of Canberra and the Australian Catholic University. We support research by the universities and provide placements and learning to students from the allied health professions and the medical school. In addition, as part of striving to provide an evidence based and quality program, staff from the program have presented on our work at the last two Anzaed Conferences and are presenting again this year. The Program is staffed by a Multidisciplinary Team including Team Leader, Psychologists, Social Worker, Occupational Therapist, Dietitian, Nurse, Consumer Consultant and a Psychiatrist.

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

Other Requirements for Psychologist: At least a 4- or 5- year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1) and General Psychology registration with AHPRA.

Note: The service is developing and we are in the process of looking for staff to fill Health Professional positions that are temporary available for a period of 11 months with the possibility of extension and/or permanency from this process. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Jennifer Lawrence (02) 6205 1519

Population Health

Health Protection Service

Pharmaceutical Services

Project Policy Officer

Administrative Services Officer Class 6 \$73,003 - \$83,550, Canberra (PN: 33923)

Gazetted: 23 June 2014

Closing Date: 7 July 2014

Details: The Pharmaceutical Services Section of the Health Protection Service is seeking expressions of interest for suitable candidates to the temporary position of Project Policy Officer. This successful candidate will draft policies, standard operating procedures and other relevant documentation for information collection, data matching, alert and reporting processes for the new Drug and Poisons Information System (DAPIS). The successful candidate will also assist in the drafting of policies, procedures and other relevant documentation for the controlled medicines regulation project.

Notes: This is a temporary vacancy available July 2014 until December 2014. The candidate may be selected on written application only.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Michael Fitzsimons (02) 6205 0961 michael.fitzsimons@act.gov.au

Director General Reports

Population Health

Population Health Executive Office

Business Analyst

Administrative Services Officer Class 4 \$60,960 - \$66,007, Canberra (PN: 33180, several)

Gazetted: 26 June 2014

Closing Date: 3 July 2014

Details: The Office of the Chief Health Officer are seeking applications from suitably qualified business analysts to assist with the strategic review of current IM/IT systems in use throughout the Population Health Division.

Eligibility/Other Requirements: Relevant tertiary qualifications with a focus on informatics, business intelligence, system analysis, project management and human interaction are desirable.

Note: These positions are available on a temporary basis for a period of 6 months with the possibility of extension. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Emily Harper (02) 6205 2245

Canberra Hospital and Health Services

Clinical Support Services

Nursing Administration

2015 Registered Nurse Graduate Program

Registered Nurse Level 1 \$58,117 - \$77,634, Canberra (PN: 32909, several)

Gazetted: 26 June 2014

Closing Date: 18 July 2014

Details: ACT Health invites applications from Graduate Registered Nurses for the 2015 Transition to Practice Program (TTPP) ACT Health offers a twelve-month, structured program that provides a supportive framework for Registered Nurses during their first year of clinical practice.

We are keen to receive applications from nurses who are passionate about providing safe, quality, patient centred care and motivated by the organisational values of care, excellence, collaboration and integrity.

These are 12 month temporary positions will be offered at full-time or part-time to assist Registered Nurse Graduates with transition into the workforce. This fantastic opportunity will provide participants with support and dynamic learning opportunities offered through the diversity of services available and structured professional development tailored for the Graduate Nurse.

The twelve-month program will incorporate at least two six month rotations throughout clinical areas or within a speciality or Foundation Program.

Eligibility/Other Requirements: Applicants must be registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) prior to date of program commencement. Applicants must be Australian Citizen, or Permanent Resident of Australia or people in Australia with a valid visa that allows them to work.

Application Process: To be considered all applications must be submitted electronically at www.health.act.gov.au/employment see job title "2015 Registered Nurse Graduate Program", job number 00M99; then click the title for more information; then click "Apply Online" at the end of the page to apply prior to the closing date.

