



ACT Government Gazette

Gazetted Notices for the week beginning 25 April 2013

Executive Notices

Community Services

Engagement

Nic Manikis – Director, Office of Multicultural, Aboriginal and Torres Strait Islander Affairs (E551) Section 72 of the Public Sector Management Act 1994

Variation – Transfer

Bronwen Overton-Clarke – Executive Director, Housing and Community Services (E270) Section 80A(1)(a) of the Public Sector Management Act 1994

Economic Development

Variation – Transfer

Glenn Bain – Director, Office of the Coordinator-General (E675) Section 80A(1)(a) of the Public Sector Management Act 1994

VACANCIES

ACT Auditor General's Office

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

Financial Audit

Senior Auditor

Audit Band 1 (Senior Auditor) \$71,636 - \$87,691, Canberra (PN: 11187)

Gazetted: 01 May 2013

Closing Date: 8 May 2013

Details: The Auditor-General's Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. We need people with good communication and interpersonal skills, an ability to objectively analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny with the highest levels of personal integrity. As a Senior Auditor you will receive a salary between \$71,636 to \$87,691 (plus an employer superannuation contribution) depending on your skills and experience. Senior Auditors are responsible for a range of functions including planning, managing, conducting and reporting the results of financial audits of ACT public sector entities, assisting in client relationship management and the provision of professional and technical advice on a range of audit issues.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable.

Note: This is a temporary position available for six months but may be extended.

Contact Officer: Tim Larnach (02) 6205 2441 tim.larnach@act.gov.au

Financial Audit

Auditor

Audit Band 1 \$45,081 - \$87,691, Canberra (PN: 42811)

Gazetted: 01 May 2013

Closing Date: 8 May 2013

Details: The Auditor-General's Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. We need people with good communication and interpersonal skills, an ability to objectively analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny with the highest levels of personal integrity. As an Auditor you will receive a salary between \$50,000 to \$67,931 (plus an employer superannuation contribution) depending on your skills and experience. Auditors are responsible for financial audit assignments including assisting in planning, managing, conducting and reporting the results of financial audits of ACT public sector entities.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable.

Notes: This is a temporary position available for a period of six months with the possibility of extension. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and ability against the selection criteria, contact details of at least two referees and a curriculum vitae.

Contact Officer: Tim Larnach (02) 6205 2441 tim.larnach@act.gov.au

Calvary Health Care ACT (Public)

Nursing and Midwifery

Nursing

Intensive Care

Registered Nurse level 2

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

Gazetted: 01 May 2013

Closing Date: 15 May 2013

The opportunity exists for a dynamic, motivated person to fill the position of Registered Nurse Level 2 in our newly purpose built Intensive Care Unit at Calvary Health Care Public Hospital Bruce. The successful applicant will have Demonstrated skills and knowledge in Intensive Care Nursing. Greater than 3 years' recent clinical experience in and Intensive Care setting. Post Graduates studies in a Critical Care area would be highly regarded. The successful applicant will be contributing to the leadership team to provide excellence in nursing care to patients who are admitted to our Intensive Care/ Coronary Unit at Calvary Public Hospital Bruce.

Note: This is a permanent position so applicants must hold Permanent Residency or be an Australian Citizen in order to apply. To complete your application you must prepare responses to the Selection Criteria as documented and attach your current CV. This process may also be used to appoint acting positions of short term leave or other positions at the same level that may become in the next six months.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Narelle Comer (02) 6201 6099 narelle.comer@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Workers Compensation

Human Resources

Case Manager

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

Gazetted: 01 May 2013

Closing Date: 23 May 2013

Details: Calvary Health Care - ACT requires various persons with outstanding interpersonal and communication skills for the position of Workers' Compensation Case Manager. A passion for helping people, coupled with high levels of proficiency in customer service and problem solving to enable you to participate and manage in the effective implementation of Rehabilitation Plans. The ability to write clear, concise reports in plain English, an understanding of the Comcare insurance system and contemporary claims management are highly desirable as is time management and the ability to prioritise. An understanding of the *Safety, Rehabilitation and Compensation Act 1988* (Cth) and *Work Health and Safety Act 2011 (ACT)* and Regulations, experience in a hospital or clinical environment and knowledge of medical terminology are advantageous. Applications close: 23 May 2013 For further enquires please contact Nijole Szabo, Workers Compensation Manager on (02) 6201 6873
Eligibility/Other Requirements: Selection Criteria
Contact Officer: Nijole Szabo 02) 62 01 6873 nijole.szabo@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Intensive Care Unit

Administrative Support Officer Level 4

Administrative Support Officer level 4 \$58,870 - \$63, 917, Canberra (PN: 7153)

Gazetted: 01 May 2013

Closing Date: 15 May 2013

We are seeking an individual who can bring to our Intensive Care Unit a consistent sense of order, and the capacity to create a team approach to managing the business of the day. The successful candidate will bring to this role: Demonstrated organisational ability and attention to detail in managing competing priorities and determining priorities. Experience in secretariat services, including minutes, preparation of correspondence, and other office administration tasks. Demonstrated effective interpersonal, oral and written communication skills. Demonstrated ability in use of computer applications, including Microsoft applications suite. Experience in the use of IBA Patient Management System or other patient data management system would be useful. Ability in accounts management including generating invoices, receiving money and reconciling accounts. Ability to understand the implications of medical officers' terms and conditions of employment and an ability to apply this to rosters and roster relief. . In support, we will provide you generous terms and conditions of employment, on-going professional development and the opportunity to excel. Applications close 15 May, 2013. For further enquires please contact Tonia Alexander, Medical Services Manager on (02) 6264 7129 for selection documentation and further information about Calvary Health Care ACT visit our website at www.calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Tonia Alexander 02) 6264 7134 tonia.alexander@calvary-act.com.au Applications can be forwarded to: recruitment@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**

Centres

CIT Education Excellence

Flex:Ed

eLearn Trainer

Senior Teaching Post \$89,829, Canberra (PN: 51648)

Gazetted: 01 May 2013

Closing Date: 15 May 2013

Details: This position would be working in the Flex:Ed team within CIT Education Excellence, providing professional development and educational leadership in relation to online learning. A high level of skills and knowledge in using Moodle 2 as an online delivery environment is highly desirable, and a sound pedagogical knowledge of online facilitation and the ability to transfer these to others are essential. The successful applicant will be working across a range of teaching areas with teachers who have varied digital literacy skills. The successful applicant's role will be to build CIT teaching staff capability through workshops and one-on-one support on how to best use CIT eLearn and related online teaching tools and technologies to help provide innovative solutions to online delivery issues.

