



ACT Government Gazette

Gazetted Notices for the week beginning 22 January 2015

VACANCIES

Calvary Health Care ACT (Public)

Pastoral Care

Administrative Assistant

Administrative Services Officer Level 3 \$55,732 - \$59,980, Canberra (PN: 6791)

Gazetted: 22 January 2015

Closing Date: 6 February 2015

Details: The role of Administrative Assistant exists to provide all aspects of reception and administration required to support the work of the Pastoral Care Department and particularly the Director of Pastoral Care. The Administrative Assistant supports pastoral carers in their professional role; liaise with denominational visitors and volunteers; pass on referrals and initiate appropriate action within the role. In addition the Administrative Assistant will manage and maintain information, diaries and budgets as well as preparing correspondence, reports, flyers, booklets and other documentation as required. Key Selection Criteria: Demonstrated sound organisational skills and the ability to provide a full range of reception and administrative support to the Pastoral Care Department Advanced office and computer skills including a demonstrated knowledge of Microsoft Office software, including word processing, desktop publishing, data base and spreadsheet applications. Sound oral and written skills together with well developed interpersonal skills and the ability to work effectively in a team. The ability to prioritise tasks, support volunteers and display initiative and flexibility under supervision. A pastoral approach to communication with patients, family and staff. Applicants are expected to respond in writing and include the following:

1. Statement addressing the selection criteria (The selection criteria can be found in the Position Description. The response must be maximum 300 words per criteria).
2. A copy of their current resume.
3. Names and contact details (including a contact phone number) for 2 professional referees. For further details please refer to the position description.

Eligibility/Other Requirements: Relevant work rights.

Note: Calvary Health Care Bruce is a smoke free campus Aboriginal and Torres Strait Islander people are encouraged to apply.

Contact Officer: Debra McCarthy (02) 6201 6215 debra.mcarthy@calvary-act.com.au

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

Nursing

Maternity

Registered Nurse/Midwife Level 2

Registered Nurse/Midwife Level 2 \$81,918 - \$86,823, Canberra (PN: 9091)

Gazetted: 22 January 2015

Closing Date: 4 February 2015

Details: Calvary Health Care Bruce is seeking a highly motivated and experienced Registered Nurse/Midwife with neonatal experience and qualifications to fill the above fulltime senior position within our Special Care Nursery. The Special Care Nursery is part of the Maternity Unit at Calvary Health Care. Calvary Health Care, Bruce is a Baby Friendly Health Accredited facility. With 1800 births per year the Special Care Nursery and Maternity Unit are well supported by consultant obstetricians, paediatricians and a strong core group of experienced midwifery, medical and allied health staff.

Applicants are expected to respond in writing and include the following:

1. Statement addressing the selection criteria (The selection criteria can be found in the Position Description. The response must be maximum 300 words per criteria).
2. A copy of their current resume.

3. Names and contact details (including a contact phone number) for two professional referees. Please refer to the position description for further information.

Note: Calvary Health Care Bruce is a smoke free campus. Aboriginal and Torres Strait islander people are encouraged to apply.

Contact Officer: Kathy Coonan (02) 6201 6036 kathy.coonan@calvary-act.com.au

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

Nursing

Perioperative and Surgical Services

Perioperative Services Manager

Registered Nurse Level 4 \$106,172 - \$121,218, Canberra (PN: 7060)

Gazetted: 22 January 2015

Closing Date: 28 January 2015

Details: An exciting opportunity exists within the Perioperative and Surgical Service of Calvary Health Care - Bruce for an enthusiastic and experienced nurse to lead and manage a core service within the organisation. The role is located in the Perioperative Suite that consists of seven operating theatres and Day Surgery Unit and has an established and committed perioperative team providing high quality clinical care to the ACT community and surrounds. The successful applicant will be responsible for the safe, efficient and effective management of day-to-day operations of the Perioperative Suite and the Surgical Bookings Team. You will be accountable for the effective leadership and management of human resources, financial and capital resources and the elective surgery activity targets. To be considered for this role you must address the mandatory and desirable selection criteria and have current registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse.

Applicants are expected to respond in writing and include the following:

1. Statement addressing the selection criteria (The selection criteria can be found in the Position Description. The response must be maximum 300 words per criteria).

2. A copy of their current resume.

3. Names and contact details (including a contact phone number) for 2 professional referees. Closing date: 27 January 2015.

Eligibility/Other Requirements: To be considered for this role you must address the selection criteria and have appropriate work rights.

Note: Calvary Health Care Bruce is a smoke free campus Aboriginal and Torres Strait Islander people are encouraged to apply.

