



ACT Government Gazette

Gazetted Notices for the week beginning 28 March 2013

VACANCIES

Calvary Health Care ACT (Public)

Corporate Services

Finance

Finance

Patient Liaison Officer

Administrative Services Officer Level 6 \$70,913 - \$81,460, Canberra (PN: 7837)

Gazetted: 28 March 2013

Closing Date: 27 March 2013

The Finance department is looking for a dynamic individual with strong and effective communication skills to fill the position of Patient Liaison Officer. This successful applicant will possess: Demonstrated commitment to customer service and quality improvement; Demonstrated ability to negotiate effectively with customers, clinical and non-clinical staff and external agencies to achieve operational outcomes. Working knowledge of billing systems and Microsoft Office; Proven organisational skills with demonstrated ability to prioritise tasks and manage time and a small team. For further information regarding this role - see attached Selection Criteria. All applications must address the selection criteria to be considered.

Eligibility/Other Requirements: Selection Criteria.

Contact Officer: Alex Roberts-Hardman (02) 6201 6723 alex.roberts-hardman@calvary-act.com.au

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

Nursing and Midwifery

Nursing

ICU

Registered Nurse Level 1

RN Level 1 \$55,567 - \$75,084, Canberra (PN: Various)

Gazetted: 28 March 2013

Closing Date: 8 April 2013

The opportunity exists for several dynamic, motivated people to fill various senior nursing positions. The successful applications will have needed to have at least three years demonstrated skills and knowledge in intensive care nursing and/or acute care nursing. The successful applicant will be contributing to the dedicated team at Calvary Public hospital to provide excellence in nursing care to critically ill inpatients at our hospital. All applications must address the attached selection criteria to be considered.

Eligibility/Other Requirements: Selection Criteria.

Contact Officer: Narelle Comer (02) 6201 6600 narelle.comer@calvary-act.com.au

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

Nursing and Midwifery Services

Nursing

Theatres

Ward Support Officer

Ward Support Officer Level 4 \$43,599 - \$45,346, Canberra (PN: Various)

Gazetted: 28 March 2013

Closing Date: 3 April 2013

Calvary Health Care Perioperative Department is looking for Ward Support Officers to fill various positions within the department. The successful applicant will possess: Demonstrated ability to prioritise and work and perform under pressure; Willingness and availability to undertake shift work; The capacity to develop an understanding of the role of the Theatre Wardsperson. All applications must address the attached selection criteria to be considered.

Eligibility/Other Requirements: Selection Criteria.

Contact Officer: Debbie Dickinson (02) 6201 6892 debbie.dickinson@calvary-act.com.au

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

**Long Service Leave Authority
Office of Industrial Relations
Operations
Operations Manager**

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 17801)

Gazetted: 03 April 2013

Closing Date: 23 April 2013

Details: The Long Service Leave Authority is looking for a dynamic individual with strong and effective communication skills to fill the position of Operations Manager for an initial six months period. This successful applicant will work under instructions of the Chief Operating Officer to perform the statutory functions under *the Long Service Leave (Portable Schemes) Act 2009*. For further information regarding this role - see job statement and Selection Criteria.

Notes: This is a temporary vacancy, available from April 2013 until September 2013. 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 required in the selection criteria, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Catherine Shih (02) 6247 3900 catherine.shih@actleave.act.gov.au

**Long Service Leave Authority
Customer Service Team Leader**

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 32086)

Gazetted: 03 April 2013

Closing Date: 23 April 2013

Details: The Long Service Leave Authority is looking for a dynamic individual with strong and effective communication skills to fill the position of Customer Service Team Leader for an initial six months period. This successful applicant will work under instructions of the Operations Manager to perform the statutory functions under the *Long Service Leave (Portable Schemes) Act 2009*. For further information regarding this role - see job statement and Selection Criteria.

