



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 09 December  
2010**

## Executive Notices

### Department of Education and Training

#### Cessation

**Note:** The following Executive has been issued with a new contract. The notification is in accordance with the provisions of section 81 of the Public Sector Management Act 1994. Rodney Bray - Director, School Capital Works (E520) - 2.12.10

### Department of Treasury

#### Engagement

Kirsten Thompson - Director, Office of the Under Treasurer (E561) - 7.9.10 Section 72 of the Public Sector Management Act 1994

## VACANCIES

### ACT 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>**

#### Information Management and Information Technology

##### ISB Data Management

##### Information Management

##### Business Information Manager

##### Senior Officer Grade B \$96,618-\$108,766, Canberra (PN: 29862)

Gazetted: 16 December 2010

Closing Date: 23 December 2010

ACT Health Information Management Services (IMS) provides information services to local and government agencies working closely with clinical and business services to leverage existing legacy data stores and new developments to deliver to an enterprise wide environment. This position presents an opportunity for an energetic and highly motivated manager to support The Canberra Hospital management with information management requirements including data collection, reporting against performance indicators and delivery of a wide range of reports. The position will be working with the service during a period of significant development and change.

Note: This is a temporary position available for a period of six months with possibility of extension.

Contact Officer: Louise Edmonds (02) 6207 9178

#### Information Management and Information Technology

##### ISB Data Management

##### Manager, Governance and Business

##### Senior Officer Grade B \$96,618-\$108,766, Canberra (PN: 20231)

Gazetted: 16 December 2010

Closing Date: 23 December 2010

ACT Health Information Management Services (IMS) operates in a challenging and dynamic environment providing information services to local and government agencies. IMS is leading an information management project which will leverage existing legacy data stores and new developments to deliver to an enterprise wide environment. We have an opportunity for an energetic and highly motivated manager to lead the information management governance, data collection and metadata services in this environment at the ACT Health for two years with possibility of extension. Eligibility/Other Requirements: Degree or Post Graduate qualifications in Information Management, Technology or related field, and eligibility for membership to an appropriate professional society. Extensive experience in and knowledge of health information, systems development and management, and experience in addressing robust data quality processes will be highly regarded.

Note: This is a temporary position available asap for a period of two years.

Contact Officer: Louise Edmonds (02) 6207 9178

#### Information Management and Information Technology

##### Information Services

##### Community Care System Change Manager

##### Senior Officer Grade B \$96,618-\$108,766, Canberra (PN: 24758)

Gazetted: 16 December 2010

Closing Date: 23 December 2010

ACT Health is seeking an experienced Community Care System Change Manager to lead and facilitate Change Management initiatives across Community Based services to enable the successful implementation of the new electronic Community Clinical Record (CCR). The new CCR will replace the existing paper based clinical record system with an electronic clinical health record that will enable clinicians to access and enter clinical information in real time regardless of where the service is provided. The implementation of an electronic clinical record will promote a patient-centric approach to delivery of services; improve the quality, safety and efficiency of the services delivered. The successful applicant will be responsible for providing effective leadership and direction in the development, implementation and review of change management plans and strategies to achieve the Community Clinical Record Project's operational objectives; well developed oral and written communication skills, including liaison and negotiation skills, and the ability to communicate complex and sensitive issues successfully with a broad range of stakeholders.

Eligibility/Other Requirements: Relevant tertiary qualifications are desirable.

Note: This position is temporary available from January 2011 to 30 June 2013.

Contact Officer: Jodie Mackenzie (02) 6205 0922 jodie.mackenzie@act.gov.au

#### **Community Health**

##### **Continuing Care Program**

##### **Continuing Care - Nursing**

##### **Community Nurse Manager**

##### **Registered Nurse Level 4.1 \$94,804, Canberra (PN: 28538)**

Gazetted: 16 December 2010

Closing Date: 30 December 2010

A permanent vacancy exists for a Community Nurse Manager in the Continuing Care Program, Community Health. This is an exciting opportunity to work in a progressive and rewarding Program providing community nursing services to the residents of the ACT. This is a full time position for a registered nurse with management experience.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board of Australia. Current driver's licence. Recent manager experience is highly desirable with a demonstrated ability to provide effective leadership and promote high quality health outcomes in a complex nursing service.

Note: Interested nurses are encouraged to speak to the contact officer.

Contact Officer: Maxine Scicluna (02) 6205 2101

#### **The Canberra Hospital**

##### **Ambulatory and Medical Services**

##### **Chronic Care**

##### **COPD Nurse Coordinator**

##### **Registered Nurse Level 3.1 \$83,861-\$87,312, Canberra (PN: 11913)**

Gazetted: 16 December 2010

Closing Date: 23 December 2010

Applications are invited from innovative and committed Registered Nurses who are interested in making a difference through the coordination and management of patients with Chronic Obstructive Pulmonary Disease (COPD). As the COPD Nurse Coordinator, the successful applicant will be responsible for individualised patient centred care working closely with patients and their families both in the acute care setting and within the community. The COPD Nurse Coordinator is also responsible for the development, implementation and evaluation of individual patient management care plans in consultation with Specialist Consultants; the patient's General Practitioner and other members of the multi-disciplinary team.

Eligibility/Other Requirements: Registered or eligible to register as a General Nurse with the Nursing and Midwifery Board of Australia. A current driver's licence. Relevant tertiary qualifications and/or is working towards relevant tertiary qualifications is highly desirable.

Contact Officer: Ren Del Rosario (02) 6174 5164

#### **Policy**

##### **Mental Health Policy**

##### **Mental Health Community Development Officer**

##### **Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 21613)**

Gazetted: 16 December 2010

Closing Date: 30 December 2010

Applications are invited for an appropriately skilled officer to job share the role of Mental Health Community Development Officer, to work in a small team responsible for strategic policy and planning for mental health in the ACT. We are seeking a highly motivated officer with strong written and oral communication skills to apply a community development approach to promote mental health within the ACT community. In collaboration with the range of key stakeholders the officer will develop capacity for the delivery of community education with the aim of increasing mental health literacy and reducing stigma surrounding mental illness. The successful applicant will need to have proven conceptual and analytical skills and be able to work in a complex and dynamic environment to deliver on the strategic goals of the organisation.

Eligibility/Other Requirements: Relevant qualifications or experience in mental health promotion and community development is required. The ability to build productive relationships with a range of stakeholders across government agencies and in the community sector is also highly desirable.