Contact Officer: Andrew Mead (02) 6201 6851 andrew.mead@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 Brand and Business Development

CIT Marketing

Marketing Account Manager

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 35194)

Gazetted: 27 January 2015

Closing Date: 3 February 2015

Details: Under limited direction manage a range of marketing communication activities for nominated colleges or divisions within the Canberra Institute of Technology (CIT) including: responsibility for planning, coordinating and implementing advertising and promotions activities for CIT Colleges and Divisions as tasked. Work collaboratively as a

member of the CIT Marketing team in planning and executing a range of marketing communications, including advertising, publications, direct marketing and branding. Assist in raising CIT's brand profile to existing and potential staff, students, industry and the general public in the ACT region and other duties as appropriate to classification requested by the immediate supervisor.

Eligibility/Other Requirements: Desirable: Degree or Diploma in Marketing, Media, Communication, Public Relations, Journalism or related discipline or relevant equivalent experience. Experience with content management systems (CMS). Experience with customer relationship management (CRM) software. Knowledge of vocational education and training

Notes: This is a temporary position available for 12 months with the possibility of extension of up to five years.

"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: Rebecca Sporcic (02) 6207 4073 rebecca.sporcic@cit.edu.au

Brand and Business Development

International and Business Support

Careers and Vocational Education Liaison

Teacher Level 1 \$65,460 - \$87,344, Canberra (PN: 19477)

Gazetted: 27 January 2015

Closing Date: 10 February 2015

Details: Under the general direction of the Director, Brand and Business Development a Teacher Level 1 will, through quality leadership in and management of education and related activities, contribute to the achievement of departmental/divisional goals. Facilitate appropriate and strategic Canberra Institute of Technology (CIT) attendance and contribution at school, college and community events provide CIT information at a variety of careers events and forums in ACT and regional NSW. Represent CIT at the Board of Senior Secondary Studies (BSSS) and represent CIT at meetings with schools sector and national and local level. Work in collaboration with Student and Academic Services Careers Advisor in a matrix style to support CIT external relationships with Careers and Transitions in ACT and regional schools. Perform other duties as required by the Director, CIT Brand and Business Development.

Eligibility/Other Requirements: New Teachers at Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Training and Assessment Certificate IV level qualification (such as TAE40110 or equivalent) within twelve months of engagement. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning and Development (or equivalent). Industry Experience: All Teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications: Certificate IV Career Development. Current driver's licence.

Notes: This is a temporary position available for a period of 12 months with the possibility of extension up to a maximum of five years.

Contact Officer: Rebecca Sporcic (02) 6207 4073 rebecca.sporcic@cit.edu.au

Chief Minister, Treasury and 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

Partnership Services Group

Business Applications Management

CMTEDD ICT Team

Senior ICT Operational Officer

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 01253)

Gazetted: 27 January 2015

Closing Date: 10 February 2015

Details: The Chief Minister, Treasury and Economic Development ICT Team is looking for someone with the skills required to join its team. This position will be responsible for various ICT tasks such as, managing and creating reports, documenting business requirements, supporting systems, managing ICT Projects plus other tasks.

Contact Officer: Craig Neiberding (02) 6205 1244 craig.neiberding@act.gov.au

Shared Services

Networks and Communications Services

Infrastructure Services

Senior Network Engineer

Senior Information Technology Officer Grade C \$89,786 - \$96,809, Canberra (PN: 35216)

Gazetted: 22 January 2015

Closing Date: 5 February 2015

Details: Shared Services ICT are looking for a highly experienced Senior Network Engineer who will be responsible for the design, support and maintenance of the ACT Government Data network as member of the Networks and Communications team.

Eligibility/Other Requirements: Cisco certifications are highly desirable. Educational and professional qualifications checks may be undertaken prior to employment. Relevant degree, diploma, certificate, vocational or industry certificate in the Data Telecommunications field and/or relevant work experience in a WAN/LAN environment is highly desirable.

Contact Officer: Karen McAlister (02) 6207 2341 Karen.Mcalister@act.gov.au

Arts, Business, Events, Sport and Tourism

Sport and Recreation Services

Sportsgrounds Maintenance and Improvements

Management Officer

Technical Officer Level 3 \$61,148 - \$69,377, Canberra (PN: 22043)

Gazetted: 28 January 2015

Closing Date: 11 February 2015

Details: Sport and Recreation Services Sportsgrounds Maintenance and Improvements Section is seeking an enthusiastic and motivated person to undertake the role of Management Officer. Duties of this position will include assisting in the management and maintenance of sportsgrounds and related facilities managed by the Section. The Management Officer is responsible for supervising the branches Sportsgrounds Rangers and at times will be required to participate in the rangers' duty roster. The role will have a strong focus on Workplace Health and Safety regarding ACT Sportsgrounds and Facilities in addition to provided administrative support to the Section.

Eligibility/Other Requirements: Turf management or horticultural qualifications are an advantage. Current driver's licence is essential.

Contact Officer: Mick Roberts (02) 6207 5143 mick.roberts@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.