Notes: This is a temporary position available from April 2013 to 01 September 2013. 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 required in the selection criteria, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Catherine Shih (02) 6247 3900 catherine.shih@actleave.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 ICT
Infrastructure Services
Platform Systems
Windows Server Support Team Leader**

Senior Information Technology Officer Grade C \$89,786 - \$96,809, Canberra (PN: 34570)

Gazetted: 02 April 2013

Closing Date: 16 April 2013

Details: The successful candidate will be responsible for server support for Microsoft Windows Server infrastructure within the ACT Government environment, which includes a range of Microsoft server applications in both internal and DMZ domains. The Windows Server Support Team Leader oversees approximately 20 staff and will lead and mentor the team as well as liaise with other Infrastructure Branch teams to control the successful delivery of ICT services to our clients.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Appropriate tertiary qualifications in Computer Science or a related discipline is desirable. Microsoft Certification in the areas of Windows 2003 Server, Windows 2008 Server, Clustering Support, SQL2005, Exchange or ISA Support would be advantageous. ITIL Certification and or sound understanding of the ITIL framework would be advantageous. The possession of, or the ability to rapidly attain a Protected security clearance, is mandatory. Contact Officer: Steve Hickey (02) 6205 0900 steve.hickey@act.gov.au

Shared Services

Shared Services Information and Communication Technology (ICT)

Customer Relations

Technical Team Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 05099)

Gazetted: 03 April 2013

Closing Date: 17 April 2013

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

Contact Officer: Darko Kasic (02) 6205 5500 darko.kasic@act.gov.au

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

Shared Services

Networks and Facilities

Infrastructure Services

Network Support Technician

Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 18348, several)

Gazetted: 03 April 2013

Closing Date: 16 April 2013

Details: Networks and Communications Services at Shared Services ICT is looking for two experienced Network Support Technicians. These positions will be responsible for the support and maintenance of the ACT Government data network. The successful applicants will assist with all external data services and support resources maintained to contracted levels. Assisting in the development of new network connections to clients will be of high importance as well as assisting in the day to day maintenance of the network through the provision of quality support break/fix services.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Relevant tertiary or industry qualifications in the Data Telecommunications field and/or relevant work experience in a workstation client server WAN/LAN environment is highly desirable.

Contact Officer: Ian Carruthers (02) 6205 9909 ian.carruthers@act.gov.au

Shared Services ICT

Customer Relations

Health ICT - Business Systems

Junior Business Systems Support Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 25963)

Gazetted: 03 April 2013

Closing Date: 23 April 2013

Details: This position will assist with the Help Line support to users, help investigate operational and business application problems and assist with requests for data for management reports under the supervision of the Team Leaders. Develop the skillset to deliver training in computer based business applications to Health staff, in particular, the ACT Patient Administration System (ACTPAS) and/or Concerto and/or the Mental Health Client management application (Mhagic).

Eligibility/Other Requirements: Participation in the afterhours on-call roster for application support is mandatory once skillset is developed. The possession of, or the ability to attain, a Protected security clearance is a requirement. Awareness of privacy and confidentiality when working with health business applications and information would be an advantage. Educational and professional qualifications checks may be undertaken prior to employment. Willingness to obtain qualifications in IT applications training would be an advantage.

Contact Officer: Melinda Jeffery (02) 6205 2272 melinda.jeffery@act.gov.au

Community Services

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

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

**Office for Children, Youth and Family Support
Policy, Data and Research**

Government Business and Legislation

Senior Policy Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 07746)

Gazetted: 03 April 2013

Closing Date: 17 April 2013

Details: Applications are invited for the above position, in Policy, Data and Research, Office for Children, Youth and Family Support (OCYFS). The successful applicant will be required to take a lead role in the provision of strategic advice to the Executive and Senior Management on complex policy matters and program issues. This includes ACT's participation in national forums by preparing complex submissions, policy papers, senior executive briefings and high level correspondence. This position operates within a fast paced environment, focused on delivering outcomes for children, young people and their families.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field and experience in social policy or the ability to quickly acquire this knowledge.

Contact Officer: Nathan Boyle (02) 6205 5326 nathan.boyle@act.gov.au

Economic Development

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

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

Tourism, Events and Sport

Sport and Recreation Services

Sportsgrounds Maintenance and Improvements

Sportsgrounds Maintenance

General Service Officer Level 5/6 \$45,647 - \$50,446, Canberra (PN: 14036)

Gazetted: 28 March 2013

Closing Date: 11 April 2013

Details: Sport and Recreation Services is seeking fit and able individual to be a team leader, as part of the Horticultural Maintenance team, to assist in the maintenance activities of ACT Government Sportsgrounds. Duties include general mowing and edging activities, weeding, cleaning of facilities, operation of pneumatic tyred tractors

with turf implant and other specialized turf equipment in turf management activities. Individual needs to have experience in operation of irrigation systems and have been involved in operating irrigation through a central control system. Also will be involved line marking activities and some minor tree surgery work.