Applicants are required to submit the following:

1. Completed application form inclusive of the required Selection Criteria (4 questions in no more than 2 pages).

Download application form at: <http://www.health.act.gov.au/c/health?a=sendfile&ft=p&fid=1403072188&sid=>

2. Curriculum Vitae.

3. A current transcript of results from University.

4. Two written professional referee reports using the referee template form supplied (not academic referees).

Notes: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must complete the 2015 Registered Nurse Application form and all other documents as listed on the application form are to be uploaded. Incomplete or late applications will not be considered.

. This application process is for those applicants that would like to be considered for any of the three expected 2015 graduate RN intakes (February, April and August).

. Short listing will take place from the above submitted documentation.

. Short listed applicants will be invited to attend an interview and Assessment Centre on either September 5, 8 or 9 2014. At this time all elements of the application process will be considered including performance at interview and assessment centre.

. Phone interviews will not be available; to be considered for a position you must attend the Assessment Centre in person.

. Employment decisions will be based on written application, referee reports, satisfactory academic history, interview and Assessment Centre analysis.

. Suitable candidates not offered positions in the first round may be offered positions at a later date as required by ACT Health.

Contact Officer: Debbie Moore (02) 6244 3066 or Ainslie Monson (02) 6244 3529 deborah.moore@act.gov.au ainslie.monson@act.gov.au

Director General Reports

Population Health

Health Protection Services

Administrative Officer

Administrative Services Officer Class 3 \$54,908 - \$59,094, Canberra (PN: 29467)

Gazetted: 26 June 2014

Closing Date: 3 July 2014

Details: The Population Health, Business Management Group is a small team responsible for providing financial and administrative support to the division. We are seeking an enthusiastic person with a good understanding of ACT Government Regulations, possesses financial and administrative skills as well as great customer service, to perform corporate activities including procurement, payment of accounts, receipting of monies, petty cash management, coordination of staff travel and assist with the financial management of the division.

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: Julie Donda (02) 6205 1710

**Canberra Hospital and Health Services
Cancer, Ambulatory and Community Health Support
CACHS Executive
Social Worker**

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 21036)

Gazetted: 26 June 2014

Closing Date: 3 July 2014

Details: The Cancer Psychosocial Service has a dynamic position available for a Social Worker in its hospital based service. This service provides psychosocial care for individuals and groups to people with a diagnosis of cancer pre-treatment and during treatment, their spouses, family members and meaningful others that are affected by the experience of the illness of their family members and patients and family members requiring palliative care. Social workers in the service work within the Multidisciplinary Team environment to provide contemporary evidence based service guided by the principles of best practice in both Survivorship and Palliative Care service provision. Social workers provide counselling, practical support and interventions to address the needs of those accessing the range of oncology services at the Canberra Hospital.

Eligibility/Other Requirements: An AASW accredited Bachelor of Social Work degree or Master of Social Work (qualifying) is required for entry into the profession of social work, and to meet the minimum eligibility requirements for AASW membership. Applicants must have previous experience working in an oncology service. Current driver's licence.

Note: This position may be required to participate in an overtime, on call and/or rotation roster. The successful applicant is required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Toni Ashmore (02) 6244 3420

**Canberra Hospital and Health Services
Clinical Support Service
Nursing Administration
2015 Enrolled Nurse Transition to Practice Program
Enrolled Nurse Level 1 \$52,710 - \$56,316, Canberra (PN: 04154)**

Gazetted: 26 June 2014

Closing Date: 18 July 2014

Details: ACT Health invites applications from Enrolled Nurses for the 2015 Transition to Practice Program (TTPP). ACT Health offers a 12 month, structured program that provides a supportive framework for Enrolled Nurses during their first year of clinical practice. We are keen to receive applications from Enrolled Nurses who are passionate about providing safe, quality, patient centred care and motivated by the organisational values of care, excellence, collaboration and integrity. 12 month temporary contracts will be offered full-time or part-time to assist Enrolled Nurse Graduates with transition into the workforce. This fantastic opportunity will provide participants with support and dynamic learning opportunities offered through the diversity of services available and structured professional

development tailored for the graduate nurse. The 12 month program will incorporate at least two six month rotations through clinical areas.