Note: This is a permanent part-time position at 22 hours a week. Please send applications addressing the selection criteria, Curriculum Vitae and contact details for two referees, one of whom must be your current supervisor.

Contact Officer: Richard Bromhead (02) 6207 1066

#### **Community Health**

**Child, Youth and Women's Health**

**Allied Health**

**Senior Nutritionist/Manager**

**Health Professional Level 4 \$81,772-\$88,168, Canberra (PN: 28648)**

Gazetted: 16 December 2010

Closing Date: 30 December 2010

Applications are invited for the position of Senior Nutritionist/Manager with the Child, Youth and Women's Health Program. The Nutrition service provides clinic based assessment, counselling and advice for infants, children and young people and their families, pregnant and breastfeeding women. Group nutrition education programs and nutrition consultancy are also provided. The successful applicant will have extensive clinical experience in the primary health care setting and demonstrated ability to provide professional supervision and manage a community based health care team.

Eligibility/Other Requirements: An appropriate degree or equivalent qualification in Nutrition and Dietetics. Eligibility for Accredited Practising Dietitian status with the Dietitian's Association of Australia. Current driver's licence.

Note: This is a permanent part-time position at four days a week.

Contact Officer: Sue Byrnes (02) 6205 5028 sue.byrnes@act.gov.au

**Population Health**

**Health Protection Service**

**Environment Health**

**Senior Professional Officer**

**Senior Professional Officer Grade C \$81,772-\$88,168, Canberra (PN: 29624)**

Gazetted: 16 December 2010

Closing Date: 30 December 2010

Are you an enthusiastic career-minded professional who enjoys challenges? Would you like to live within driving distance of the coast, snowfields and national parks? Would you also like to experience the lifestyle and access to cultural activities that only the nation's capital can offer? Yes? Then a career with ACT Health's Environmental Health Section may be right for you! This position is suited to an experienced radiation safety professional with demonstrated knowledge and understanding of policy relating to public health impacts of ionising and non-ionising radiation and the relevant regulatory experience.

Eligibility/Other Requirements: An appropriate degree in science or an equivalent qualification with a major in physics or an associated discipline relevant to radiation protection and/or radiation emitting devices. Current driver's licence.

Note: Salary packaging with fringe benefits tax-free threshold up to \$9,095 is available. A new ACT Health Enterprise Agreement is being negotiated with the expected pay rise of 2.5%. Free parking is also available.

Contact Officer: Vojkan Stefanovic (02) 6205 1727

**Information Management and Information Technology**

**E-Health**

**Data Business Analyst**

**Senior Officer Grade C \$81,772-\$88,168, Canberra (PN: 14823)**

Gazetted: 16 December 2010

Closing Date: 23 December 2010

ACT Health is seeking an experienced Data Business Analyst to provide direction and advice to the Community Clinical Record Project to confirm the data capture, collection and reporting requirements for the implementation of an electronic Community Clinical Record Information System. This includes the provision of high level advice and support to the Project team, senior management and staff on data specifications and system design; data collection a reporting requirements and the impact on business processes associated with the implementation of the system. The successful applicant will demonstrate relevant skills and experience in data management and analysis in a health environment and experience in the development of system business requirements, including technical and functional specifications.

Eligibility/Other Requirements: Relevant tertiary qualifications essential.

Note: This is a temporary position available 3 January 2011 to 30 June 2012.

Contact Officer: Jodie Mackenzie (02) 6205 0922

**The Canberra Hospital**

**Surgical SMT**

**Surgical Wards**

**Orthopaedic Ward Nurses**

**Registered Nurse Level 1 \$51,872-\$70,092, Canberra (PN: 12614, several)**

Gazetted: 16 December 2010

Closing Date:

Do you want to work in a challenging and rewarding clinical environment? If the answer is yes, than an excellent opportunity exists for employment in Orthopaedics at The Canberra Hospital. This ward accepts a variety of Trauma and Elective surgery cases. We offer: ongoing training and education through the Staff Development Unit (SDU), Clinical Development Nurse (CDN) Support, a dedicated and experienced multi disciplinary team and rotating rosters. We are looking for experienced Registered Nurses with excellent communication and interpersonal skills for a number of permanent full-time and part-time positions.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board.

Contact Officer: Jeanine Young (02) 6244 3375 or Claudine Lobo (02) 6244 2434 jeanine.young@act.gov.au

**The Canberra Hospital**

**Surgical SMT**

**Surgical Wards**

**Neurosurgery Registered Nurse**

**Registered Nurse Level 1 \$51,872-\$70,092, Canberra (PN: 26883)**

Gazetted: 16 December 2010

Closing Date:

Are you an experienced Level 1 Registered Nurse wanting a change and the opportunity to learn new skills? Ward 9B Neurosurgical is looking for experienced Level 1 Registered Nurses with excellent communication and interpersonal skills for a number of Permanent Full-time and Part time positions. The ward has 23 neurosurgical beds and a 6-bed Neuro Acute Care Unit and offers Nurses the opportunity to develop skills in the management of neurosurgical patients. This includes caring for patients with multi-trauma head and spinal injuries as well as patients with spinal fractures and neuro-oncological and neurovascular conditions requiring neurosurgical intervention.

Successful applicants will play a pivotal role in the wholistic care of neurosurgical patients and have a high degree of autonomy for promoting the health of their patients. Our Nurses are supported to practice in a multi-disciplinary care environment and liaise directly with medical and allied health colleagues in the management of patient care from admission to discharge. Successful applicants will receive: Clinical Development Nurse (CDN) support and ongoing training and education through the Staff Development Unit.

Eligibility/Other Requirements: Registered or is eligible for registration as a Registered Nurse with the Nursing and Midwifery Board of Australia.

Note: Permanent full-time or part-time positions are available and successful applicants will work rotating rosters.

Contact Officer: Jeanine Young (02) 6244 3375, Tania Lawrence (02) 6244 2631, Matthew Daniel (02) 6244 2631

**Community Health**

**Child, Youth and Women's Health Program**

**North and South Regional Teams**

**Maternal and Child Health Nurse**

**Registered Nurse Level 1 \$51,872-\$70,092, Canberra (PN: 16063, several)**

Gazetted: 16 December 2010

Closing Date: 23 December 2010

An exciting opportunity exists to work with Child, Youth and Women's Health as a Maternal and Child Health Nurse. These Professional Development pathway positions are learning pathways for nurses who have successfully completed the postgraduate qualifications in Maternal and Child Health Nursing. The successful applicants will work under the guidance of a Registered Nurse Level 2 within a multidisciplinary team, for a period of up to 6 months, to provide health care services that support optimal health outcomes for families.