Arts, Business, Events, Sport and Tourism

Sport and Recreation Services

Sportsgrounds Maintenance and Improvements

Supervisor

Technical Officer Level 2 \$52,078 - \$59,939, Canberra (PN: 20797)

Gazetted: 27 January 2015

Closing Date: 10 February 2015

Details: Sport and Recreation Services Sportsgrounds Maintenance and Improvements Section is seeking an enthusiastic and motivated person to undertake the role of Supervisor at the Southside Sportsgrounds Depot. Duties of this position include supervising and working as a part of a team engaged in turf management and horticulture, supporting the Ground Manager in operating the ACT sportsgrounds irrigation management system, assisting in day-to-day operations as well as a range of administrative tasks.

Eligibility/Other Requirements: Certificate in Turf Management or Horticulture is highly desirable. Knowledge and experience with the operation of a computerised irrigation management system is desirable. Chemcert III Certificate or higher or equivalent and current driver's licence are essential.

Contact Officer: Mick Roberts (02) 6207 5143 mick.roberts@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.

Arts, Business, Events, Sport and Tourism

Sport and Recreation Services

ACT Academy of Sport

Sport Scientist

Professional Officer Class 1 \$49,452 - \$69,377, Canberra (PN: 15087)

Gazetted: 22 January 2015

Closing Date: 5 February 2015

Details: Sport and Recreation Services is seeking an enthusiastic and dynamic person to join our ACT Academy of Sport (ACTAS) Team as a Sport Scientist. The successful applicant will be a member of a team delivering athletic performance services to approximately 130 talented athletes across seven high performance sport programs and an Individual Athlete Program.

Eligibility/Other Requirements: Relevant Undergraduate Honours Degree - in Sports Science/Physical Education or equivalent. Australian Strength Conditioning Association (ASCA) Level 2 accreditation. Current advanced sports first aid qualifications. Current Level 1 SMA Sports Trainer qualification. Current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

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

Notes: This is a temporary position available from 25 February 2015 until 24 December 2016.

Contact Officer: Gavin Thornley (02) 6207 4395 gavin.thornley@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

Planning and Performance

Performance and Systems

Project Officer

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 35236)

Gazetted: 27 January 2015

Closing Date: 3 February 2015

Details: The successful applicant will support the Directorate in national reporting requirements through the collection of Vocational Education and Training (VET) data. Duties will include liaising with registered training organisations, staff in the Directorate and other organisations in the collection, analysis and reporting of a range of vocational education and training to support evidence-based decision-making.

Notes: This is a temporary position available until 31 December 2015 with the possibility of extension.
Contact Officer: Chris Bayer (02) 6205 9134 chris.bayer@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>

Director General Reports

Population Health

Health Improvement Branch

Senior Manager

Senior Officer Grade A \$127,557, Canberra (PN: 34438)

Gazetted: 29 January 2015

Closing Date: 5 February 2015

Details: Expressions of interest are sought to fill a temporary vacancy in the Health Promotion section of the Health Improvement Branch. Duties include leading the development, implementation and evaluation of health promotion initiatives; managing stakeholder activities related to the delivery of project objectives and outcomes; developing stakeholder relationships and networks; preparation and clearance of correspondence, briefs, submissions and reports and leading a team to work collaboratively across the organisation and with external partners.

Eligibility/Other Requirements: A Master of Public Health, Health Promotion or Management or similar qualification is desirable.

Notes: This is a temporary vacancy available until 31 March 2015 with a possibility of extension. Selection may be based on written application and referee reports only.

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

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Joanne Greenfield (02) 6205 9440

Canberra Hospital and Health Services

Medicine

Pharmacy - TCH

Clinical Deputy Director Pharmacy Services

Health Professional Level 5 \$109,831 - \$123,642, Canberra (PN: 12583)

Gazetted: 29 January 2015

Closing Date: 27 February 2015

Details: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of over 45 Pharmacists. An exciting opportunity has become available due to internal movement for the position of Deputy Director of Pharmacy- Clinical to join the team. This is a permanent full-time position that will be responsible for providing leadership, management and co-ordination for all clinical pharmacy services including:

Medicine

Surgery

Critical Care

Women's Youth and Children

Rehabilitation, Aged Care and Community Care

Cancer Care and Oncology Pharmacy Services

Mental health, Justice Health, Alcohol and Drug Services and the Justice Health Pharmacy Service.

This position is held in high regard throughout the organisation and will work closely with the two other Deputies. It also includes a range of pharmacy services on weekends and after hours. CHHS is the region's major public hospital, with over 600 beds. We provide specialist and acute care to more than 500,000 people, including a full range of medical, surgical, obstetric and paediatric and neonatal services. The Canberra Hospital is a tertiary level health facility and a teaching hospital of the Australian National University (ANU) Medical School and The University of Canberra Nursing and Allied Health Schools.