Eligibility/Other Requirements: Registered or eligible to register as a Enrolled Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) prior to date of program commencement. A Permanent Resident of Australia or an Australian Citizen, or people in Australia with a valid visa that allows them to work. This includes New Zealand citizens.

Note: The successful applicants may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Maxine Jordan (02) 6244 3382 or (02) 6244 3360 maxine.jordan@act.gov.au or ENClinicalDevelopmentNurse@act.gov.au

Canberra Hospital and Health Services

Medicine

Resources

Graduate Respiratory Scientist

Health Professional Level 1 \$50,899 - \$65,424, Canberra (PN: 15222)

Gazetted: 26 June 2014

Closing Date: 3 July 2014

Details: The Department of Respiratory and Sleep Medicine is seeking a motivated individual to work in a multidisciplinary team in the Respiratory Physiology Laboratory. The role requires skills in operating computer-based testing equipment but in particular must be able to interact with and encourage patients to achieve maximal performance on tests. The role also requires that quality assurance standards are adhered to in a laboratory setting. 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: Bachelor of Science or equivalent (Physiology, Allied Health, Health Sciences).

Experience working with paediatric patients is also desirable. Training in the position will be provided.

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: Derek Figurski (02) 6244 2066 derek.figurski@act.gov.au

Director General Reports

Population Health

Health Protection Service

Environmental Health Officer

Health Professional Level 1/2 \$50,899 - \$75,477, Canberra (PN: 29638, several)

Gazetted: 26 June 2014

Closing Date: 10 July 2014

Details: The Health Protection Service has positions available for Environmental Health Officers seeking a challenge. Positions offer an opportunity to protect public health in a dynamic and changing environment.

If you have Bachelor in Applied Science (Environmental Health) or Bachelor in Applied Science and Master or Graduate Diploma in Environmental Health or a Bachelor of Science with a Master or Graduate Diploma in Environmental Health or equivalent, consider the benefits of a position in the Health Protection Service in Canberra. The Australian Capital Territory provides a modern lifestyle with extensive career development potential. Canberra is a dynamic multicultural environment with excellent facilities and unique lifestyle choices that are without equal. Further information about living in Canberra is available from <http://www.liveincanberra.com.au/>

Eligibility/Other Requirements: Bachelor in Applied Science (Environmental Health) or Bachelor in Applied Science and a Master or Graduate Diploma in Environmental Health or a Bachelor of Science with a Master or Graduate Diploma in Environmental Health. Current driver's licence.

Note: Positions are available at the Health Professional Level 1 and 2 classifications. Classification will be dependent upon experience and qualifications. Level 2 positions are available for those with more than 12 months experience. Level 1 positions may also be available to suit recent graduates or those with less than 12 months experience. 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: Lyndell Hudson (02) 6205 1700 lyndell.hudson@act.gov.au

Canberra Hospital and Health Services

Pathology

Customer Services

Technical Officer Pathology

Technical Officer Level 1 \$47,953 - \$50,376, Canberra (PN: 28763, several)

Gazetted: 26 June 2014

Closing Date: 3 July 2014

Details: ACT Pathology is a Department of the Canberra Hospital offering a diagnostic pathology service to the ACT and surrounding region with the main laboratory located at Canberra and branch laboratory located at Calvary Hospitals. The Collection Services area of Customer Services is responsible for all specimen collections both on site (via the wards) and off site (through community collection centres) and domiciliary services of ACT Pathology. The successful applicant will be required to collect venous samples and collect other Pathology Specimens from patients for ACT Pathology.

Eligibility/Other Requirements: The successful applicant needs to hold a current driver's licence and Certificate III in Pathology Collection or other approved qualification and/or at least three years recent experience in venepuncture.