Eligibility/Other Requirements: Registered Nurse with The Australian Health Practitioner Regulation Agency (AHPRA) or eligibility for registration. Sound knowledge of primary health care principles and experience in related nursing practice with relevant tertiary qualifications in the field Maternal and Child Health nursing. Immunisation credentials highly desirable. Current driver's licence.

Note: These are temporary positions for a period of six months and will commence in February 2011. These positions are part-time at 24 to 32 hours per week.

Contact Officer: Helen Govey (02) 6205 1827

**The Canberra Hospital**

**Ambulatory and Medical Service**

**Ambulatory Care**

**Orthoptist**

**Health Professional Level 1 \$46,356-\$59,584, Canberra (PN: 17418)**

Gazetted: 16 December 2010

Closing Date: 22 January 2011

An exciting opportunity exists for an Orthoptist to join the recently established Department of Ophthalmology at the Canberra Hospital. The Department of Ophthalmology, based at the Canberra Hospital, was established in September 2007. It presently has a clinical staff of three staff specialist ophthalmologists, four ophthalmology registrars, two orthoptist and two ophthalmic nurses. The clinical caseload is a mix of medical and surgical retinal disease, anterior segment and cornea, some paediatric ophthalmology, plus ophthalmology primary care. In addition to clinical responsibility there is an established teaching program for a full half day per week. The successful applicant will also have an administrative role in the department with rostered non-clinical time to facilitate this. Opportunities also exist for involvement in existing research programmes or independent research.

Eligibility/Other Requirements: An appropriate degree in Orthoptics is essential. High proficiency with clinical assessment including history taking, visual acuity and intraocular pressure measurement and assessment of ocular movements.

Proficiency with all diagnostic modalities including OCT, fundus photography, FFA, automated (Humphrey) and manual (Goldmann) visual field assessment, corneal pachymetry and corneal topography. Ability to manage amblyopia (with consultant ophthalmologist backup). Clinical experience with adult and paediatric orthoptics is desirable, however first year graduates are also encouraged to apply.

Note: Previous applicants need not apply. Salary commensurate with experience.

Contact Officer: MaryAnne Gregory (02) 6244 2222 pg 50424 maryanne.gregory@act.gov.au

**The Canberra Hospital**

**Pharmacy Services**

**Health Service Officer**

**Health Service Officer Level 5 \$41,913-\$44,091, Canberra (PN: 29503)**

Gazetted: 16 December 2010

Closing Date: 30 December 2010

A full time permanent position is available in the Pharmacy Department at the Canberra Hospital for a Pharmacy Senior Stores/Imprest Officer. Duties include receipt and distribution of medicines into and from the Pharmacy, servicing of medication imprests, assistance with rostering and training of Stores/Imprest staff, assistance maintaining policies, procedures and other administrative documents for Stores/Imprest.

Eligibility/Other requirements: Minimum two years experience working in a hospital pharmacy, with extensive knowledge of stores and imprest policies and procedures. The successful applicant will require excellent attention to detail and a reasonable level of fitness, including the ability to lift up to 16kg.

Note: Candidates who do not meet the criteria for HSO5 will be considered for a HSO4 or HSO3 as appropriate.

Contact Officer: Natalie Bula (02) 6204 2118

**The Canberra Hospital**

**Medical Services**

**Neurology Department**

**Neurologist - Visiting Medical Officer**

**\$Negotiable, Canberra (PN: TBA)**

Gazetted: 16 December 2010

Closing Date: 6 January 2011

The Neurology Department at the Canberra Hospital provides inpatient services (planned admissions, emergency admissions and ward consultations), general neurology outpatient clinics and an investigatory service in the form of EEGs (inpatient and outpatient), evoked potentials and electrophysiology (inpatient and outpatient). Though based at TCH, we offer a regional service, covering southern NSW. The Neurology Department currently comprises six neurology consultants. The neurophysiology department is supported by two neurophysiology technicians and a trainee. There are three registrars (one of whom is an advanced trainee) and two junior medical officers. The average number of inpatients is about 23 at any one time, and the consultants operate a 1 in 6 on-call roster. The neurology ward comprises a high-dependency stroke unit (four beds), ten step-down stroke beds and ten general neurology beds. The Neurology Department is actively involved in the teaching of both undergraduates at the ANU medical school, postgraduate doctors, and nurses. We are also engaged in a number of local research activities as well as several international multicentre clinical trials.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australasian College of Physicians or an equivalent higher specialist qualification.

Note: Visiting Medical Officer Contracts are for a 3 or 7 year timeframe.

Contact Officer: Associate Professor Christian Lueck (02) 6244 2950 christian.lueck@act.gov.au Applications can be

forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the SMO

Recruitment Officer, Human Resource Management Branch ACT Health Level 5, 1 Moore Street, CANBERRA ACT 2601

**Executive Director Rehabilitation Aged and Community Care**

**Executive Director Rehabilitation Aged and Community Care**

**Executive Level 2.4 \$214,428 to \$226,560 depending on current superannuation arrangements, Canberra (PN: TBA)**

Gazetted: 16 December 2010

Closing Date: 3 January 2011

ACT Health is seeking a highly motivated person to undertake the role of Executive Director, Rehabilitation, Aged and Community Care is a critical leadership role within ACT Health, responsible for the successful operations of Rehabilitation, Aged and Community Care services territory wide. The role requires effectiveness in acute, sub acute and community health services management, capacity to build relationships, innovation in models of care in the public context and commitment to community service in accordance with the values of the ACT Health.

Note: The successful applicant will be engaged under a performance based contract (up to five years) with an attractive remuneration package ranging from \$214,428 to \$226,560 depending on current superannuation arrangements, including a cash component of \$173,328. Employer provided benefits include superannuation, a privately plated car and parking.

Medical practitioners with suitable skills are eligible to apply for this position.