Eligibility/Other Requirements: Position requirements.

Mandatory: Current ACT driver's license is essential. Ability to undertake the physical requirements of the tasks listed in the Duty Statement. Advanced knowledge and experience in the operation of computerized irrigation management systems. Certificate III in Turf Management or Horticulture.

Contact Officer: Phil Davies (02) 6207 5426 phil.davies@act.gov.au

Education and Training

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

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

Office for Schools

South/Weston Network

Melrose High School

Information Technology Officer

Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 29785)

Gazetted: 02 April 2013

Closing Date: 9 April 2013

Details: Melrose High School is seeking a highly motivated person to take a leadership role in the management, development and improvement of the schools networks that includes IT security, hardware and software repairs and upgrades. Liaise with outside agencies as necessary.

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

Contact Officer: Stephannie Dormer (02) 6205 7588 stephannie.dormer@ed.act.edu.au

Learning, Teaching and Student Engagement

Aboriginal and Torres Strait Islander Education and Student Engagement

Transitions and Careers

Work Experience Administrator

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 07203)

Gazetted: 28 March 2013

Closing Date: 4 April 2013

Details: The Transitions and Careers section is seeking a highly motivated and experienced officer to administer the Work Experience Program for ACT public schools. Duties include: ensuring compliance with legislation; providing support to schools, teachers, employers, parents and the wider community in relation to the Work Experience Program Guidelines - 'Experience Counts'; training new Work Experience Coordinators in schools and office relief staff in work experience procedures and system requirements and providing support for them. The position also involves maintaining the Work Experience database and producing statistical reports, meeting the requirements of Work Experience Policy and Guidelines for unions, schools and employers, record keeping and updating existing records. Experience with the Work Experience database is preferred.

Eligibility/Other Requirements: Desirable: Knowledge of workplace safety, health and welfare legislation and the *Children and Young People Act 2008*.

Notes: This is a temporary vacancy, available asap until 30th June 2013 with the possibility of an extension. The successful applicant may be selected from application only. Applications and two referee reports should be sent to the contact officer.

Contact Officer: Pene Butt (02) 6205 7873 penelope.butt@act.gov.au

Office for Schools

Belconnen Network

Evatt Primary School

Classroom Teacher - Primary release position

Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 34782)

Gazetted: 02 April 2013

Closing Date: 9 April 2013

Details: Release role across the school working P-6 and covering LSU and LSUA classes. The successful applicant will be able to work half days, Tuesdays and Thursdays.

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

Note: This is a temporary part-time position available from 29 April 2013 until 20 December 2013 at 7:21 hours per week. 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: Susan Skinner (02) 6205 5999 susan.skinner@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

North/Gungahlin Network

Gold Creek School

Classroom Teacher - Early Childhood

Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 05904)

Gazetted: 02 April 2013

Closing Date: 9 April 2013

Details: Work as part of a collaborative team to teach preschool classes using NQS and EYLF and to provide EALD support to Kinder and Year 1 classes.

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

Note: This is a temporary position available until the 20 December 2013. 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: Brenda Ryan (02) 6205 2955 brenda.ryan@ed.act.edu.au

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

Office for Schools

Belconnen Network

Latham Primary School

Classroom Teacher - Year 4-5

Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 34576)

Gazetted: 28 March 2013

Closing Date: 4 April 2013

Details: Latham Primary is a small school in the Belconnen area with a focus on team work and visible learning. We are looking for a year 4-5 teacher who will work collaboratively within the senior team and contribute to the corporate life of the school.

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

Note: This is a temporary position available from 6 May 2013 to 20 December 2013. 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: Liz Bobos (02) 6205 7345 liz.bobos@ed.act.edu.au

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

Office For Schools

Belconnen Network

Charnwood/Dunlop Primary School

Bilingual Assistant

School Assistant 3 \$44,913 - \$48,474, Canberra (PN: 28683)

Gazetted: 28 March 2013

Closing Date: 11 April 2013

Details: Charnwood/Dunlop Primary School is seeking a Bilingual Assistant to work in the Belconnen Primary Introductory English Centre (BPIEC). Under general direction, the Bilingual Assistant provides language and administrative support to students and teachers in school activities, the implementation of educational programs and the operational requirements related to enrolment of students from diverse language and cultural backgrounds. The role includes providing assistance to students and their families by developing positive relationships and assisting with organising access to Translating and Interpreting Service (TIS) if required. Administrative duties include assisting with enrolment, checking visa status and eligibility, arranging transport for eligible students, preparing accurate monthly enrolment reports for verification, organising transition visits and entering data for the English as an Additional Language or Dialect (EALD) Census.