Notes: There are two permanent positions available, one full-time and one part-time at 25 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: Melinda Bower (02) 6244 2934

Justice and Community Safety

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

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

ACT Law Courts and Tribunal

Registry

Registry Manager

Senior Officer Grade A \$125,672, Canberra (PN: 33855)

Gazetted: 23 June 2014

Closing Date: 9 July 2014

Details: The ACT Law Courts and Tribunal is seeking an experienced, motivated and dedicated person to fill the role of Registry Manager. As a member of the Courts and Tribunal Executive Group, the Registry Manager leads and manages teams who provide services to the Supreme Court, Magistrates Court and ACT Civil and Administrative Tribunal. Duties include the provision of guidance to Unit Managers, management of workload, fostering of positive relationships with stakeholders, and assisting the Courts Administrator with the implementation of strategic business planning initiatives and the development of programs. The successful applicant will demonstrate well developed communication and liaison skills, a strong client service ethic, and be able to work under limited supervision. The person will report to the Registrars of the Courts for quasi-judicial matters.

Eligibility/Other Requirements: Tertiary qualifications in Management, Law, Public Policy or other relevant discipline are desirable.

Contact Officer: Alison Purvis (02) 6207 1054 alison.purvis@act.gov.au

Emergency Services Agency

Support Services

Fleet & Procurement

Group Manager

Senior Officer Grade A \$125,672, Canberra (PN: 14946)

Gazetted: 24 June 2014

Closing Date: 1 July 2014

Details: The ACT Emergency Services Agency is looking for an enthusiastic and responsible person to join the Fleet and Procurement Section on a temporary basis. The occupant of this position will be required to have a strategic focus through directing strategic procurement and contracts of multiple projects/programs, providing strategic asset management planning and implementation. The occupant will need to manage the activities and resources of the ESA Fleet and Procurement Business unit in accordance with ESA policies, Instructions and sound business practice to ensure optimal utility and cost effectiveness in the strategic planning, acquisition, maintenance, operation and disposal of assets. The occupant will also prepare and manage the section's budget and fleet replacement program for the upcoming budget year and should have a high level experience in leading and motivating people, supporting innovation and managing activities, resources and change to achieve results in a dynamic environment.

Eligibility/Other Requirements: The occupant of this position may be required to undertake duties outside normal business hours in emergencies. Applicants should have extensive knowledge and experience in public sector procurement policies, inventory and logistics, general administration and staff management.

Note: This is a temporary vacancy available July 2014 until January 2015.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Andrew Baker (02) 6207 6835 andrew.baker@act.gov.au

Territory and Municipal Services

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

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

Directorate Services

Operational Support

Asset Acceptance

Senior Project Engineer

Senior Professional Officer Grade C \$89,786 - \$96,809, Canberra (PN: 14177)

Gazetted: 25 June 2014

Closing Date: 10 July 2014

Details: Asset Acceptance needs a dynamic and highly motivated Senior Project Engineer to join a team of qualified and professional Engineers to contribute to the assessment and acceptance of municipal infrastructure assets on behalf of the ACT Government. The successful applicant will need to exhibit a track record in Civil Engineering works as they apply to development infrastructure, an understanding of the requirements of ACT Codes and Requirements and to demonstrate an ability to integrate into the team and contribute in a professional and competent manner.

Eligibility/Other Requirements: Degree in Highway/Civil/Traffic Engineering or extensive experience in assessing land development design and construction submissions. Current driver's licence.

Notes: Selection may be based on application and referee reports only. This position is temporary, available to the 30 June 2015, with the possibility of permanency from this process.

Contact Officer: Gabriel Joseph (02) 6207 6581 gabriel.joseph@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.

Parks and City Services

Executive Unit

Executive Officer

Administrative Services Officer Class 6 \$73,003 - \$83,550, Canberra (PN: 10320)

Gazetted: 20 June 2014

Closing Date: 27 June 2014

Details: A temporary position for an Executive Officer is available within the Parks and City Services Division of Territory and Municipal Services (TAMS).

Eligibility/Other Requirements: Extensive experience in the criteria listed in the job description.