Contact Officer: Mr Ian Thompson (02) 6205 0825 Applications can be forwarded to: 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>

**Executive Director Mental Health, Justice Health and Alcohol and Drug Services**

**Executive Director Mental Health, Justice Health and Alcohol and Drug Services**

**Executive Level 2.4 \$214,428 to \$226,560 depending on current superannuation arrangements, Canberra (PN: TBA)**

Gazetted: 16 December 2010

Closing Date: 3 January 2011

ACT Health is seeking a highly motivated person to undertake the role of Executive Director, Mental Health, Justice Health and Alcohol & Drug Services. This is an important leadership role within ACT Health with the successful applicant responsible for the successful operations of Mental Health, Alcohol and Drug Services and Justice Health services across the ACT. The successful applicant will have expertise in acute, sub acute and community based service management, capacity to build partnerships, demonstrated ability to identify and lead innovation in models of care in the public context and a strong commitment to the values of the ACT Health. There is currently a multi-million dollar capital development

plan underway building an adult mental inpatient unit expected to be completed in 2011, with a secure mental health inpatient unit being planned for 2013. The Executive Director will be an active participant in the clinical leadership group for ACT Health.

Note: The successful applicant will be engaged under a performance based contract (up to five years) with an attractive remuneration package ranging from \$214,428 to \$226,560 depending on current superannuation arrangements, including a cash component of \$173,328. Employer provided benefits include superannuation, a privately plated car and parking. Medical practitioners with suitable skills are eligible to apply for this position.

Contact Officer: Mr Ian Thompson (02) 6205 0825 Applications can be forwarded to: 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>

**Executive Director of Critical Care and Diagnostic Services**

**Executive Director of Critical Care and Diagnostic Services**

**Executive Level 2.4 \$214,428 to \$226,560 depending on current superannuation arrangements, Canberra (PN: TBA)**

Gazetted: 16 December 2010

Closing Date: 3 January 2011

ACT Health is seeking a highly motivated person to undertake the role of Executive Director for the Division of Critical Care and Diagnostic Services. This critical leadership role within ACT Health is responsible for the successful operations of Intensive Care, the Emergency Department and Diagnostic Imaging Services at the Canberra Hospital, providing services to Canberra and to south-eastern NSW. The role requires demonstrated leadership skills, with the ability to provide effective management of the relevant services, capacity to build and maintain effective partnerships, innovation in models of care in the public context and commitment to community service in accordance with the values of the ACT Health. The Executive Director will be an active participant in the clinical leadership group for ACT Health.

Note: The successful applicant will be engaged under a performance based contract (up to five years) with an attractive remuneration package ranging from \$214,428 to \$226,560 depending on current superannuation arrangements, including a cash component of \$173,328. Employer provided benefits include superannuation, a privately plated car and parking. Medical practitioners with suitable skills are eligible to apply for this position.

Contact Officer: Mr Ian Thompson (02) 6205 0825 Applications can be forwarded to: 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>

**Executive Director Women Youth and Children Services**

**Executive Director Women Youth and Children Services**

**Executive Level 2.4 \$214,428 to \$226,560 depending on current superannuation arrangements, Canberra (PN: TBA)**

Gazetted: 16 December 2010

Closing Date: 3 January 2011

ACT Health is seeking a highly motivated person to undertake the role of Executive Director Women, Youth and Children Services. This is a critical leadership role within ACT Health, responsible for the successful operations of Women, Youth and Children's health services territory wide. The role requires effectiveness in acute and community health services management, capacity to build and maintain effective partnerships, innovation in models of care in the public context and commitment to community service in accordance with the values of the ACT Health. There is currently a multi-million dollar capital redevelopment plan underway to build a new Women's and Children's hospital to serve both the ACT and regional NSW. The Executive Director will be an active participant in the clinical leadership group for ACT Health.

Note: The successful applicant will be engaged under a performance based contract (up to five years) with an attractive remuneration package ranging from \$214,428 to \$226,560 depending on current superannuation arrangements, including a cash component of \$173,328. Employer provided benefits include superannuation, a privately plated car and parking. Medical practitioners with suitable skills are eligible to apply for this position.

Contact Officer: Mr Ian Thompson (02) 6205 0825 Applications can be forwarded to: 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>

**Executive Director Division of Medicine**

**Executive Director Division of Medicine**

**Executive Level 2.4 \$214,428 to \$226,560 depending on current superannuation arrangements, Canberra (PN: TBA)**

Gazetted: 16 December 2010

Closing Date: 3 January 2011

ACT Health is seeking a highly motivated person to undertake the role of Executive Director, Division of Medicine, responsible for leading and managing the Division. The successful applicant will have a demonstrated track record in achieving service delivery of the highest standard. The Canberra Hospital is a tertiary hospital, which provides services to Canberra and to south-eastern NSW. The role requires effectiveness in acute, sub acute and community health services management, capacity to build and maintain effective partnerships, innovation in models of care in the public context and commitment to community service in accordance with the values of the ACT Health. The Executive Director will be an active participant in the clinical leadership group for ACT Health.

Note: The successful applicant will be engaged under a performance based contract (up to five years) with an attractive remuneration package ranging from \$214,428 to \$226,560 depending on current superannuation arrangements, including a cash component of \$173,328. Employer provided benefits include superannuation, a privately plated car and parking. Medical practitioners with suitable skills are eligible to apply for this position.

Contact Officer: Mr Ian Thompson (02) 6205 0825 Applications can be forwarded to: 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>

**Executive Director Mental Health and Alcohol and Drug Services**  
**Executive Director Mental Health and Alcohol and Drug Services**  
**Executive Level 2.4 \$214,428 to \$226,560 depending on current superannuation arrangements, Canberra (PN: TBA)**

Gazetted: 16 December 2010  
Closing Date: 3 January 2011

ACT Health is seeking a highly motivated person to undertake the role of Executive Director, Mental Health, Justice Health and Alcohol & Drug Services. This is an important leadership role within ACT Health with the successful applicant responsible for the successful operations of Mental Health, Alcohol and Drug Services and Justice Health services across the ACT. The successful applicant will have expertise in acute, sub acute and community based service management, capacity to build partnerships, demonstrated ability to identify and lead innovation in models of care in the public context and a strong commitment to the values of the ACT Health. There is currently a multi-million dollar capital development plan underway building an adult mental inpatient unit expected to be completed in 2011, with a secure mental health inpatient unit being planned for 2013. The Executive Director will be an active participant in the clinical leadership group for ACT Health.