Eligibility/Other Requirements:

Mandatory experience and qualifications: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications in Clinical Pharmacy or Management. At least seven years experience working in hospital pharmacy across a wide variety of clinical areas.

Highly Desirable: Society of Hospital Pharmacists of Australia (SHPA) Membership. Publication in peer reviewed journals.

Notes:

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

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at

<http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Daniel Lalor (02) 6244 7106

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Adult Community and Older Persons

Ophthalmology Clinic Coordinator

Health Professional Level 4 \$93,254 - \$100,382, Canberra (PN: 26159)

Gazetted: 29 January 2015

Closing Date: 12 February 2015

Details: An exciting opportunity exists for an experienced Clinician with relevant management experience to provide leadership in the planning, governance, coordination and operational management of the Eye Clinic to support the delivery of a high level of clinical care. This person will promote a team environment that clearly demonstrates the ACT

Health corporate values and will take a lead role in coordinating the relocation of the service to Calvary Health Care currently scheduled for mid 2015.

Eligibility/Other Requirements: Recognised tertiary qualifications in a relevant health discipline. Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Qualifications in Management or working towards same would be highly regarded.

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

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Karen Faichney (02) 6174 2738

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

Occupational Therapist

Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade), Canberra (PN: 36393, expected vacancy)

Gazetted: 29 January 2015

Closing Date: 5 February 2015

Details: There is an expected vacancy opportunity for a skilled and enthusiastic Occupational Therapist to join the Rehabilitation, Aged and Community Care (RACC) Occupational Therapy team. We are a friendly team with strong supportive links across our facilities and meet regularly to share knowledge and develop services via quality improvement activities. We are staffed with senior clinicians and a clinical specialist who provide a wealth of knowledge and expertise to foster professional development, peer support and excellent patient outcomes. The Community Care Occupational Therapy service aims to enable adults with physical disabilities to remain living independently and safely in the community. The service is a multidisciplinary team and operates from health centres. The successful applicant will conduct clinics, home visits and prescribe modifications and equipment that will promote safety and independence in the performance of daily living skills.

Eligibility/Other Requirements: Degree in Occupational Therapy or equivalent qualification and Registration with the Occupational Therapy Board of Australia. Current driver's licence.

Note: This is a full-time permanent position. Applicants seeking part-time employment will also be considered but full-time is preferred.

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 upload this as part of your application. At least two written referee reports are to be included with applications.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at

<http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Kerryn Moorhouse (02) 6205 1910

Canberra Hospital and Health Services

Medicine

Chronic Disease

Clinical Care Coordinator

Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade), Canberra (PN: 32512)

Gazetted: 29 January 2015

Closing Date: 5 February 2015

Details: A dynamic Health Professional with excellent communication and multitasking skills is required to fill this exciting position by providing support to ACT residents with Parkinson's Disease and other chronic conditions. The Clinical Care Coordinator's role is to enhance communication among the chronic care program partners involved in the client's care, assist with access to appropriate health and community services, encourage self-management at home or in community settings and provide education and support to the client, their carers and family.

Eligibility/Other Requirements: Degree or diploma in an allied health profession and be registered with the Australian Health Practitioner Regulation Agency (AHPRA) or for allied health professions not regulated by National Law be eligible for membership of the relevant professional association. Recent clinical experience in a Health care setting is desirable.

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

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at

<http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Annette Dahler (02) 6174 5289

Canberra Hospital and Health Services

Mental, Justice, Alcohol and Drug Services

Adult Mental Health Services

Clinical Manager

Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade), Canberra (PN: 31325)

Gazetted: 29 January 2015

Closing Date: 12 February 2015

Details: Belconnen Mental Health Team as part of Adult Mental Health Services are a contemporary evidence based services providing high quality community based 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 high quality interventions and support the achievement of sound outcomes for consumers. It is an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at the Health Professional 1 and 2 levels and support the Team Leader in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice.

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

Notes:

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

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at

<http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Peter Sheils (02) 6205 1523

Strategy and Corporate

Business and Infrastructure

Logistics Support

Warehousing and Distributions Manager

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 32418)

Gazetted: 29 January 2015

Closing Date: 5 February 2015

Details: Supply Services Unit forms part of the Logistic Support Section within the Business and Infrastructure Branch of ACT Health, delivering customer focused supply chain solutions to the Directorate. The successful candidate will be required to work within the Supply Services Unit at Mitchell and The Canberra Hospital. To be successful in this position you will need to have proven experience in warehousing, distributions and customer service in a large warehouse environment operating in a computerised inventory control system. This advertised position reports to the Senior Manager – Supply Services.

Eligibility/Other Requirements: Current Class C driver's licence and relevant work experience would be highly desirable.