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

Masters of Adult Education or Masters qualification in a relevant field such as online learning is highly desirable.

Notes: This is a temporary position available to July 2014 with the possibility of extension for up to five years.

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

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

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

Workforce Capability and Governance Division

Continuous Improvement and Workers' Compensation

Injury Management and Safety

Case Manager

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 25800, several)

Gazetted: 26 April 2013

Closing Date: 14 May 2013

Details: An opportunity exists to join the Injury Management Team, Chief Minister and Treasury Directorate. The Team works collaboratively with business areas across ACT Government to coordinate targeted and holistic injury management rehabilitation and successful return to work programs of injured and ill employees. Duties include the delivery of high quality, timely and individually tailored case management and return to work services to a diverse range of operational areas. A key aspect of the role is working with managers, employees and allied health professionals and proactively communicating and coordinating day to day case management to drive optimum and sustained outcomes. Applicants should be resilient in nature and be able to demonstrate strong time management, communication and negotiation skills. This is a demanding operational environment and the ability to work under pressure, meet tight deadlines and manage competing priorities is essential.

Eligibility/Other Requirements: A degree in Allied Health, a HR related discipline, or Law are desirable. Previous Case Management experience and completion of relevant Comcare training is highly desirable.

Notes: These positions are temporary with the possibility of permanency.

Contact Officer: Petra Crowe (02) 6207 8322 petra.crowe@act.gov.au

Workforce Capability and Governance Division

Continuous Improvement and Workers' Compensation

Strategic ICT

Training and Communications Coordinator

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 32157)

Gazetted: 30 April 2013

Closing Date: 21 May 2013

Details: An opportunity exists to join the Strategic ICT team within the Continuous Improvement and Workers' Compensation Branch of Chief Minister and Treasury Directorate. The Team is leading the development of two new ICT systems and we are recruiting an officer to coordinate the training and communication with external IT vendors, external and internal users. The officer will support the development and maintenance of learning and development resources, contribute to the design and implementation of training for new ICT systems and support the development and implementation of a range of information and communication activities. Applicants should be resilient in nature and be able to demonstrate strong time management, communication and negotiation skills. This is a demanding operational environment and the ability to work under pressure, meet tight deadlines and manage competing priorities is essential.

Note: This is a temporary position available until 15 December 2013 with a possibility of extension.

Contact Officer: Lisa Beath (02) 6207 0350 lisa.beath@act.gov.au

Investment and Economics Division

Investment Branch

Finance Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 16722)

Gazetted: 01 May 2013

Closing Date: 8 May 2013

Details: The Investment Branch is primarily responsible for the management of the Territory's financial assets and liabilities including borrowings and investments of the Territory Banking Account, the unfunded employer superannuation liabilities and investments of the Superannuation Provision Account. This role assists in the daily financial tasks of the Branch, financial reporting, budgeting and administrative functions.

Eligibility/Other Requirements: Qualifications in Accounting or accounting related discipline and/or extensive relevant experience would be an advantage. Skills, experience and knowledge of ACT Government monthly financial reporting and budget processes are highly desirable.

Notes: This position was previously advertised in 2012 as a temporary position for 12 months. This position is now being advertised to fill on a permanent basis and previous applicants will need to reapply to be considered for the position.

Contact Officer: Melinda Paton (02) 6207 0170 melinda.paton@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

Care and Protection Services

Protection Services

Operations Manager

Health Professional Level 5 \$106,086 - \$119,426, Canberra (PN: 07420)

Gazetted: 29 April 2013

Closing Date: 14 May 2013

Details: This position was previously advertised on 10 January 2013 as a Senior Officer Grade B classification, previous applicants will need to reapply as there have been changes to the duty statement. The successful applicant will be required to manage an operational area within Care and Protection Services. This position is responsible for providing advice and support across Care and Protection Services, and includes providing leadership to support the confidence and competence of the workforce, enable and empower workers to deliver a high quality service to children, young people and their families, manage high demand and competing priorities, provide clinical professional supervision, encourage participation and communication with stakeholders, and ensure compliance with policies, procedures and the *Children and Young People Act 2008*. Work collaboratively within the Office, the Directorate and other ACT

Government Directorates and non-government sector to ensure support to children and families at risk and reduce the need for statutory intervention.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. Applicants for this position require at least five year's experience working with children, youth and/or families in a senior social work/case management role. Current registration issued under the *Working with Vulnerable People (Background Check) ACT 2011* will be required. Current driver's licence.

Note: A merit list from this process will be maintained for 12 months, and may be used to fill other positions at level that become available. This merit list may be used for both permanent and temporary vacancies.

Contact Officer: Helen Pappas (02) 6205 4430 helen.pappas@act.gov.au

Office for Children Youth and Family Support

Care and Protection Services

Adoption and Permanent Care

Manager

Health Professional Level 5 \$106,086 - \$119,426, Canberra (PN: 13738)

Gazetted: 29 April 2013

Closing Date: 14 May 2013

Details: The successful applicant will be required to manage a number of operational areas within Care and Protection Services. The position has a particular focus on managing permanency services for children in care, including local and overseas adoptions, and the transition of young people leaving care at 18 years. The position is also responsible for providing advice and support across Care and Protection Services, and includes providing leadership to support the confidence and competence of the workforce, enable and empower workers to deliver a high quality service to children, young people and their families, manage high demand and competing priorities, provide clinical professional supervision, encourage participation and communication with stakeholders, and ensure compliance with policies, procedures and the *Children and Young People Act 2008*.