Note: The successful applicant will be engaged under a performance based contract (up to five years) with an attractive remuneration package ranging from \$214,428 to \$226,560 depending on current superannuation arrangements, including a cash component of \$173,328. Employer provided benefits include superannuation, a privately plated car and parking. Medical practitioners with suitable skills are eligible to apply for this position.

Contact Officer: Mr Ian Thompson (02) 6205 0825 Applications can be forwarded to: 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>

**Mental Health ACT**  
**Mental Health Clinical Services**  
**Senior Medical Officer**  
**Consultant Psychiatrists**  
**Staff Specialist Band 1-5, \$137,660-\$169,877**  
**Senior Specialist \$185,984, Canberra (PN: 23989 & 29729)**

Gazetted: 16 December 2010  
Closing Date: 6 January 2011

Mental Health ACT (MHACT) seeks applications for part time or full time consultant Psychiatrists, Senior Consultant Psychiatrists across the service. There will likely be a variety of inpatient, outpatient, emergency and consultation liaison duties including co-morbidity assessment. These are current and anticipated vacancies, over the next three months.

MHACT provides Mental Health Services for Canberra and the South East region of New South Wales serving a population of about half a million. MHACT is a major teaching service of the Australian National University (ANU) Medical School and has well-developed undergraduate and postgraduate teaching programs and a state-of-the-art medical library. There are excellent opportunities for collaborative research. Appointments to MHACT may involve service provision in other Divisions of ACT Health including Canberra and Calvary Hospitals. Canberra is a beautiful city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to numerous national icons and monuments. The coast and ski fields are an easy day trip, is within a 3 hour drive from Sydney and there are regular air links to all major cities in Australia.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Psychiatrists or an equivalent higher specialist qualification.

Note: Starting date is negotiable, some positions available immediately.

Contact Officer: Dr Peter Norrie, A/g Director of Mental Health and Director of Clinical Services (02) 6205 0687  
peter.norrie@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the SMO Recruitment Officer, Human Resource Management Branch ACT Health Level 5, 1 Moore Street, CANBERRA ACT 2601

**Capital Region Cancer Service**  
**Hospital Based Cancer Services**  
**Radiation Oncology**  
**Radiation Oncologist**  
**Specialist Band 1-5 \$137,660-\$169,877, Canberra (PN: 19252)**

Gazetted: 16 December 2010  
Closing Date: 6 January 2011

Applications are invited from experienced medical officers for the position of Staff Specialist Radiation Oncologist in the Department of Radiation Oncology located at Canberra Hospital. The successful applicant will be required to manage the diagnosis, treatment and discharge plan for inpatients and outpatients referred for radiation oncology treatment and conduct outpatient clinics. Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region, serving a population of half a million. It is a modern 600-bed hospital providing most major medical and surgical sub-specialty services. Canberra Hospital is currently the major teaching hospital for the Australian National University (ANU) Medical School and has strong links to other Faculties in the College of Medicine and Health Sciences of the ANU. Canberra is a beautiful city with outstanding amenities and excellent housing, educational and



leisure opportunities. It is home to numerous national icons and monuments. The coast and ski fields are an easy day trip, is within a 3 hour drive from Sydney and there are regular air links to all major cities in Australia. Applicants must be either Australian citizens or have permanent resident status. Applicants should also refer to CANMEDS competencies, which give a general overview of attributes and competencies that are considered relevant to employment as a medical practitioner in ACT Health.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of Royal Australian and New Zealand College of Radiologists (FRANZCR) or an equivalent higher specialist qualification.

Contact Officer: Dr. Hany Elsaleh (02) 6244 2241 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the SMO Recruitment Officer, Human Resource Management Branch ACT Health Level 5, 1 Moore Street, CANBERRA ACT 2601

### **ACT Planning and Land Authority**

**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](mailto:jobs@act.gov.au)**

#### **Construction Services**

##### **Utilities, Land and Lease Regulation**

##### **Fee Compliance Officer (Complaints)**

##### **Administrative Services Officer Class 6 \$66,198-\$76,043, Canberra (PN: 18987)**

Gazetted: 14 December 2010

Closing Date: 3 January 2011

Do you have a solid background in developing staff in the construction, planning, development or finance industries? If you do, and you are keen to help develop and promote regulatory compliance in the ACT, this is the job for you.

Eligibility/Other Requirements: Qualification or experience in either building surveying, planning, land management, administrative law or accounting will be well regarded.

Contact Officer: Jeff McAdam (02) 6205 2270 [jeff.mcadam@act.gov.au](mailto:jeff.mcadam@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.

#### **Construction Services**

##### **Utilities, Land and Lease Regulation**

##### **Fee Compliance Officer**

##### **Administrative Services Officer Class 6 \$66,198-\$76,043, Canberra (PN: 03095)**

Gazetted: 14 December 2010

Closing Date: 3 January 2011

The ACT Planning and Land Authority is seeking a person who can use their initiative and experience in administration, preferably in a regulatory or finance environment, to ensure compliance in the areas of fee calculation and enforcement.

Eligibility/Other Requirements: Qualification or experience in conducting investigations and/or administrative law desirable.

Contact Officer: Jeff McAdam (02) 6205 2270 [jeff.mcadam@act.gov.au](mailto:jeff.mcadam@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.

### **Calvary Health Care ACT (Public)**

#### **Facilities and Services Department**

##### **Maintenance**

##### **Electrician**

##### **Health Service Officer Level 8 \$51,558-\$54,589, Canberra (PN: 7702)**

Gazetted: 13 December 2010

Closing Date: 20 December 2010

Under limited guidance, either individually or as a member of a team. 1. Within the limits of approved programs, undertake electrical repairs and maintenance to buildings, plant, machinery and equipment throughout the Hospital. 2. Undertake electrical installation and/or removal of light and power circuits. 3. Undertake safety checking of electrical equipment to ensure compliance with Australian Standards. 4. Provide specialised technical advice and assistance where required on specific aspects of electrical equipment and infrastructure where necessary. 5. Assist in the conduct, completion and inspection of electrical tasks requiring specialist electrical services. 6. Liaise with suppliers, external agencies, ACT Health and The Canberra Hospital on equipment servicing and safety matters. 7. Carry out routine plant checks. 8. Maintain maintenance records including staff time and parts cost for completed tasks. 9. Actively participate in and support the Quality Development and Total Quality Management principles as applicable to Calvary Health Care ACT. 10. Other engineering related duties as necessary to fulfil the objectives of the Hospital Mission Statement and Corporate Plan. Eligibility/Other Requirements: MANDATORY: Must hold current Electrical A class licence. A current ACT Driver's Licence. IMPORTANT: Demonstrated practical experience in all facets of electrical installation and repair; Demonstrated ability to understand technical drawings and workshop manuals; Sound knowledge of the statutory acts, regulations and