Note: Selection may be based on written applications and referee reports only. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits

cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Kanchana Marasinghe (02) 6205 0807 kanchana.marasinghe

Canberra Hospital and Health Services

Deputy Director General Canberra Hospital and Health Services

Executive Director of Medical Services

Education Support Officer

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 23635)

Gazetted: 29 January 2015

Closing Date: 5 February 2015

Details: The Australian National University Medical School is seeking a senior administrator to manage the operational components of its fourth year medical student teaching program.

Eligibility/Other Requirements: Qualifications in Administration or equivalent and relevant experience within a medical school environment are desirable. Some flexibility in work hours required.

Notes:

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

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Suzanne McKenzie (02) 6244 3361

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Justice Health Services

Administrative Assistant

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 25944)

Gazetted: 29 January 2015

Closing Date: 5 February 2015

Details: Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) are contemporary evidence-based services providing high quality healthcare guided by principles of recovery. The service aims to provide collaborative

care involving the people accessing care and treatment, their carers and other key services. It is expected that in this position you will provide high level administrative support, including all aspects of Calendar and Inbox management, to assist in the strategic and operational processes required for the Operational Director of Justice Health Services to undertake their accountabilities. This includes the provision of high quality customer service to the people accessing the services provided by MHJHADS. You will report to the Operational Director of Justice Health Services. You will also provide administrative support to Justice Health Services additional projects associated with the Justice Health Services program.

Eligibility/Other Requirements: This position may be required to work at various sites, including but not limited to, 1 Moore Street.

Notes:

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

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

Employees of ACT Health have available to them salary packaging with fringe benefits, a tax-free threshold up to \$9095 is available.

Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items.

ACT Health also provides employees with the opportunity to utilise tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards.

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

ACT Government employees enjoy excellent employment conditions, more information is available at

<http://health.act.gov.au/employment/enterprise-agreements/>

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Jacqui Raby (02) 6207 2846 jacqui.raby@act.gov.au

Health Infrastructure and Planning

Commissioning Support

Project Support Officer

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 31561, several)

Gazetted: 29 January 2015

Closing Date: 12 February 2015

The Health Infrastructure Program (HIP) is a response to the need to expand and develop facilities to meet the future health care needs of the ACT and regional population. The program links infrastructure development to changes in the way services are delivered, harnessing new technologies and planning the workforce of the future to deliver services planned around our patients and in the most safe and efficient way. The Administrative Support Officers are responsible for providing high level secretariat to the Project Delivery Support Unit. To be successful in this role ideally you will have experience working in a construction, project management or health environment, be proactive, positive and be able to work well within a large diverse team.

Eligibility/Other Requirements: Experience working in a construction, project management or health environment is desirable.

Notes: These positions are temporary until June 2016. The successful candidates may be selected based on written application and referee reports. Work samples and other competency based assessment tools may be used as part of the selection process for this position.

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

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Alice Fawcett (02) 6174 8010 or (02) 6205 0907

Canberra Hospital and Health Services

Medicine

Gastroenterology and Hepatology

Endoscopy Nurse

Registered Nurse Level 1 \$58,989 - \$78,799, Canberra (PN: 26796, several)

Gazetted: 29 January 2015

Closing Date: 5 February 2015

Details: The Gastroenterology and Hepatology Unit provides an endoscopic service for an inpatient and outpatient population. The successful applicant must be able to work within a team environment and have good communication skills.

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

Notes:

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

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Sharon Chambers (02) 6244 3488

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

Child and Adolescent Mental Health Clinician

Health Professional Level 2 \$57,352 - \$78,731, Canberra (PN: 29031, several)

Gazetted: 29 January 2015

Closing Date: 12 February 2015

Details: The Division of Mental Health, Justice Health, Alcohol and Drug Services provide contemporary evidence – based mental health services guided by the principles of recovery. Mental Health Services collaborates with consumers, works respectfully with their carers and with the government sector, primary providers and community agencies to promote recovery. Mental Health Services provide services congruent with national and territory plans and policies. The Child and Adolescent Mental Health Service (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health problems. The CAMHS community teams are made up of multi-disciplinary Mental Health Professionals who provide assessment, treatment and clinical management within a recovery focused framework. This position is located with the Northside team, based at Belconnen Community Health Centre and will perform clinical management, therapeutic intervention, assessment, intake and triage duties. Applications are sort from Allied Health Professionals who have experience in providing therapeutic interventions for children, young people and their families.