Eligibility/Other Requirements: Relevant Tertiary Qualifications in Social Work, Psychology, Social Welfare, Social Science or related discipline. Applicants for these positions require at least five year's experience working with children, youth and/or families in a senior social work/case management role. Current registration issued under the *Working with Vulnerable People (Background Check) ACT 2011* will be required. Current driver's licence.

Contact Officer: Austin Kenney (02) 6205 4430 austin.kenney@act.gov.au

Policy and Organisational Services

Governance, Advocacy and Community Policy

Organisational Governance

Assembly Liaison Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 09248)

Gazetted: 30 April 2013

Closing Date: 14 May 2013

Details: The Directorate is seeking an Officer capable of assisting with the co-ordination and management of the Directorate's Assembly and Cabinet business, including preparation for Question Time, monitoring of Assembly sittings, the business of Assembly Committees and providing support across the area. The position is responsible to the Manager, Organisational Governance and will have significant contact with the Directorate's officers, requiring a high degree of sensitivity and confidentiality, as well as a highly responsive approach in responding to tight deadlines.

Eligibility/Other Requirements: A strong knowledge of and demonstrated experience in Assembly and Cabinet business and procedures would be an advantage.

Contact Officer: Tracy Chester (02) 6205 0469 tracy.chester@act.gov.au

Cultural Facilities Corporation

ACT Museums and Galleries

Historic Places

Team Leader, Horticultural Services

General Services Officer Level 7 \$52,078 - \$55,113, Canberra (PN: 9006)

Gazetted: 01 May 2013

Closing Date: 24 May 2013

ACT historic Places are part of the ACT Museums and Galleries which incorporates the Canberra Museum & Gallery and the three historical properties of Lanyon, Calthorpes' House and Mugga-Mugga. We deliver diverse cultural experiences to our community through exhibitions, public and education programs and the collection, conservation and presentation of the visual arts and cultural heritage of our region. ACT Historic Places is seeking applications from experienced and professional gardeners who possess excellent management and communication skills along with suitable horticultural qualifications for the position of Team Leader, Horticultural Services based at Lanyon Homestead. The initial phase of the position will include playing a part in the recruitment of a permanent gardening team and the production of strategic plans for the care of the gardens. In addition you will organise and delegate daily tasks, ensuring each team member understands their duties and has access to the necessary PPE. Candidates should be enthusiastic and passionate gardeners with good communication skills and be able to motivate and develop their team. The position offers a great opportunity to work within a unique heritage environment.

Eligibility/Other Requirements: Horticultural Diploma/Certificate or equivalent. Plant Operator Certificate (tractor and handheld equipment eg. chainsaw). First Aid Certificate (The successful candidate must be willing to gain this qualification upon appointment if he/she isn't already in possession of the certificate.) Current manual drivers licence.

Note: 12 month temporary contract with the possibility of permanent appointment. Applications must address the selection criteria. Contact Officer: Sue Ebejer (02) 6235 5677 sue.ebejer@act.gov.au Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email trudy.collins@act.gov.au

Education and Training

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

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

Strategy and Coordination

Information Communication and Governance

Ministerial and Commonwealth Relations

Ministerial Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 16219)

Gazetted: 30 April 2013

Closing Date: 7 May 2013

Details: Ministerial and Strategic Relations are seeking a highly suitable Ministerial Officer. The successful applicant will be responsible for coordinating/preparing drafts of more complex briefs and correspondence, preparation of directorate responses to requests for information and providing secretariat and support for directorate meetings with stakeholders. The Ministerial Officer will possess well developed writing skills and a demonstrated ability to prepare briefs, correspondence and minutes and proven excellent interpersonal skills including the ability to foster effective relations with clients, senior officers and the Minister's office.

Notes: This is a temporary position available until 18 October 2013 with a possibility of an extension.

Contact Officer: Ellen Groves (02) 6205 9444 ellen.groves@act.gov.au

Corporate Services

School Capital Works

School Improvements

Project Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 32183)

Gazetted: 29 April 2013

Closing Date: 14 May 2013

Details: The Schools Capital Works Branch is seeking applications from enthusiastic, innovative and committed Project Officers. The successful applicant will provide advice and assist the Senior Project Officer with the preparation of the annual school improvement works program (to be programmed over multiple years) and strategic infrastructure plans for each school. Manage the detailed planning and delivery of concurrent work programs and individual projects and also undertake project investigations and prepare Design Briefs, project estimates, project programmes and risk management plans. Eligibility/Other Requirements: In possession of a "white card" or willingness to obtain. Also have the willingness to undertake relevant training for school and construction sites. Notes: This is a temporary position available until 30 June 2016. 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: John Wynants (02) 6207 6541 john.wynants@act.gov.au

Office for Schools

North and Gungahlin Network

Dickson College

Finance Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 31057)

Gazetted: 30 April 2013

Closing Date: 14 May 2013

Details: Dickson College is seeking a highly motivated Finance Officer. The successful applicant will maintain the college's financial systems using the MAZE financial package, providing financial advice where required. The successful applicant will also assist in the preparation of budgets, prepare estimates, financial returns and conduct regular expenditure reviews against approved allocations and prepare statements/returns to show trends. The successful applicant will possess excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands.

Eligibility/Other Requirements: First aid qualifications, or willingness to undertake appropriate training if required desirable.

Contact Officer: Dr John Clink (02) 6205 6457 john.clink@ed.act.edu.au

Office for Schools

North/Gungahlin Network

Black Mountain School

Special Needs Teacher

Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 34562)

Gazetted: 26 April 2013

Closing Date: 6 May 2013

Details: As a member of the Black Mountain teaching staff, lead and manage educational, therapeutic and post-school transition outcomes for students. Within the specific context of high and complex needs, the successful applicant will demonstrate highly effective pedagogical instruction and promote leading practice and effective planning within the classroom.