Eligibility/Other Requirements: First Aid qualification or willingness to undertake appropriate training would be desirable. Level 2 National Accreditation Authority for Translators and Interpreters (NAATI) Interpreting Certificate.

Notes: The Bilingual Assistant is based at Belconnen Primary Introductory English Centre (BPIEC). 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: Debbie Martens (02) 6205 1623 debbie.martens@ed.act.edu.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>

Canberra Hospital and Health Services

Operational Support

Deputy Director General Canberra Hospital and Health Services

Executive Officer

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 28470)

Gazetted: 04 April 2013

Closing Date: 11 April 2013

Details: The Health Directorate is looking for a high calibre Executive Officer to lead the busy office of the Deputy Director-General, Canberra Hospital and Health Services. To be successful, you will have highly developed written and oral communication skills, be adaptable and responsive, and be able to quickly acquire knowledge and understanding of situations and subject matter. You will manage a small, dedicated team in the provision of Executive support and Government Business coordination for the Canberra Hospital and Health Services. You will also provide leadership to the broader Executive administration team.

Eligibility/Other Requirements: Possession of relevant qualifications and/or extensive experience in a complex public sector environment would be an advantage.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. This process may be used to fill similar vacancies across the Directorate.

Contact Officer: Ian Thompson (02) 6244 2728

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

Paediatric Clinical Support Nurse

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 19022)

Gazetted: 04 April 2013

Closing Date: 11 April 2013

Details: The Paediatric Clinical Support Nurse position is an exciting opportunity to contribute to the strategic direction and clinical governance of the Paediatric Service.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Significant expertise in paediatric nursing care.

Note: This is a full time position however flexible working arrangements 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: Kate McKenzie 0478407585

**Canberra Hospital and Health Services
Operational Support**

Acute Care

Cardiorespiratory Clinical Educator

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 13324)

Gazetted: 04 April 2013

Closing Date: 18 April 2013

Details: An exciting opportunity has arisen for a suitably qualified Physiotherapist to join the Acute Support Physiotherapy team at The Canberra Hospital as a Cardiorespiratory Clinical Educator. The prime role of this permanent, full-time position is the provision of student supervision for physiotherapy students on clinical placement. The position will also contribute to the coordination of physiotherapy student and physiotherapy assistant placements, overseeing new graduate orientation and assisting with supervision, education and research matters within the department.

Eligibility/Other Requirements: Relevant Degree or Diploma in Physiotherapy. Post Graduate Qualifications in Physiotherapy and/or Education or willingness to undertake. Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. A current driver's licence. Extensive experience in providing a high standard of physiotherapy services for cardiorespiratory patients, supervising students undertaking clinical placements, excellent clinical reasoning and ability to implement and evaluate best practise.

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

Contact Officer: Lisa Gilmore (02) 6244 2154

**Canberra Hospital and Health Services
Medicine**

Pharmacy - TCH

Antimicrobial Stewardship/Infectious Diseases Pharmacist

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 21582)

Gazetted: 04 April 2013

Closing Date: 11 April 2013

Details: Canberra Hospital and Health Services (CHHS) is the largest public tertiary hospital in the region, and with over 600 beds we are one of the largest in the country. We have state of the art facilities and offer almost all clinical specialties available. We have strong links to the University of Canberra Pharmacy School, and the Society of Hospital Pharmacists of Australia. An exciting opportunity exists for the position of Antimicrobial Stewardship/Infectious Diseases Pharmacist at Canberra Hospital. This is a permanent full-time position that will be responsible for participating in and leading the Antimicrobial Stewardship program within CHHS. This position will also provide advanced clinical, education, research, mentoring and quality improvement roles relating to

antimicrobial use and the Infectious Diseases discipline. It is expected that this role will have a combined AMS and clinical ID load. For further information on Antimicrobial stewardship, refer to the SHPA Medicines in Focus Fact Sheet [Antimicrobial stewardship – prevent and reduce infections and antimicrobial resistance](#). 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. An attractive remuneration package will be offered to the successful applicant. Pharmacists outside Australia will be considered for these positions. Contact the Australian Pharmacy Council and the Pharmacy Board of Australia to enquire about your eligibility for registration. A summary of the Assessment and Registration process for Overseas trained pharmacists in Australia can be found on the APC website