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

Notes: Successful applicants may be kept on a merit list to fill future part-time permanent vacancies with the same duty statement and selection criteria across either the North or South Community Teams within a 12 month period. 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 upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Rochelle Morrison or Vicky Bowrah (02) 6205 1050

Canberra Hospital and Health Services

Clinical Support Service

Acute Support Service

Social Worker

Health Professional Level 2 \$57,352 - \$78,731, Canberra (PN: 21617, several)

Gazetted: 29 January 2015

Closing Date: 12 February 2015

Details: The Canberra Hospital and Health Services are looking for highly motivated and proactive Social Worker's interested in working in a fast paced and challenging acute hospital setting. Social Workers work in multidisciplinary and Social Work teams to provide service to adult, maternity and paediatric inpatient and outpatient clinical areas. You will be encouraged to participate in quality improvement activities; training, supervision, professional development activities, post graduate education programs and rotate areas of clinical responsibility. Support is available from a large group of Social Workers working in the acute setting.

Eligibility/Other Requirements: A degree in Social Work with eligibility for membership of the Australian Association of Social Workers is essential. Previous hospital experience is desirable but not essential.

Notes: There are two permanent positions available, one is full-time and the other is part-time at 22:30 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 and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Madeline Clark (02) 6244 2155

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

ACT Wide Mental Health Services

Psychologist/Social Worker/Occupational Therapist

Health Professional Level 2 \$57,352 - \$78,731, Canberra (PN: 23743)

Gazetted: 29 January 2015

Closing Date: 12 February 2015

Details: Applications are invited from enthusiastic Psychologists, Social Workers or Occupational Therapists who wish to work with the Crisis Assessment and Treatment Team (CATT). CATT provides 24 hour mental health care for the whole of the ACT. CATT is a multidisciplinary team staffed by nursing, allied health and medical professionals. The applicant will possess high-level clinical skills in the assessment and management of individuals with mental disorders and in acute distress.

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

Notes: This is a temporary position available from February 2015 until January 2016

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 upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Rachael McMahon (02) 6205 1979

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Adult Mental Health Services
Health Professional
Health Professional Level 2 \$57,352 - \$78,731, Canberra (PN: 14224)

Gazetted: 29 January 2015

Closing Date: 5 February 2015

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

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

Notes: The successful applicant will be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Kalvinder Bains (02) 6205 1488

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 Government Solicitor
Executive
Executive Assistant to the Solicitor-General
Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 42627)

Gazetted: 28 January 2015

Closing Date: 10 February 2015

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders. ACTGS seeks an experienced Executive Assistant to manage the

office of the Solicitor-General. The successful applicant will be required to provide high-level secretarial support to the Solicitor-General, which will include the preparation of draft correspondence and reports together with contracts and court documents. They will also be responsible for the monitoring and management of ministerial correspondence and cabinet submissions within the Office. The successful applicant will have a high regard for confidentiality, excellent organisational and time management skills, effective communication skills and will possess initiative and motivation. Demonstrated experience and ability to guide, direct, motivate, develop others and to lead with a positive and client focused approach is mandatory.

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

Contact Officer: Maria Batzogiannis (02)6205 3734 maria.batzogiannis@act.gov.au

Office of Regulatory Services

Transport Regulation

Business Systems and Reform

Software Test Officer

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 21810)

Gazetted: 27 January 2015

Closing Date: 10 February 2015

Details: Under the general direction of the Senior Software Test Officer analyse business and functional requirements documents and identify changes required to perform the testing process. Develop and write test plans, maintain or write new test scripts and test cases. Carry out comprehensive testing using various test tools and techniques to test the behaviour, functionality and integrity of computer software and document the results of tests in defect reports and related documentation. Report and record test progress and defects raised in accordance with agreed requirements and reporting timelines. Participate in test plan reviews and working groups to ensure the success of projects and defect resolution. Prepare comprehensive overview documentation for projects and defects for new and modified functionality. Provide advice and assistance to team members, other technical teams and business stakeholders and maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Several years experience as a software tester or a thorough understanding of the policies, procedures and business rules which impact on the rego.act system and the ability to apply them in a test environment. Relevant qualifications in software testing (eg. ISTQB) and/or information technology will be highly desirable.

Notes: Successful candidates may be selected by application and referee reports only. A merit list will be generated from this recruitment process to fill similar positions on a permanent basis that become available within the next 12 months.

Contact Officer: Indran Naidoo (02) 6205 1573 indran.naidoo@act.gov.au

Office of Regulatory Services

Transport Regulation

Road User Services

Purchasing Officer

Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 01340)

Gazetted: 22 January 2015

Closing Date: 29 January 2015

Details: Provide high quality customer services in a regulatory environment including liaising with suppliers of goods and services to develop effective working relationships. Perform all functions as Purchasing Officer, exercise appropriate financial delegation and ensure compliance with ACT Government financial management policies and procedures on behalf of RUS(Road User Services). Perform all functions as Plates Officer for RUS, ordering, receiving and distributing registration plates. Provide assistance and advice relating to the purchase of goods and services for RUS. Be responsible for the supply of corporate wardrobe, uniform and personal protective equipment and other related equipment on behalf of RUS. Provide administrative, purchasing/procurement, financial assistance and prepare

correspondence as required. Demonstration of the principles of Workplace Diversity, Participative Work Practices, and Occupational Health and Safety.