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

Notes: This is a temporary position available until 5 July 2013, with the possibility of extension. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working With Vulnerable people registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Frank Fogliati (02) 6205 6377 frank.fogliati@ed.act.edu.au

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

Office for Schools
Belconnen Network
University of Canberra Senior Secondary College, Lake Ginninderra
Mathematics Educator
Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 15827)

Gazetted: 26 April 2013

Closing Date: 13 May 2013

Details: The University of Canberra Senior Secondary College, Lake Ginninderra provides high quality and comprehensive Year 11 and 12 curriculum delivery for the award of the ACT Year 12 Certificate. The unique partnership structure, including the Australian Institute of Sport and the University of Canberra, provides further educationally rich and diverse extension opportunities and experiences for our students. Qualified, professional, innovative and highly motivated applicants are sought for a Mathematics teaching position. Other areas of teaching expertise should be noted. The successful applicant will join a dynamic college staff and must be skilled in the delivery of senior Mathematics for all ability levels and show a willingness to participate enthusiastically in targeted programs and college-wide, value-add and partnership initiatives. Interested teachers should contact the college prior to lodging an application.

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

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

Contact Officer: Gerard Barrett (02) 6205 7099 gerard.barrett@ed.act.edu.au

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

Office for Schools
South/Weston Network
Hughes Primary School
Classroom Teacher - Autism Unit
Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 10045)

Gazetted: 26 April 2013

Closing Date: 6 May 2013

Details: The LSUA at Hughes Primary school requires a passionate educator with experience in Autism and students with disabilities. Working in partnership with a classroom assistant, consulting with therapists and families, you will provide quality programs based on the Four Blocks to Literacy - a specific literacy approach being used for students with disability.

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

Notes: This is a temporary position available until 21 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: Kate Smith (02) 6205 5699 kate.smith@ed.act.edu.au

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

Office for Schools
South/Weston Network
Hughes Primary School

Classroom Teacher - Middle Primary

Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 06500)

Gazetted: 26 April 2013

Closing Date: 6 May 2013

Details: Hughes Primary School is a dynamic learning environment. Focus on team planning- implementation of the Australian curriculum and differentiation. Developing skills for 21st century global learners.

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

Notes: This is a temporary position available until 21 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: Kate Smith (02) 6205 5699 kate.smith@ed.act.edu.au

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

Office for Schools

South/Weston Network

Telopea Park School

Youth Support Worker

School Assistant 4 \$54,064 - \$58,700, Canberra (PN: 28606)

Gazetted: 30 April 2013

Closing Date: 7 May 2013

Details: An exciting opportunity exists to join the collaborative educational team at Telopea Park School. The successful applicant will be required to develop, implement and manage programs appropriate for young adolescents aimed at engaging them in learning and enhancing their social skills and personal development. Duties will also include assisting students to access appropriate external community-based youth support services and programs that will support school connectedness and general health and wellbeing. The applicant should possess sound knowledge and understanding of current issues affecting young people.

Eligibility/Other Requirements: Tertiary qualifications in a Youth Work or related field is desirable.

Notes: School Assistant 4s, are required to work six days (in addition to the four days Professional Learning) during stand down periods between school terms to undertake duties as directed, for example program preparation.

Contact Officer: Mary de Poorter (02) 6205 5599 mary.depoorter@ed.act.edu.au

Office for Schools

Belconnen Network

University of Canberra Senior Secondary College Lake Ginninderra

Technology Assistant

(Industrial Arts Assistant)

School Assistant 2 \$39,431 - \$43,728, Canberra (PN: 01232)

Gazetted: 01 May 2013

Closing Date: 15 May 2013

Details: The University of Canberra Senior Secondary College, Lake Ginninderra is seeking applications for a Technology Assistant (Industrial Arts). The successful applicant will prepare material for class use which may include metal, wood, welding, automotive and machine jigs for projects, plastic, paints, clay, photography chemicals and film. Use a wide range of machinery including fixed, portable and hand tools and assist in maintaining a clean and safe working environment for students and staff, in accordance with Occupational Health and Safety (OH&S) standards and safety procedures.

Eligibility/Other Requirements: First Aid qualification, or willingness to undertake appropriate training would be desirable. Experience in the maintenance of workshop machinery.

Note: This position is part-time at 18.75 per week.

Contact Officer: Colleen Wright (02) 6205 7099 colleen.wright@ed.act.edu.au

Environment and Sustainable Development

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

Corporate

Human Resources and Corporate

Employee Relations Officer

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 32206)

Gazetted: 30 April 2013

Closing Date: 14 May 2013

Details: The Environment and Sustainable Development Directorate is seeking a highly motivated individual to fill the temporary role of Employee Relations Officer. The successful candidate will be expected to have highly developed interpersonal skills, investigation skills, an ability to manage complex employment matters, work collaboratively with managers, senior executive and the Human Resources team to assist in people management and employee relation matters within the Directorate.

Eligibility/Other Requirements: A tertiary qualification in human resources; or equivalent senior level experience would be desirable.

Notes: This temporary position available for six months with the possibility of extension and selection may be based on application and referee reports only.

Contact Officer: Elizabeth Jolley (02) 6205 8791 elizabeth.jolley@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>**

Canberra Hospital and Health Services

Operational Support

Executive Director, Critical Care the Canberra Hospital and Health Services

Executive Level 2.4 \$225,928 to \$238,800 depending on current superannuation arrangements, Canberra (PN: E624)

Gazetted: 02 May 2013

Closing Date: 16 May 2013

Details: ACT Government Health Directorate is seeking a leader of the highest calibre for the role of Executive Director, Critical Care the Canberra Hospital and Health Services. This is a crucial leadership role within Health, responsible for the successful operations of Emergency Department, Intensive Care and Access units. The successful candidate will join a dedicated executive management team committed to the delivery of high quality acute, sub-acute and community health services and the professional development of its employees. Reporting to the Deputy Director-General, Canberra Hospital and Health Services, the successful applicant will have high level leadership skills and have a demonstrated ability to achieve results by working with people. The role requires an experienced and motivated individual with excellent communication skills to help lead this dynamic and innovative health service.