[http://pharmacycouncil.org.au/content/assets/files/Examination Guides/Flowchart - 2012.02.08.pdf](http://pharmacycouncil.org.au/content/assets/files/Examination%20Guides/Flowchart%20-%202012.02.08.pdf)

Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a pharmacist with the Pharmacy Board of Australia is mandatory. Postgraduate qualifications in clinical pharmacy, Infectious Diseases/Antimicrobial Stewardship, project management or research (postgraduate qualifications are required for an HP4 appointment) are highly 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 as a document to be uploaded and included with your application.

Contact Officer: Natalie Bula (02) 6244 2118 natalie.bula@act.gov.au

Canberra Hospital and Health Services

Paediatric Nursing

Paediatric Nursing Administration

Paediatric Volunteer Coordinator

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 32035)

Gazetted: 04 April 2013

Closing Date: 11 April 2013

Details: This is a new and exciting opportunity to work as part of the Women, Youth and Children's Executive team to develop a Paediatric Volunteer Coordinator role for the division.

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

Contact Officer: Katie McKenzie (02) 6174 7378

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation

ACTES Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 23127)

Gazetted: 04 April 2013

Closing Date: 11 April 2013

Details: An exciting opportunity exists for the position of ACTES Officer within the Rehabilitation, Aged and Community Care - Oxygen and Equipment Services. The successful applicant will be enthusiastic and have excellent interpersonal skills and a demonstrated ability to ensure high quality customer standards. This position will report directly to the Coordinator of Oxygen and Equipment Services.

Eligibility/Other Requirements: Current driver's licence.

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: Cheryl Spence (02) 6205 2603

Canberra Hospital and Health Services

Medicine

Endocrinology and Diabetes

Office Manager

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 21546)

Gazetted: 04 April 2013

Closing Date: 11 April 2013

Details: The ACT Health Directorate vision is "Your health our priority", and our values are: Care; Excellence; Collaboration; and Integrity. We seek to demonstrate these values in the dealings with our consumers, partners, community and each other, and by doing so, aim to provide the best possible healthcare and health related services throughout all areas of the ACT Health Directorate and Canberra region. The ACT Health Directorate objectives are grouped under the following key performance areas: Consumer experience; Sustainability; Hospital and related care; Prevention; Social inclusion and indigenous health; Community based health; and Aged care. The Department:

Endocrinology is the study of hormone-producing (endocrine) glands and the diagnosis and treatment of endocrine disorders. This position provides administrative support to the Unit Clinical Director, medical and nursing staff within the Endocrinology Unit. The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, intelligence and common sense.

Eligibility/Other Requirements: A medical terminology certificate or be willingness to acquire once on the job is desirable.

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

Contact Officer: Daniel Ingram (02) 6244 2603

Canberra Hospital and Health Services

Pathology

Microbiology

Scientist Microbiology

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 21472)

Gazetted: 04 April 2013

Closing Date: 11 April 2013

Details: ACT Pathology is a department of The Canberra Hospital offering a diagnostic Pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures. The successful applicant will be required to undertake duties associated with performance of clinical microbiological testing including specimen set-up, culture plate reading, organism identification and interpretation of susceptibility results. ACT Pathology is seeking a skilled and experienced person to perform procedures and investigations requiring the application of professional knowledge and skill in this area.

Eligibility/Other Requirements: A Degree or Associate Diploma in Science or equivalent relevant qualification. A minimum 12 months professionally relevant laboratory experience is preferred. A commitment to own professional development and availability to work out of hours and on weekends is essential.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Current curriculum vitae and referee reports must accompany the applications. Applicants may be assessed on written application and referee reports only.