Notes: This is a temporary position available for a period of up to 12 months with the possibility of extension and/or permanency. Successful applicant may be selected based on application and referee check only.

Contact Officer: Ross Burden (02) 6207 2307 ross.burden@act.gov.au

Directorate Services

Human Resources

Organisational Development

Training and Development Advisor

Administrative Services Officer Class 6 \$73,003 - \$83,550, Canberra (PN: 10616)

Gazetted: 23 June 2014

Closing Date: 7 July 2014

Details: The Organisational Development team is seeking a highly motivated individual with experience in researching, designing, delivery and evaluation of training and development programs to meet organisational requirements.

Contact Officer: Leanne Salmond (02) 6205 9977 leanne.salmond@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.

Directorate Services

Operational Support

Asset Acceptance

Project Officer (Civil Engineer)

Professional Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 27727)

Gazetted: 24 June 2014

Closing Date: 8 July 2014

Details: Asset Acceptance is seeking a dynamic and highly motivated Civil Engineer to join a team of qualified and professional engineers to contribute to the assessment and acceptance of municipal infrastructure assets on behalf of the ACT Government. The successful applicant will need to exhibit a track record in civil engineering works as they apply to development infrastructure, an understanding of the requirements of ACT Codes and Requirements and to demonstrate an ability to integrate into the team and contribute in a professional and competent manner

Eligibility/Other Requirements: A current driver's licence and degree in Civil Engineering and MIEAust CPEng are essential.

Notes: Selection for this process may be based on application and referee reports only. This is a temporary position available until 30 June 2015 with the possibility of permanent filling from this process.

Contact Officer: Gabriel Joseph (02) 6207 6581 gabriel.joseph@act.gov.au

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

Business Enterprises

Business Enterprises Executive

Executive Support Officer

Administrative Services Officer Class 5 \$67,750 - \$71,713, Canberra (PN: 34228)

Gazetted: 23 June 2014

Closing Date: 30 June 2014

Details: The Executive Unit is responsible for the management of the Business Units and provides a liaison between the Businesses Units, other areas of the Directorate, the Minister's Office and other ACT Government Agencies. The Unit is seeking an experienced person to join the team as an Executive Support Officer.

Notes: This is a part-time position of 29:40 hours per week. Selection for this position may be based on written application and referee reports only.

Contact Officer: Michael Gavin (02) 6205 2917 michael.gavin@act.gov.au

Directorate Services

Operational Support

Asset Acceptance

Compliance and Inspection Officer

Technical Officer Level 3 \$61,148 - \$69,377, Canberra (PN: 11034)

Gazetted: 24 June 2014

Closing Date: 8 July 2014

Details: Asset Acceptance needs a dynamic and highly motivated Technical Officer to join a team of qualified and professional Engineers to contribute to the assessment and acceptance of municipal infrastructure assets on behalf of the ACT Government. The successful applicant will need to exhibit a track record in civil engineering works as they apply to development infrastructure, an understanding of the requirements of ACT Codes and Requirements and to demonstrate an ability to integrate into the team and contribute in a professional and competent manner.

Eligibility/Other Requirements: Associate diploma or tertiary qualification in relation to public infrastructure works or extensive relevant experience to competently perform the duties of this position. Current driver's licence essential.

Note: Selection for this position may be based on written application and referee reports only. This is a temporary position available from 1 July 2014 until 30 June 2015 with the possibility of permanency from this process.

Contact Officer: Gabriel Joseph (02) 6207 6581 gabriel.joseph@act.gov.au

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

Roads and Public Transport

Roads ACT

Road Maintenance

Storeperson

General Service Officer Level 8 \$56,611 - \$59,939, Canberra (PN: 26312)

Gazetted: 20 June 2014

Closing Date: 8 July 2014

Details: Road Maintenance is seeking a suitable candidate who under direction of the Works Supervisor will manage all aspects of the Road Maintenance Store including; the purchase and issue of small tools; stock and equipment security; accounting; purchasing of stock; stocktakes; management of redundant/obsolete stock; maintaining clothing register; and overseeing vehicle servicing and repairs.