Australian Standards applicable to electrical installations and work practices; Proven ability to work as an effective member of a team; and  
Contact Officer: Sue Minter 02 6201 6207 sue.minter@calvary-act.com.au

### **Chief Minister's Department**

**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](mailto:jobs@act.gov.au)**

#### **Business and Industry Development Executive Assistant**

**Administrative Services Officer Class 5 \$61,295-\$64,994, Canberra (PN: 55568)**

Gazetted: 13 December 2010

Closing Date: 28 December 2010

The Department is seeking to appoint an Executive Assistant to provide high level administrative and secretarial support to the General Manager, Business and Industry Development and other members of the Unit as required. The successful applicant will provide a high level of coordination and advice on administrative activities within the office; examine, evaluate and take appropriate action on reports, submissions and information submitted to the General Manager to ensure completeness and accuracy; undertake minor research and prepare less complex responses to correspondence; assist in the provision of corporate and business reporting as required and; coordinate a range of administrative tasks on behalf of Business and Industry Development.

Note: This is a part-time position at 20.00 hours per week, working 9am-3pm (can be negotiated) from Monday to Friday. This position is temporary from 10 January 2011 to 24 December 2011.

Contact Officer: Janet Hughes (02) 6207 1641 janete.hughes@act.gov.au

#### **Strategic Finance**

##### **Finance Officer**

**Administrative Services Officer Class 5 \$61,295-\$64,994, Canberra (PN: 16493)**

Gazetted: 09 December 2010

Closing Date: 23 December 2010

The Strategic Finance team in the Chief Minister's Department is looking for a highly motivated and enthusiastic person to fill a vacant position. The initial term of employment would be for six months, with an opportunity for permanent appointment after that period for the right candidate. The job profile includes responsibility to assist with the Department's internal audit function, strategic finance and budgetary management.

Eligibility/Other Requirements: Accounting qualification or study towards accounting qualifications would be an advantage. Note: This position will be filled at either the Administrative Service Officer 5 or Administrative Service Officer 4 level depending on qualifications and experience. This is a temporary position available from January 2011 to July 2011 with the possibility of permanency from this process.

Contact Officer: Lyn Pham (02) 6205 0052 lyn.pham@act.gov.au

### **Department of Disability, Housing and 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](mailto:jobs@act.gov.au)**

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

##### **Early Intervention and Prevention Services**

##### **Child and Family Centre**

##### **Centre Manager**

**Health Professional Level 5/Senior Officer Grade B \$99,033-\$111,485, Canberra (PN: 09178)**

Gazetted: 15 December 2010

Closing Date: 7 January 2011

The Child and Family Centre's are looking for a motivated leader to fill the position of Centre Manager at the Tuggeranong Child and Family Centre. The position will provide operational management to the Child and Family Centre, including human resources and budget. The position is also responsible for developing and maintaining strategic partnerships between government, community, business and academia stakeholders.

Eligibility/Other Requirements: Health Professional Level 5 - Relevant tertiary qualifications in social work, psychology, or other relevant Health specific Qualifications. Where applicable, full eligibility for membership of the Australian Association of Social Workers, or registration with the Psychologist's Board (ACT) or state equivalent.

Note: Current driver's licence is essential.

Contact Officer: Helen Pappas (02) 6207 8228 helen.pappas@act.gov.au

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

##### **Early Intervention and Prevention Unit**

##### **Child and Family Centres**

##### **Community Development Team Leader**

**Health Professional Level 4 \$83,816-\$90,372, Canberra (PN: 21553)**

Gazetted: 10 December 2010  
Closing Date: 25 January 2011

The West Belconnen Child and Family Centre is looking for a motivated individual to work closely with the practice leader and the broader management team to further develop and implement the full range of clinical, group and community development initiatives of the unit, both centre based and in outreach settings. The position will participate in the development and maintenance of government and community partnerships, program planning, review and evaluation.

Eligibility/Other Requirements: Social work degree with full eligibility for membership of the Australian Association of Social Workers or full unconditional registration as a psychologist with the ACT Psychologists Board or interstate equivalent plus a minimum of three years practice experience in a relevant field. Current driver's licence.

Note: Aboriginal and Torres Strait Islander people are strongly encouraged to apply. This is a temporary vacancy for the period January 2011 until 1 July 2014 with the possibility of extension. This position may be filled based on application and referee reports only.

Contact Officer: Jodie Robinson (02) 6207 1983 jodie.robinson@act.gov.au

**Office for Children, Youth and Family Support**  
**Early Intervention and Prevention Services**  
**Child and Family Centre**  
**Practice Team Leader**  
**Health Professional Level 4 \$83,816-\$90,372, Canberra (PN: 21544)**

Gazetted: 14 December 2010  
Closing Date: 25 January 2011

The West Belconnen Child and Family Centre is looking for a motivated individual to work closely with the team leaders and the broader management team to provide clinical supervision, mentoring and support of workers within the early intervention and prevention unit, as well as contributing to the professional learning strategies that enhance staff competencies in working with children and families. The position will participate in the development and maintenance of government and community partnerships, program planning, review and evaluation and will be an active member of the management team within the unit.

Eligibility/Other Requirements: Social work degree with full eligibility for membership of the Australian Association of Social Workers or full unconditional registration as a psychologist with the ACT Psychologists Board or interstate equivalent plus a minimum of three years practice experience in a relevant field. A current driver's licence is essential.

Note: This is a temporary position available from January 2011 until July 2014 with the possibility of the position becoming permanent. Aboriginal and Torres Strait Islander people are strongly encouraged to apply. This position may be filled based on application and referee reports alone.