Note: The successful applicant will be engaged under a performance based contract (up to five years) with an attractive remuneration package ranging from \$225,928 to \$238,800 depending on current superannuation arrangements, including a cash component of \$183,879. 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: Ian Thomson (02) 6244 2728 ian.thompson@act.gov.au

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Central Administration
Nursing Services Manager
Registered Nurse Level 5.3 \$115,948, Canberra (PN: 20304)**

Gazetted: 02 May 2013

Closing Date: 16 May 2013

Details: Applications are sought from Registered Nurses to fill a permanent vacancy with ACT Health, Rehabilitation Aged and Community Care, Community Care Program. This is a full-time management position, coordinating the Community Nursing Service within the ACT. Community Nursing Services provides the technical nursing services to patients with a broad range of needs within the ACT community. Nurse management experience is essential and community nursing experience would be highly regarded. Interested nurses are encouraged to speak with the contact officer to discuss the position.

Eligibility/Other requirements: Registered or eligible to register with the Australian Health Practitioner Regulation Agency (AHPRA) and holds or is working towards a relevant higher degree. Current drivers licence. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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: Helen Matthews (02) 6205 2101 or 0401 692 520

**Canberra Hospital and Health Services
Operational Support
Support Services
Executive Officer
Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 28848)**

Gazetted: 02 May 2013

Closing Date: 9 May 2013

Details: The position will be accountable and responsible to the Executive Director, Mental Health, Justice Health and Alcohol and Drug Services through an Individual Learning and Development Plan. The successful applicant will have strong knowledge and experience in managing government, legislative and policy processes. The person will be collaborative in their approach to ensure that the functions of the Office of the Executive Director are fulfilled in an efficient and effective manner. This position is responsible for providing mentorship to administrative officers within the Division and for leading the Divisions Publication Review Committee.

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

Contact Officer: Tina Bracher (02) 6205 0810 katrina.bracher@act.gov.au

**Director General Reports
Population Health
Population Health Research
Manager
Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 29625)**

Gazetted: 02 May 2013

Closing Date: 16 May 2013

Details: The Epidemiology Section contributes to the improvement of the health of the ACT population by providing timely and accurate epidemiological information on the health of the ACT population that can be used to inform public

health policy and programs in the ACT. The Epidemiology Section maintains a knowledge base of ACT population health status by: conducting and commissioning surveys; maintaining registers of health specific population groups such as the ACT Cancer Registry and the ACT Maternal and Perinatal Data Collection; statutory responsibility for the production of the biennial Chief Health Officer's Report and participating in research activities. This position will be responsible for the management of the work program in relation to health information systems and registers as well as assisting the Senior Manager in the oversight of the Section's work program.

Eligibility/other requirements: Tertiary qualifications and postgraduate experience in epidemiology, or public health are highly desirable.

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

Contact Officer: Cathy Baker (02) 6207 4037

**Strategy and Corporate
Business and Infrastructure
Executive**

**Health infrastructure Program Building Commissioning Officer
Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 31936)**

Gazetted: 02 May 2013

Closing Date: 9 May 2013

Details: ACT Health's Business and Infrastructure Branch is seeking a dynamic Building Commissioning Officer to lead, plan and monitor the building commissioning processes for all new facilities from the Business and Infrastructure (owner) perspective. The successful candidate will possess demonstrated achievement in facilitating building design and commissioning of infrastructure with particular emphasis on change management and implementation of new service delivery provision inclusive of training for staff regarding ongoing maintenance.

Eligibility/Other Requirements: Engineering services background highly desirable.

Note: This is a temporary vacancy for a period of six months with the possibility of extension. Expressions of interest are sought from potential candidates, 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. 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: Rosemary Kennedy (02) 6205 0606

**Strategy and Corporate
People, Strategy and Services
Staff Development
Paediatric Educator**

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 26326)

Gazetted: 02 May 2013

Closing Date: 9 May 2013

Details: The Staff Development Unit (SDU) has an exciting professional development opportunity for a enthusiastic and motivated Registered Nurse to provide education programs in Paediatrics. This role will involve the development of a best-practice and quality evidence-based clinical education programs aimed at nurses who work in the Paediatric and Child Youth and Family units. You will also be required to facilitate other education programs and provide input into the activities of Staff Development Unit including supporting graduate programs. The successful applicant will have current expert knowledge in the area of Paediatrics and child health, excellent communication skills and proven ability to establish professional relationships across the Health Directorate and with external organisations. Support and mentoring from experienced educators will be provided to the successful applicant.

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

Notes: This is a temporary position available either full-time or part-time at four days per week 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: Elizabeth Renton (02) 6244 3429

Canberra Hospital and Health Services

Operational Support

Quality and Safety Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 24496)

Gazetted: 02 May 2013

Closing Date: 16 May 2013

Details: An opportunity exists to act in the position of Quality and Safety Officer (QSO) within the Capital Region Cancer Service (CRCS). Applications are sought from experienced individuals with a keen interest in quality and safety. The position reports to the Executive Director of CRCS and is responsible for aligning risk management, audit and quality improvement initiatives in collaboration and liaison with the Quality and Safety Unit. The QSO is the first point of contact for information and support on safety and quality issues within the Division.

Eligibility/Other Requirements: Tertiary qualifications in a Health related field is highly desirable.

Note: This is a temporary position available for six months with the possibility of extension. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Candidates are invited to submit an expression of interest by addressing the selection criteria and attach a recent Curriculum Vitae with the names of two referees. Selection may be based on expression of interest and referee report only.

Contact Officer: Denise Lamb (02) 6244 2738 denise.lamb@act.gov.au

Canberra Hospital and Health Services

Capital Region Cancer Service

Cancer Stream Administration

Social Worker Team Leader CRCS Psycho-Social Support

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 23729)

Gazetted: 02 May 2013

Closing Date: 9 May 2013

Details: The Capital Region Cancer Services (CRCS) currently has a permanent vacancy for a Team Leader within the Psycho-Social Team. The successful applicant will need to be a highly motivated social worker with proven experience in leading multidisciplinary teams to ensure the provision of high quality client services. The position will be responsible for the clinical leadership of both community and hospital based psycho-social teams.