Contact Officer: Susan Bradbury (02) 6244 2510

Canberra Hospital and Health Services

Medicine

Ward 8

Endorsed Enrolled Nurse

Enrolled Nurse Level 1 \$50,160 - \$53,766, Canberra (PN: 12417)

Gazetted: 04 April 2013

Closing Date: 11 April 2013

Details: An exciting opportunity has arisen for committed and enthusiastic Endorsed Enrolled Nursing Staff to work on Ward 8B. The ward will soon be expanding to 26 beds, predominantly specialising in the care of renal patients, but also offers a mix of other acute medical specialities. The care of these patients is both challenging and

rewarding and requires close collaboration with other members of the multidisciplinary team. The ward provides a supportive environment with many professional development and learning opportunities.

Eligibility/Other Requirements: Registered or is eligible for registration as an Enrolled Nurse Division 2 with the Australian Health Practitioner Regulation Agency.

Note: This will be a rotating roster, part-time hours will be considered. 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: Bev Murtha (02) 6244 2949

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

Corporate

Capital Works and Infrastructure

Infrastructure

Assistant Manager, Procurement and Contract Management

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 43631)

Gazetted: 28 March 2013

Closing Date: 11 April 2013

Details: An exciting opportunity exists to join the Capital Works and Infrastructure Unit of JACS Corporate. The Unit is seeking Expressions of Interest for an Assistant Manager, Procurement and Contract Management to ensure the Directorate's procurement activities are in accordance with the *Government Procurement Act 2001*. The position will have strategic oversight of contracts, draft and implement procurement policy, provide advice on procurement undertaken by the Directorate's business units and undertake audits of procurement activities.

Applicants should be motivated, committed to achieving outcomes, be able to actively and effectively contribute to the Infrastructure Team and have demonstrated experience in a procurement environment.

Eligibility/Other Requirements: Sound knowledge and skills in Procurement, relevant ACT Public Service legislation and policies and/or relevant qualifications would be an advantage. Driver's Licence would be an advantage.

Notes: This is a temporary vacancy, available from 22nd April 2013 until 30th June 2013.

Contact Officer: Adrienne McRae (02) 6205 0284 adrienne.mcrae@act.gov.au

Office of the Legislative Assembly

Committee

Senior Research Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: COMM306)

Gazetted: 28 March 2013

Closing Date: 8 April 2013

Under the direction of a Senior Committee Secretary and as part of the Committee Support team, undertake detailed and complex research and analysis. Contribute to the drafting of committee reports and prepare issues papers and other background material.

Note: This position is available from asap until 6 August 2013 with the possibility of permanency from this process.

Contact Officer: Andrew Snedden (02) 6205 0199 OLARecruitment@parliament.act.gov.au

Applications can be forwarded to: Office of the Legislative Assembly C/-Recruitment - Corporate Services GPO Box 1020 Canberra ACT 2601

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

Strategic Planning and Development (SPD)

Policy, Governance and Compliance Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 22459)

Gazetted: 03 April 2013

Closing Date: 23 April 2013

Details: Roads ACT is seeking a motivated, suitably experienced individual to join the Strategic Planning and Development team. The team is responsible for the preparation of asset management plans, design standards, policies, contract management and capital works development. The successful applicant will have high level oral and written communication skills and high level interpersonal skills, demonstrated experience in the preparation of complex briefs, reports, policies and submissions.

Eligibility/Other Requirements: Relevant tertiary qualifications and/or experience in transport/road or general technical policy desirable.

Notes: Selection may be based on application and referee reports only.

Contact Officer: Marc Edwards (02) 6207 6594 marc.edwards@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

City Services

Place Management

Contract/Project Supervisor

Technical Officer Level 3 \$61,148 - \$69,377, Canberra (PN: 32092)

Gazetted: 03 April 2013

Closing Date: 23 April 2013

Details: Place Management, a business unit within City Services, Parks and City Services Division is responsible for the management of urban parks and the public domain, including, lakes, shopping centres, playgrounds, public open space and city places. It maintains the look of the city and its environs and promotes recreational use of our urban parks and public places through sustainable land management.