Contact Officer: Jodie Robinson (02) 6207 1983 jodie.robinson@act.gov.au

**Office for Children, Youth and Family Support**  
**Care and Protection**  
**Practice Support Unit**  
**Senior Policy Officer**  
**Senior Officer Grade C \$83,816-\$90,372, Canberra (PN: 12927)**

Gazetted: 14 December 2010  
Closing Date: 6 January 2011

The occupant will be required to contribute to the provision of high level strategic advice on policy and planning issues in human service delivery.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. Applicants for these positions will have at least five years experience working with children, youth and/or families in a senior social work/case management role. Proficiency with Microsoft programs and client database applications. Current driver's licence.

Contact Officer: Alex Redmond (02) 6205 9656

**Housing and Community Services**  
**Asset Management Branch**  
**Assistant Manager**  
**Senior Officer Grade C \$83,816-\$90,372, Canberra (PN: 16406)**

Gazetted: 13 December 2010  
Closing Date: 28 December 2010

The Asset Management Branch within Housing and Community Services is looking for experienced contract managers and project managers. The position is responsible for day to day management of one of the teams within the Asset Management Branch. The Assistant Manager is responsible for high level management of the team and must ensure the management of the Team is undertaken based on best practice principles. The Assistant Manager will assist with the management of a selection of contracts within the branch. These include the Total Facilities Management Contract, service agreements with architects, valuers and real estate agents and construction contracts. The occupant will have demonstrated experience in contract and project management and be an effective leader in the public sector.

Eligibility/Other Requirements: Experience in contract and or project management desirable. Tertiary qualifications in a related field would be beneficial.

Note: A merit list will be created from this recruitment process. The list may be used for future appointments including vacancies that may result from internal promotions to other positions.

Contact Officer: Franco Frino (02) 6205 0751 franco.frino@act.gov.au

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

**Early Intervention and Prevention Services  
Children's Policy and Regulation Unit  
Children's Services Adviser  
Professional Officer Class 2 \$66,198-\$76,043, Canberra (PN: 01635)**

Gazetted: 14 December 2010  
Closing Date: 21 December 2010

The Children's Policy and Regulation Unit is seeking an experienced early childhood professional to join our team to work in partnership with service providers to deliver positive outcomes for children and their families in child care settings. The licensing and monitoring of children's services under the *Children and Young People Act 2008* and the ACT Childcare Services Standards is a core responsibility of the unit. Children's Services Advisers provide professional advice and assistance on all aspects of child care to children's services, families and other stakeholders.

Eligibility/Other Requirements: Qualifications/experience in education and/or child development preferable, related qualifications and or experience will be considered.

Note: This position may be filled based on application and referee reports alone. A merit list may be formed from this recruitment to fill future permanent and temporary vacancies.

Contact Officer: Sue Burns (02) 6207 1105 sue.burns@act.gov.au

**Office for Children, Youth and Family Support  
Early Intervention and Prevention Services  
Executive Assistant  
Administrative Services Officer Class 4 \$54,956-\$59,668, Canberra (PN: 09184)**

Gazetted: 14 December 2010  
Closing Date: 24 December 2010

Early Intervention and Prevention Services are looking for a highly motivated person to provide management and high-level administrative support to the Senior Manager of Early Intervention and Prevention Services. The successful person for this position should have a flexible and helpful approach, be able to work under pressure and meet deadlines, exercise a high level of discretion and have well developed computer skills.

Eligibility/Other Requirements: A current driver's licence is essential.

Note: Selection for this position may be based on application and referee reports only.

Contact Officer: Julie Makin (02) 6205 0408 julie.makin@act.gov.au

**Office for Children, Youth and Family Support  
Early Intervention and Prevention Services  
Child and Family Centre  
Administration Officer  
Administrative Services Officer Class 3 \$49,306-\$53,214, Canberra (PN: 21621, several)**

Gazetted: 14 December 2010  
Closing Date: 7 January 2011

The Child and Family Centre is seeking motivated individuals to fill long term contract positions at the ASO 3 level. The positions are responsible for providing a variety of administrative tasks for the Centre such as maintaining office records and files, set-up of programs and preparation of straight-forward correspondence. The positions are also responsible for providing a reception service for the Centre and ensuring office presentation is of a high standard.

Eligibility/Other Requirements: Aboriginal and Torres Strait Islander people are strongly encouraged to apply. A current driver's licence is essential.

Note: These temporary positions are available from January 2011 until 1 July 2014 and may be filled based on application and referee reports alone.

Contact Officer: Julie Makin (02) 6205 0408 julie.makin@act.gov.au

**Department of 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](mailto:jobs@act.gov.au)**

**Strategy and Coordination  
Measurement, Monitoring and Reporting  
Educational Performance  
Performance Analyst  
Senior Professional Officer Grade C \$83,816-\$90,372, Canberra (PN: 13746)**

Gazetted: 15 December 2010  
Closing Date: 22 December 2010

Facilitate the ACT's participation in local and national assessment programs including the provision of student, school and system reports. Provide analysis and interpretation of student assessment data. Liaise with schools, contractors and other organisations in the collection, analysis and dissemination of statistics relating to education and training. Undertake research related to educational assessment and processes that will improve school and student outcomes. Prepare policy advice, correspondence and briefings to stakeholders on issues related to education and training.

Note: This is a temporary vacancy available asap until 31 December 2011.

Contact Officer: Simon Tiller (02) 6205 9317 simon.tiller@act.gov.au

**School Improvement  
North/Gungahlin Network  
Gold Creek School  
Finance Officer/Office Manager  
Administrative Services Officer Class 4 \$54,956-\$59,668, Canberra (PN: 21658)**

Gazetted: 14 December 2010

Closing Date: 28 December 2010

Provide support to the Business and Facilities Manager, and under general direction assist in the preparation of annual budgets according to departmental policies and procedures. Work as a member of a team, oversight workloads and provide professional assistance to all staff.

Contact Officer: Kerry Lyttle (02) 6205 1743 [kerry.lyttle@ed.act.edu.au](mailto:kerry.lyttle@ed.act.edu.au)

**Department of 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](mailto:jobs@act.gov.au)**

**Corporate  
People and Workplace Strategy  
Manager, Organisational Development  
Senior Officer Grade B \$96,618-\$108,766, Canberra (PN: 45887)**

Gazetted: 10 December 2010

Closing Date: 24 December 2010

Applications for the Manager role are sought from people with strong leadership, communication and proven representational skills in learning and development. Under the broad direction of the Executive Director, the role is responsible for coordinating and managing within budget the Learning and Development program for the Department. Applicants should have extensive experience in human resource practice and capacity to prepare briefings, ministerials and submissions.