Eligibility/Other Requirements: Degree or diploma in social work and eligibility for membership to AASW. Current driver's licence. Experience in clinical supervision and extensive experience in provision of clinical services to clients 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.

Contact Officer: Catherine Furner (02) 6174 5284

Special Purpose Accounts The Canberra Hospital

Special Purpose Account

Research

Research Officer - Postdoctoral

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 32132)

Gazetted: 02 May 2013

Closing Date: 16 May 2013

Details: Applications are invited for a two-year temporary filling of a Radiation Biologist at a Health Professional 4 Level in the Cancer Research Group, The Canberra Hospital. The successful applicant should have both clinical and basic science backgrounds, with experience in radiological sciences, radiation biology, molecular biology, cell biology, functional imaging and cancer research. A background in extra-nuclear molecular biology is essential. This position is also required to be involved in departmental academic duties in radiation biology. In addition, the appointee is expected to develop and conduct independent and collaborative studies on the effects of radiation on mammalian cells. This position is also required to establish, maintain national and/or international collaborations in scientific research.

Eligibility/Other Requirements: Current driver's license. PhD in a combined field of medical radiation sciences and molecular biology. Experience in radiation research, specifically in extra-nuclear radiation effects on mammalian cells and working in a Nuclear Research Institute. At least three years research experience as a Post Doctoral fellow. Professional qualification in clinical radiological sciences.

Note: This is a temporary position available for two years working part-time at 8:00 hours per week.

Contact Officer: Doug Taupin (02) 6244 3972

**Canberra Hospital and Health Services
Mental, Justice, Alcohol and Drug Services
Adult Community and Older Persons
Clinical Manager**

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 28970)

Gazetted: 02 May 2013

Closing Date: 16 May 2013

Details: Applications are sought from suitably qualified registered nurses to fill a permanent vacancy as a Registered Nurse level 2 at Woden Mental Health Team. The Woden Mental Health Team is a contemporary evidence based service providing high quality mental health care that is guided by the principles of recovery. The successful applicant will work as a member of a multi disciplinary team to complete mental health assessments and provide clinical management to consumers with moderate to severe mental health conditions. The successful applicant will be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies. The position is supported by a cohesive multi disciplinary team of Nurses, Social Workers, Psychologists, Recovery Support Officer, Consultant Psychiatrists and Psychiatric Registrars.

Eligibility/other requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Current driver's license.

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: David Jackson-Hope (02) 6205 1488

**Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Service
Adult Community and Older Person
Clinical Manager**

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 22350)

Gazetted: 02 May 2013

Closing Date: 16 May 2013

Details: The Adult Mental Health Services are contemporary evidence-based services providing high quality mental health care that is guided by principles of Recovery. The services aim to provide collaborative care involving the consumer, their carer's 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 Levels HP 2 and 1 and support the Team Leader in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice.

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

Note: This is a temporary vacancy available for 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: Rebecca Halsey (02) 6205 1338 rebecca.halsey@act.gov.au

Canberra Hospital and Health Services

Medicine

Pharmacy - TCH

Pharmacist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 32143)

Gazetted: 02 May 2013

Closing Date: 16 May 2013

Details: Fast-track your career with a Pharmacist position at The Canberra Hospital. The Canberra Hospital is the region's major public hospital, with over 600 beds. We provide specialist and acute care to more than 500,000 people, including a full range of medical, surgical, obstetric and paediatric and neonatal services. Canberra Hospital is a tertiary level health facility and a teaching hospital of the Australian National University (ANU) Medical School and The University of Canberra Nursing and Allied Health Schools. The Canberra Hospital Pharmacy Department employs approximately 70 staff, including 35 FTE Pharmacist positions. The department provides a full range of contemporary Pharmacy Services including clinical pharmacy services, specialised manufacturing services, investigational drug support, drug information, and corrections health services. Our core values are excellence in clinical services, education, and team work. We have a dynamic, talented team of 35 Pharmacists, and are currently recruiting a variety of permanent and temporary Pharmacist positions. Duties include provision of clinical Pharmacy Services to inpatients as part of a multi-disciplinary team, and provision of Pharmacy Services from the dispensary, sterile and chemotherapy production, and medicines information services on a rotational basis. We are also looking for Pharmacists with an interest in eHealth for a number of projects commencing mid to late 2013. Pharmacists employed in permanent or temporary positions will subsequently be considered for these roles. Please indicate your interest in future eHealth projects in your application.

Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Current clinical experience is essential at the Grade 3 level. It is preferred that applicants have at least three years experience as a registered Pharmacist, preferably in a hospital pharmacy. Relevant postgraduate qualifications and/or demonstrated advanced practice are essential at the grade 3 level.

Note: For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$9,095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items. Additional salary packaging benefits are also available such as meal and accommodation entertainment.

Pharmacists outside Australia will be considered for these positions. Contact the National Pharmacy Board of Australia to enquire about your eligibility for registration <http://www.pharmacyboard.gov.au/>

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

Strategy and Corporate

People Strategy and Services

Staff Development

eLearning Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 29860)

Gazetted: 02 May 2013

Closing Date: 9 May 2013

Details: ACT Health is offering an excellent opportunity for the permanent appointment of an eLearning Officer for the Staff Development Unit. This successful candidate will be required to analyse, plan, develop, implement, monitor and evaluate quality and evidence based-practice eLearning education using appropriate software and the ACT Health

Directorate Learning Management System (LMS). The successful candidate will also have an active interest in exploring new and developing educational technologies; the ability to liaise effectively with ACT Health staff about their specialist educational needs; the ability to work independently with minimum monitoring, and to take initiative to solve problems. Advanced technical skills in use of digital media and learning technologies will also be essential. Eligibility/Other Requirements: Appropriate qualifications and/or a high degree of computer literacy with strong internet and HTML writing skills and development eLearning programs desirable. Certificate IV in Training and Assessment and/or experience in education and training would be an advantage.