Eligibility/Other Requirements: Current Drivers licence, Forklift licence and Construction Industry WHS Induction Card (White Card).

Contact Officer: Ross Schofield 0417 434 977 ross.schofield@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

Canberra Institute of Technology

Teacher Band 1 \$62,403 - \$83,963

Isaac Arthur 827-14882, Section 68(1), 20 June 2014

Note: This appointment is to a non-advertised vacancy and is made in accordance with Clause 20 of the ACT Public Service Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2011-2013.

Chief Minister and Treasury

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

Kylie Louise Bailey 736-92888, Section 68(1), 23 June 2014

Education and Training

School Assistant 4 \$55,983 - \$60,619

Kieren Ziesing 820-93019, Section 68(1), 18 June 2014

Health

Registered Nurse Level 1 \$58,117 - \$77,634

Jincy Chacko 844-00318, Section 68(1), 3 June 2014

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

Francis Hughes 843-99791, Section 68(1), 1 July 2014

Registered Nurse Level 1 \$58,117 - \$77,634

Kathleen Lopez 825-49776, Section 68(1), 19 June 2014

Registered Nurse Level 1 \$58,117 - \$77,634

Kylie Mowbray 820-72875, Section 68(1), 17 July 2014

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

Anastasia Osadchuk 827-82834, Section 68(1), 26 June 2014

Registered Nurse Level 1 \$58,117 - \$77,634

Jesni Paul 834-44845, Section 68(1), 19 June 2014

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

Emily Quinlan 840-51189, Section 68(1), 23 June 2014

Registered Nurse Level 1 \$58,117 - \$77,634

Jelena Williams 839-26721, Section 68(1), 17 July 2014

Territory and Municipal Services

Bus Operator - Training \$60,553

Radosav Andric 844-00924, Section 68(1), 20 June 2014

Bus Operator - Training \$60,553

Mandeep Jaswal 844-01003, Section 68(1), 20 June 2014

Bus Operator - Training \$60,553

Darrell Pompeani 844-01070, Section 68(1), 20 June 2014

Bus Operator - Training \$60,553

Jatinder Singh 844-00908, Section 68(1), 20 June 2014

Bus Operator - Training \$60,553

Manpreet Singh 844-00975, Section 68(1), 20 June 2014

Bus Operator - Training \$60,553

Paul Southwell 844-01089, Section 68(1), 20 June 2014

TRANSFERS

Community Services

Georgia Harvey: 820-83021

From: Legal 1 \$54,415 - \$111,570

Justice and Community Safety

To: Senior Officer Grade C \$91,876 - \$98,899

Community Services, Canberra (PN. 11199) (Gazetted 2 April 2014)

Health

Bronwyn Wilkes: 796-27307

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

Health

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

Health, Canberra (PN. 29626) (Gazetted 10 April 2014)

Territory and Municipal Services

Sally van Aalst: 757-52709

From: Administrative Services Officer Class 6 \$73,003 - \$83,550

Territory and Municipal Services

To: Administrative Services Officer Class 6 \$73,003 - \$83,550

Territory and Municipal Services, Canberra (PN. 21329) (Gazetted 3 April 2014)

PROMOTIONS

Chief Minister and Treasury

Economic and Financial Policy

Economic and Financial Analysis

Economic Policy and Fiscal Reform

Victoria Martha Pullen: 820-90870

From: Senior Officer Grade C \$91,876 - \$98,899

Chief Minister and Treasury

To: †Senior Officer Grade B \$108,208 - \$121,815

Chief Minister and Treasury, Canberra (PN. 34251) (Gazetted 14 March 2014)

Commerce and Works

Business Services

Strategic Finance

Reporting and Budgeting

Nam Tran: 827-19894

From: Administrative Services Officer Class 5 \$67,750 - \$71,713

Commerce and Works

To: Administrative Services Officer Class 6 \$73,003 - \$83,550

Commerce and Works, Canberra (PN. 01579) (Gazetted 9 September 2013)