Eligibility/Other Requirements: Demonstrated technical knowledge and experience in urban open space and associated built asset management including cost estimating and asset condition assessment. Knowledge and experience in contract management and administration including contractor performance monitoring. An understanding of, and ability to implement and manage quality assurance systems relating to contract management. Demonstrated ability to manage resource, time and project management. Demonstrated communication (oral and written), liaison, negotiation and conflict resolution skills and the ability to work as a member of a team. Ability to consistently display high quality customer service principles, practices and attributes. Demonstrated understanding of and commitment to the principles of workplace diversity, participative work practices and occupational health and safety. Current driver's licence; Certificate IV in Procurement or Contract Management or willingness to complete Certificate IV in Procurement or Contract Management.

Notes: This part-time position is at 2.5 days (18 hours 20 minutes) per week. This position may be filled based on application only.

Contact Officer: Ky Van Deyk (02) 6205 0311 ky.vandeyk@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

Health

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

Antoinette Antigo 825-49426, Section 68(1), 28 March 2013

Assistant in Nursing \$42,160 - \$43,674

Elizabeth Hasler 836-00449, Section 68(1), 2 April 2013

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

Willow Hewett-Reeves 836-55933, Section 68(1), 1 April 2013

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

Swapna Mathew 825-49311, Section 68(1), 2 April 2013

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

Jessica Minchin 834-51180, Section 68(1), 1 April 2013

Senior Specialist, \$199,231

Chandra Patel 829-56400, Section 68(1), 4 March 2013

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

Christine Powley 834-54103, Section 68(1), 27 March 2013

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

Brenda Ramos 836-00414, Section 68(1), 4 April 2013

Specialist Level 1–5, \$147,465 - \$181,976

Kavitha Subramaniam 829-56232, Section 68(1), 28 January 2013

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

Anthony Taylor 829-68196, Section 68(1), 1 April 2013

Assistant in Nursing \$42,160 - \$43,674

Tarkan Tez 836-00457, Section 68(1), 2 April 2013

Justice and Community Safety

Graduate Paramedic Intern \$\$59,830 plus penalties

Kate Lucille Butterworth 835-93162, Section 68(1), 1 April 2012

Graduate Paramedic Intern \$\$59,830 plus penalties

Serena Sayed 835-93226, Section 68(1), 1 April 2012

Graduate Paramedic Intern \$\$59,830 plus penalties

Nicola Grace Smith 835-93234, Section 68(1), 1 April 2012

Ambulance Paramedic \$62,520 - \$70,593 plus penalties

Christopher Tyrrell 835-95563, Section 68(1), 1 April 2013

Graduate Paramedic Intern \$\$59,830 plus penalties

Kieran Vale 835-93242, Section 68(1), 1 April 2012

Territory and Municipal Services

TGSO 7.1 - TGSO 7.4 \$68,003 - \$71,652

Tom William McCormack 835-83706, Section 68(1), 1 April 2013

PROMOTIONS

Commerce and Works

Shared Services

Shared Services Finance

Financial Reporting

Sabeen Dharani: 799-83811

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

Commerce and Works Directorate

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

Commerce and Works, Canberra (PN. 07389) (Gazetted 31 January 2013)

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

Shared Services

Shared Services Finance

Financial Reporting

Ray Juntanamalaga: 827-4840

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 07356) (Gazetted 31 January 2013)

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

Shared Services

Shared Services Finance

Financial Reporting

Shakti Khemchandani: 821-16268

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 07395) (Gazetted 31 January 2013)

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

Shared Services

Shared Services Finance

Financial Reporting

Chi Nguyen: 799-90405

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 10048) (Gazetted 31 January 2013)

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

Shared Services

Shared Services Finance

Financial Reporting

Kenyansa Omari: 785-57060

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 07086) (Gazetted 31 January 2013)

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

Shared Services

Shared Services Finance

Financial Reporting

Hau Phan: 789-36116

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 07179) (Gazetted 31 January 2013)

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

Shared Services

Shared Services Finance

Financial Reporting

Alessandro Tarzia: 820-83056

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 07352) (Gazetted 31 January 2013)

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

Shared Services

Shared Services Finance

Financial Reporting

Rowena Anne Woods: 820-84139

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 11255) (Gazetted 8 November 2012)

Health

Director General Reports

Quality and Safety

Patient Safety and Quality

Temisha Grohs: 799-95759

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

Health

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

Health, Canberra (PN. 04544) (Gazetted 14 February 2013)

Justice and Community Safety

Office of Regulatory Services

Registrations and Fair Trading

Marie De Angelis: 827-18752

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 42533) (Gazetted 24 January 2013)

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