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

Contact Officer: Elizabeth Renton (02) 6244 3429 elizabeth.renton@act.gov.au

Strategy and Corporate

Business and Infrastructure

Client Services, Security and Emergency

Fire Safety and Training Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 31676)

Gazetted: 02 May 2013

Closing Date: 9 May 2013

Details: The Client Services Security and Emergency section is responsible for provision of a range of services to the Health Directorate, including fire and emergency awareness training and response, fire safety reviews and evacuation plans, Parking and Fleet services, security guarding services, access control, telephony and switchboard services, administrative records, mail and courier services, residential accommodation management and oversight of Volunteer programs for the Health Directorate. The section is seeking a highly motivated individual to fulfil the role of Fire Safety and Training Officer. The Fire Safety and Training Officer is responsible for facilitation of fire and emergency awareness training, as well providing support to all Health Directorate sites in the capacity of Fire Safety Officer. Applicants who have experience in fire safety and or training facilitation are encouraged to apply.

Eligibility/Other Requirements: Qualifications or willingness and ability to obtain Certificate IV level or equivalent, in workplace training and assessment and accredited Fire Safety (Health Care facilities) qualifications are desirable. Current driver's licence is essential.

Note: This is a temporary position available until 30 June 2014. A current curriculum vitae and referee reports must accompany the application. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. If you are interested in applying, you are strongly encouraged to speak with the Contact Officer

Contact Officer: Andrei Lena 0401 366 487

Director General Reports

Population Health

Health Protection Service

Administrative Services Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 17540)

Gazetted: 02 May 2013

Closing Date: 9 May 2013

Details: Applications are sought for an officer at the ASO4 level to work within the Administration Unit of the Health Protection Service (HPS). This position provides high-level administrative support including the processing of applications for new licenses and registrations; support, guidance and training to staff within the administration unit and the provision of high quality customer service to the consumers and staff of the HPS. Applicants should have excellent communication and organisational skills, together with the ability to prioritise workloads to meet competing demands both individually and as part of a team.

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: Kim Warren (02) 6205 4405

Canberra Hospital and Health Services
Mental, Justice Alcohol and Drug Services
Mental Health Director of Nursing
Graduate Diploma Nursing - Mental Health
Registered Nurse Level 1 \$55,567 - \$75,084, Canberra (PN: 09919)

Gazetted: 02 May 2013

Closing Date: 14 June 2013

Details: A scholarship for Graduate Diploma Nursing (Mental Health) program is offered by the Division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) for Second Semester 2013: August intake. This is an excellent opportunity for Registered Nurses to build their knowledge and skills base in caring for people experiencing a range of mental health conditions. Successful applicants will be offered a temporary 12-20 month contract of paid employment, while they complete the Graduate Diploma Nursing (Mental Health) either part-time or full-time. During the program, RNs rotate through the diverse services, both inpatient and community based, provided by MHJHADS. Registered Nurses who undertake the program are: Paid while they study and work. Guaranteed a scholarship to cover course fees. Well supported during the program. Able to fast track their career.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Hold a current driver's licence. Have Australian citizenship or permanent residency.

Note: This is a part-time temporary position available for 12 to 20 months at 30:00 hours per week. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Monique Fielder (02) 6205 3661

Canberra Hospital and Health Services
Medicine
Gastroenterology and Hepatology Unit
Enrolled Nurse
Enrolled Nurse Level 1 \$50,160 - \$53,766, Canberra (PN: 32033)

Gazetted: 02 May 2013

Closing Date: 9 May 2013

Details: The Gastroenterology and Hepatology Unit (GEHU) is looking for an Enrolled Nurse to work full-time as part of their team from May 2013. The unit provides an endoscopic service for both the inpatient and outpatient population. Some of the benefits of working in the unit include no shift work, no weekends and a supportive learning environment. Eligibility/Other Requirements: Enrolled or eligible for enrolment as an Enrolled Nurse with AHPRA.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. An order of merit will be created to fill future vacancies at level that may occur in the next 12 months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Sharon Chambers (02) 6244 3970

Strategy and Corporate
E-Health and Clinical Records
ISB Management and Strategy
Front Desk - Receptionist
Administrative Services Officer Class 2/3 \$46,372 - \$57,004, Canberra (PN: 25119)

Gazetted: 02 May 2013

Closing Date: 9 May 2013

Details: The Clinical Record Service at Canberra Hospital is seeking the services of an enthusiastic and self motivated person to fill the role of Evening Receptionist. This is a key permanent position within the department being the first point of contact for incoming phone calls, faxes and visitors. The successful candidate will be required to demonstrate an exceptional eye for detail and perform general reception duties for the service including: handling enquiries from hospital staff, GPs and the general public; preparing and faxing documents; processing incoming mail; following up and tracking outstanding medical records; filing medical records and other related reception and department duties.

Note: This is a permanent evening shift position with the hours Monday - Friday 3:00 pm to 10:51 pm excluding public holidays. 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: Frank Byrne (02) 6244 3331

Justice and Community Safety

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

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

ACT Corrective Services

Workforce Development and Training

Senior Project Officer, Community Corrections Training and Development

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 47586)

Gazetted: 30 April 2013

Closing Date: 14 May 2013

Details: Under general direction from the Senior Manager, Workforce Development and Training, co-ordinate development and deliver training for Community Corrections personnel and staff from outside agencies as required. Develop, review and create program and lesson plans, including assessment tasks, for Nationally Accredited Training Packages. Assist in the development of a training framework for Community Corrections and associated policies and procedures.

Eligibility/Other Requirements: Certificate IV in Correctional Practice (Community) will be highly regarded. Certificate IV in Training and Assessment or the ability to acquire one within six months. Current competency in a community corrections role at the team leader or manager level will be highly regarded. Experience delivering and creating training packages. A driver's licence is essential. Eligible candidates will undergo a Police Record Check.