Notes: This is a temporary position available asap to 24 April 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: Leighton Phipps (02) 6207 7172 leighton.phipps@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

Roads and Public Transport

Roads ACT

Traffic Signals

Senior Traffic Signals Engineer

Senior Professional Officer Grade C \$89,786 - \$96,809, Canberra (PN: 23583)

Gazetted: 27 January 2015

Closing Date: 17 February 2015

Details: Roads ACT are seeking the services of a professional person to liaise with and provide advice to Capital Metro Agency in relation to the integration of the ACT's first light rail system with the signalised intersections through which the rail system will pass. The successful applicant will be a member of a small, dedicated team responsible for traffic signals throughout the Territory.

Eligibility/Other Requirements: Tertiary qualifications in an appropriate discipline, membership of a professional institution and/or relevant experience deemed equivalent.

Notes: This is a temporary position available for two years.

Contact Officer: Michael Day (02) 6207 5223 michael.day@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

Libraries ACT

Executive

Executive Officer

Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 14331)

Gazetted: 28 January 2015

Closing Date: 4 February 2015

Details: Libraries ACT is looking for a dynamic, enthusiastic and customer focussed person for a role in the administration area of Libraries ACT. If you have what it takes to meet challenges, this is the job for you.

Eligibility/Other Requirements: Understanding of relevant ACT Public Service guidelines, legislation, and functions (particularly relating to records management and OH&S), or the ability to acquire these skills.

Contact Officer: Vanessa Little (02) 6207 6695 vanessa.little@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

Libraries ACT

Collections

Serials Officer

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 17814)

Gazetted: 27 January 2015

Closing Date: 10 February 2015

Details: Libraries ACT is seeking an experienced and knowledgeable Officer to assist in the management of serial subscriptions and inter library loans. The successful applicant will have high level skills in customer service and communication, excellent attention to detail and be able to work independently and as part of a small team. Duties for this position include cataloguing and processing new serials and managing inter-library loan services, and providing support for the Collections Team and provide advice and training to Libraries ACT staff.

Eligibility/Other Requirements: Recognised qualifications in library and information studies or a related discipline (as defined by ALIA) are highly desirable. Willingness to consider undertaking further education in library and information studies

Notes: This is a permanent part-time position working 30 hours per week. Good physical fitness and stamina, and the ability and willingness to undertake physical and repetitive tasks requiring pushing, lifting and bending, and being on your feet for long periods. Libraries ACT operate seven days a week and so this position requires working weekday and weekend shifts at any Libraries ACT location. Aboriginal and Torres Strait Islander people are encouraged to apply.

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_wwvp.

Contact Officer: Matthew Burless (02) 6207 5742 matthew.burless@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

Libraries ACT

ACT Heritage Library

Heritage Librarian

Professional Officer Class 1 \$49,452 - \$69,377, Canberra (PN: 22105)

Gazetted: 27 January 2015

Closing Date: 3 February 2015

Details: The occupant of this position will develop and promote the ACT Heritage Library Collection in an increasingly digital environment.

Eligibility/Other Requirements: Eligibility for professional membership of the Australian Library and Information Association or Australian Society of Archivists is a requirement. Recognised professional qualifications or experience in the management of private and organisation records or local studies would be an advantage.

Notes: This is a temporary position available from 9 February 2015 to 31 June 2015. Libraries ACT operate seven days a week and so this position may require working weekday and weekend shifts at any Libraries ACT location.

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: Antoinette Buchanan (02) 6207 7424 antoinette.buchanan@act.gov.au