Community Services

Office for Children, Youth and Family Support

Various

Alison Grace: 771-10443

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

Community Services

To: †Senior Officer Grade C \$91,876 - \$98,899

Community Services, Canberra (PN. 02000) (Gazetted 2 April 2014)

Office for Children, Youth and Family Support

Youth Services

Youth Justice Case Management

Donna Irvine: 816-77012

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

Community Services

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

Community Services, Canberra (PN. 27407) (Gazetted 25 September 2013)

Office for Children, Youth and Family Support

Youth Services Branch

Youth Justice Case Management

Timothy Shields: 835-71238

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

Community Services

To: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)
Community Services, Canberra (PN. 12022) (Gazetted 25 June 2014)

Education and Training

Office for Schools

North and Gungahlin Network

Black Mountain School

Darryl Cullen: 816-83164

From: Building Service Officer \$40,973 - \$44,935

Education and Training

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

Education and Training, Canberra (PN. 01548) (Gazetted 3 April 2014)

Environment and Sustainable Development

Planning Delivery

Tegan Kim Liston: 827-33362

From: Administrative Services Officer Class 6 \$73,003 - \$83,550

Environment and Sustainable Development

To: †Senior Officer Grade C \$91,876 - \$98,899

Environment and Sustainable Development, Canberra (PN. 15477) (Gazetted 26 May 2014)

Health

Strategy and Corporate

Business and Information

Logistics Support

James Black: 762-83510

From: Health Service Officer Level 6 \$48,412 - \$50,583

Health

To: Health Service Officer Level 8 \$56,611 - \$59,939

Health, Canberra (PN. 33515) (Gazetted 1 May 2014)

Strategy and Corporate

Business and Information

Logistics Support

Alison Briggs: 261-02312

From: Health Service Officer Level 6 \$48,412 - \$50,583

Health

To: Health Service Officer Level 8 \$56,611 - \$59,939

Health, Canberra (PN. 33513) (Gazetted 1 May 2014)

Surgery and Oral Health

Operating Room

Elvira Fragiaco: 762-85313

From: Registered Nurse Level 1 \$58,117 - \$77,634

Health

To: Registered Nurse Level 2 \$80,707 - \$85,540
Health, Canberra (PN: 26629) (Gazetted 15 May 2014)

**Strategy and Corporate
Business and Information
Logistics Support**

Radmila Kolundzija: 261-24829

From: Health Service Officer Level 6 \$48,412 - \$50,583
Health

To: Health Service Officer Level 8 \$56,611 - \$59,939
Health, Canberra (PN. 33516) (Gazetted 1 May 2014)

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

Tarryn Mair: 827-82420

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

To: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)
Health, Canberra (PN. 21082) (Gazetted 10 April 2014)

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

Kari Moore: 821-25869

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

To: †Health Professional Level 4 \$89,786 - \$96,809
Health, Canberra (PN. 22027) (Gazetted 22 May 2014)

**Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Adult Mental Health Services**

Nkemdirim Obele: 820-84665

From: Registered Nurse Level 2 \$80,707 - \$85,540
Health

To: †Registered Nurse Level 3.1 \$92,529 - \$96,337
Health, Canberra (PN. 26359) (Gazetted 22 May 2014)

Territory and Municipal Services

Roads and Public Transport

ACTION

North and South Region

Karolj Borbelj: 747-03358

From: Health Service Officer Level 4 \$43,599 - \$45,346
Health

To: †Bus Operator \$67,171

Territory and Municipal Services, Canberra (PN. SDP080) (Gazetted 27 September 2012)

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

Roads and Public Transport

Public Transport

ACTION

Peter Sanderson: 827-39270

From: EGSO3.4 \$55,275

Territory and Municipal Services

To: †EGSO4.4 - Workshop Staff \$58,111

Territory and Municipal Services, Canberra (PN. SMW030) (Gazetted 28 March 2014)

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