Notes: This is a temporary position available for up to two years. 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: Al Martin (02) 6205 1844 al.martin@act.gov.au

APPOINTMENTS

Chief Minister and Treasury

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

Robert Tomei 835-70630, Section 68(1), 23 April 2013

Commerce and Works

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

Devanand Arsavilli 835-79475, Section 68(1), 1 May 2013

Information Technology Officer Class 1 \$57,004 - \$65,178

Thomas MacGregor 827-32212, Section 68(1), 29 April 2013

Community Services

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

Angela Crawford 835-82463, Section 68(1), 26 April 2013

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

Narelle Kym Marlow 837-71328, Section 68(1), 1 May 2013

Education and Training

School Assistant 4 \$54,064 - \$58,700

Joseph Chapman-Freeman 835-86122, Section 68(1), 29 April 2013

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

Sonia Sylvia Jamieson 836-01900, Section 68(1), 8 July 2013

School Assistant 4 \$54,064 - \$58,700

Katherine Redgrave 836-01230, Section 68(1), 29 April 2013

Health

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

Allen Alais 834-44079, Section 68(1), 30 April 2013

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

Shweta Baldawa 836-01396, Section 68(1), 29 April 2013

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

Lei Cao 824-31946, Section 68(1), 25 April 2013

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

Asma Elhussein 836-54316, Section 68(1), 25 April 2013

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

Yong Liu 821-58775, Section 68(1), 30 April 2013

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

Pedro Sanchez 836-00617, Section 68(1), 29 April 2013

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

Chui Kwan Shek 824-31954, Section 68(1), 25 April 2013

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

Robyn Sogal 762-85591, Section 68(1), 25 April 2013

Justice and Community Safety

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

Jessica Buttrey 827-49145, Section 68(1), 29 April 2013

Correctional Officer Class 1 \$53,417 - \$64,102

Martyn Lawler 835-99089, Section 68(1), 26 April 2013

Correctional Officer Class 1 \$53,417 - \$64,102

Stephanie Leedham 835-98713, Section 68(1), 26 April 2013

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

Melanie Rogers 827-35819, Section 68(1), 24 April 2013

Correctional Officer Class 1 \$53,417 - \$64,102

Carol Taylor 835-98764, Section 68(1), 26 April 2013

Correctional Officer Class 1 \$53,417 - \$64,102

Shane Todd 835-98617, Section 68(1), 26 April 2013

Territory and Municipal Services

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

Eamon Matthew O'Donoghue 836-00588, Section 68(1), 29 April 2013

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

Kelly Joanne Scown 836-02014, Section 68(1), 29 April 2013

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

Lachlan Thomas 836-02006, Section 68(1), 30 April 2013

TRANSFERS

Community Services

Rona Lazo: 835-86296

From: Administrative Services Officer Class 1 \$40,974 - \$45,283

Commerce and Works

To: Administrative Services Officer Class 1 \$40,974 - \$45,283

Community Services, Canberra (PN. 31931) (Gazetted 24 July 2012)

Health

Sarah Cullen: 816-80828

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

Health

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

Health, Canberra (PN. 17045) (Gazetted 14 March 2013)

Allison Jane Turner: 772-01177

From: Registered Nurse Level 2 \$82,990
Health
To: Registered Nurse Level 2 \$78,157 - \$82,990
Health, Canberra (PN. 02144) (Gazetted 21 March 2013)

PROMOTIONS

ACT Auditor General's Office

Performance Audit

Anastasia Chan: 793-38492

From: Senior Officer Grade B \$106,086 - \$119,426
Chief Minister and Treasury
To: †Audit Band 2 (Senior Manager) \$106,219 - \$128,452
ACT Auditor General's Office, Canberra (PN. 16026) (Gazetted 19 December 2012)

Community Services

Office for Children, Youth and Family Support

Youth Services

Youth Justice Case Management

Ashlee Brewer: 799-98634

From: Administrative Services Officer Class 4 \$58,870 - \$63,917
Health
To: Health Professional Level 2 \$54,414 - \$75,477
Community Services, Canberra (PN. 07403) (Gazetted 23 January 2013)

Office for Children, Youth and Family Support

Youth Services

Youth Justice Case Management

Anita Miragaya: 827-17258

From: Administrative Services Officer Class 3 \$52,818 - \$57,004
Community Services
To: Health Professional Level 2 \$54,414 - \$75,477
Community Services, Canberra (PN. 07401) (Gazetted 23 January 2013)

Office for Children, Youth and Family Support

Care and Protection Services

Fiona Watt: 827-56783

From: Health Professional Level 2 \$54,414 - \$75,477
Community Services
To: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)
Community Services, Canberra (PN. 07362) (Gazetted 10 January 2013)

Education and Training

Office for Schools

South/Weston Network

Telopea Park School

Mary De Poorter: 787-71534

From: Classroom Teacher \$54,951 - \$86,881

Education and Training

To: †School Leader C \$100,271

Education and Training, Canberra (PN. 13156) (Gazetted 22 February 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.

Health

Canberra Hospital and Health Services

Critical Care and Imaging

Demand Management

Don Bernal: 824-31970

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

Health

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

Health, Canberra (PN. 19491) (Gazetted 7 February 2013)

Canberra Hospital and Health Services

Kelly Daly: 791-54503

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

Health

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

Health, Canberra (PN. 13661) (Gazetted 21 March 2013)

Canberra Hospital and Health Services

Critical Care and Imaging

Demand Management

Deepika De Silva: 607-96709

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

Health

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

Health, Canberra (PN. 22909) (Gazetted 7 February 2013)

Territory and Municipal Services

Parks and City Services

Parks and Conservation Service

Michael Maconachie: 757-52928

From: Park Ranger 2 \$58,870 - \$63,917

Territory and Municipal Services

To: †Senior Park Ranger 3 \$65,660 - \$69,623

Territory and Municipal Services, Canberra (PN. 13497, several) (Gazetted 8 February 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.

RETIREMENTS AND DISMISSALS

Environment and Sustainable Development

Section 143 Public Sector Management Act 1994 – Bruce Frazer, AGS: 765-85914, 10 May 2013