APPOINTMENTS

Community Services

Health Professional Level 2 \$57,352 - \$78,731

Ray Bartlett 836-09195, Section 68(1), 21 January 2015

Health Professional Level 2 \$57,352 - \$78,731

Donna Castledine 844-83934, Section 68(1), 27 January 2015

Education and Training

School Assistant 2 \$41,826 - \$46,188

Steven Beattie 843-35130, Section 68(1), 27 January 2015

School Assistant 2/3 \$41,826 - \$51,005

Belinda Kinchela-Bashford 843-32909, Section 68(1), 27 January 2015

Health

Registered Nurse Level 2 \$81,918 - \$86,823

Helen Daws 843-89788, Section 68(1), 29 January 2015

Health Service Officer Level 10 \$74,098 - \$84,803

Anthony Green 844-83459, Section 68(1), 12 January 2015

Registered Nurse Level 1 \$58,989 - \$78,799

Ashleigh Grimes 843-91634, Section 68(1), 29 January 2015

Administrative Services Officer Class 2/3 \$49,189 - \$59,980

Annette Hennessy 839-26211, Section 68(1), 2 February 2015

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

William Huang: 82957112, Section 68(1), 12 January 2015

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

Simon Jiang: 82957147, Section 68(1), 12 January 2015

Administrative Services Officer Class 2/3 \$49,189 - \$59,980

Sonja Jovanovic 843-89999, Section 68(1), 2 February 2015

Administrative Services Officer Class 2/3 \$49,189 - \$59,980

Lee McCauley 838-51985, Section 68(1), 17 February 2015

Administrative Services Officer Class 2/3 \$49,189 - \$59,980

Katarina Milenkovic 843-89833, Section 68(1), 17 February 2015

Administrative Services Officer Class 2/3 \$49,189 - \$59,980

Jenny Rivers 843-90009, Section 68(1), 17 February 2015

Registered Nurse Level 1 \$58,989 - \$78,799

Laura Williamson 842-88602, Section 68(1), 29 January 2015

Health Professional Level 2 \$57,352 - \$78,731

Claire Woodward 842-89920, Section 68(1), 25 January 2015

Justice and Community Safety

WorkCover Officer 6 \$70,913 - \$81,460

Dianne Clare 844-77710, Section 68(1), 22 January 2015

Territory and Municipal Services

Administrative Services Officer Class 4 \$61,874 - \$66,997

Michael Gallon 844-00457, Section 68(1), 29 January 2015

TRANSFERS

Justice and Community Safety

Ellen Terese Clarke: 828-66974

From: \$49,189 - \$54,315

Health

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

Justice and Community Safety, Canberra (PN. 22891) (Gazetted 20 March 2014)

Sandra Louise Nissen: 827-30516

From: Ambulance Support Officer 1 \$48,163

ACT Ambulance Service

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

Justice and Community Safety, Canberra (PN. 35180) (Gazetted 20 March 2014)

PROMOTIONS

Capital Metro

Capital Metro

Governance and Operations

Jane Louise Kuffner: 827-52360

From: Administrative Services Officer Class 3 \$55,732 - \$59,980

Capital Metro Agency

To: Administrative Services Officer Class 4 \$61,874 - \$66,997

Capital Metro, Canberra (PN. 32286) (Gazetted 2 December 2014)

Chief Minister, Treasury and Economic Development

Continuous Improvement and Workers' Compensation Workplace Injury Performance

Carolyn O'Neill: 821-13673

From: Senior Officer Grade B \$109,831 - \$123,642

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$127,557

Chief Minister, Treasury and Economic Development, Canberra (PN. 33624) (Gazetted 2 September 2014)

Education and Training

Office for Schools

South Canberra/Weston Network

Duffy Primary School

Cindie Deeker: 716-05314

From: School Leader B \$121,464

Education and Training

To: †School Leader A \$133,402

Education and Training, Canberra (PN. 04090) (Gazetted 6 November 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.

Environment and Planning

Planning Delivery

Lease Administration

James Cargill: 835-87475

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

Chief Minister, Treasury and Economic Development

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

Environment and Planning, Canberra (PN. 05528) (Gazetted 1 September 2014)

Planning Delivery

Lease Administration

Robert Taylor: 545-60556

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

Environment and Planning

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

Environment and Planning, Canberra (PN. 05527) (Gazetted 2 September 2014)

Justice and Community Safety

Legislation, Policy and Programs

Criminal Law

Adele Banks: 835-90279

From: Administrative Services Officer Class 5 \$68,766 - \$72,789

Justice and Community Safety

To: †Legal 1 \$57,353 - \$115,508
Justice and Community Safety, Canberra (PN. 43674) (Gazetted 25 November 2014)

**ACT Law Courts and Tribunal
Registry**

Adrienne McRae: 550-33504

From: Senior Officer Grade B \$109,831 - \$123,642

Justice and Community Safety

To: †Senior Officer Grade A \$127,557

Justice and Community Safety, Canberra (PN. 33855) (Gazetted 23 June 2014)

Territory and Municipal Services

Roads and Public Transport

RoadsACT

Traffic Management and Safety

Paula Sheather: 820-85203

From: Administrative Services Officer Class 5 \$68,766 - \$72,789

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 6 \$74,098 - \$84,803

Territory and Municipal Services, Canberra (PN. 23584) (Gazetted 27 October 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.

CORRIGENDA

Chief Minister, Treasury and Economic Development

Paul Morgan: 607-58382

From: Administrative Services Officer Class 6 \$74,098 - \$84,803

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$93,254 - \$100,382

Chief Minister, Treasury and Economic Development, Canberra (PN:33464) (Gazetted 10/12/2014)

Promotion which appeared in the gazette 22 January 2015 had incorrect position number.

RETIREMENTS and DISMISSALS

Environment and Planning

Section 143 Public Sector Management Act 1994 – Victor Smorhun AGS: 233-59278