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

Contact Officer: Lana Junakovic (02) 6205 3995 [lane.junakovic@act.gov.au](mailto:lane.junakovic@act.gov.au)

**ACT Human Rights Commission  
Human Rights and Discrimination  
Law Policy Adviser  
Senior Officer Grade B \$96,618-\$108,766, Canberra (PN: 48981)**

Gazetted: 14 December 2010

Closing Date: 4 January 2011

The position offers a challenging opportunity for an enthusiastic person interested in human rights and discrimination legal issues across a wide range of topics. The right person will use her or his initiative to provide high level legal policy advice in relation to the *Human Rights Act 2004* and *Discrimination Act 1991*, undertake systematic research and strategic reviews, design and deliver community education and engagement activities, and coordinate the handling of discrimination complaints.

Eligibility/Other Requirements: Knowledge of and commitment to human rights and discrimination law and practice, complaint handling experience, and tertiary or other qualifications in Law or related fields are highly desirable.

Note: This is a temporary vacancy available from February 2011 to January 2012.

Contact Officer: Helen Watchirs (02) 6205 2222 [helen.watchirs@act.gov.au](mailto:helen.watchirs@act.gov.au)

**ACT Human Rights Commission  
Health Services Team  
Intake and Review Officer  
Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 09947)**

Gazetted: 14 December 2010

Closing Date: 4 January 2011

The Health Services Commissioner is seeking a resilient, engaging person to be responsible for giving information, advice and referral to users of health services and services for older people about rights, responsibilities and complaint handling options. The position also involves undertaking investigations of less complex complaints, which includes collecting and analysing information, negotiating informal resolutions, and preparing reports and recommendations for further action. Staff in the Health Services team liaise and work closely with the Australian Health Practitioners Regulation Authority (AHPRA). The successful applicant will be required to maintain accurate records of enquiries, complaints and actions taken, and undertake other administrative and operational tasks.

Eligibility/Other Requirements: Appropriate tertiary qualifications in a health, human services or legal field would be desirable.

Note: This position is temporary for period of 12 months available from 21 February 2011. Written applications should include: a written response addressing the selection criteria; the names and contact details for two referees; a current curriculum vitae; and comment on which position(s) you wish to be considered for.

Contact Officer: Belinda Barnard (02) 6205 2222 [belinda.barnard@act.gov.au](mailto:belinda.barnard@act.gov.au)

**ACT Human Rights Commission**

**Health Services**

**Intake and Review Officer - 2 positions**

**Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 29657, several)**

Gazetted: 14 December 2010

Closing Date: 4 January 2011

The Health Services Commissioner is seeking a resilient, engaging person to be responsible for giving information, advice and referral to users of health services and services for older people about rights, responsibilities and complaint handling options. The position also involves undertaking investigations of less complex complaints, which includes collecting and analysing information, negotiating informal resolutions, and preparing reports and recommendations for further action.

Staff in the Health Services team liaise and work closely with the Australian Health Practitioners Regulation Authority (AHPRA). The successful applicant will be required to maintain accurate records of enquiries, complaints and actions taken, and undertake other administrative and operational tasks.

Eligibility/Other Requirements: Appropriate tertiary qualifications in a health, human services or legal field would be desirable.

Note: This position is temporary available asap for a period of 12 months with the possibility of extension. Written applications should address the selection criteria, include the names and contact details for two referees, and enclose a current curriculum vitae.

Contact Officer: Belinda Barnard (02) 6205 2222 belinda.barnard@act.gov.au

**ACT Human Rights Commission**

**Human Rights and Discrimination**

**Intake and Liaison Officer**

**Administrative Services Officer Class 5 \$59,800-\$63,409, Canberra (PN: 48983)**

Gazetted: 14 December 2010

Closing Date: 4 January 2011

The Human Rights and Discrimination Commissioner is seeking a resilient, engaging person to be responsible for giving information, advice and referral to members of the public about their rights, responsibilities and complaint handling options. The successful applicant will be required to maintain accurate records of enquiries, complaints and actions taken, and undertake other administrative and operational tasks. The position also involves undertaking outreach, community education, and service improvement activities of the Commission. It may also entail undertaking investigations of less complex complaints, which includes collecting and analysing information, negotiating informal resolutions, and preparing reports and recommendations for further action.

Eligibility/Other Requirements: An appropriate tertiary or other qualification in law, or a related field would be desirable.

Note: This position is temporary available asap for a period of 12 months with the possibility of extension. Written applications should include: a written response addressing the selection criteria; the names and contact details for two referees; a current curriculum vitae; and comment on which position(s) you wish to be considered for.

Contact Officer: Belinda Barnard (02) 6205 2222 belinda.barnard@act.gov.au

**Department of 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](mailto:jobs@act.gov.au)**

**Land Management and Planning**

**Parks and Conservation Service**

**National Parks, Reserves and Rural Lands**

**Community and Visitor Programs**

**Parkcare and Volunteer Coordinator**

**Professional Officer Class 2 \$66,198-\$76,043, Canberra (PN: 17762)**

Gazetted: 09 December 2010

Closing Date: 23 December 2010

Parks and Conservation Service is seeking expressions of interest from suitable qualified applicants to fill on a temporary basis the position of Parkcare and Volunteer Coordinator in the Community and Visitor Programs Unit. This position will be based at Stromlo Depot and will have responsibility for liaising with and supporting Park Care, Landcare and other volunteer groups, and coordinating their activities on Land Management and Planning lands. This position reports to the Manager, Community and Visitor Programs

Eligibility/Other Requirements: This is a fire designated position and applicants must be willing to participate in fire training and operations including rostered standby. Fire fighting experience and training preferred but not essential; qualifications related to natural resource management preferred but not essential.

Note: This is a temporary position available from 1 January 2011 until 15 February 2012, with possibility of extension. To apply, please submit your resume, a statement addressing the selection criteria and the names of two referees. Selection will be based on application and referee report only.

Contact Officer: Stephen Alegria (02) 6207 2547 stephen.alegria@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**

**Human Resource Services**

**Executive Assistant**

**Administrative Services Officer Class 4 \$54,956-\$59,668, Canberra (PN: 10203)**

Gazetted: 09 December 2010

Closing Date: 4 January 2011

A permanent position exists for an Executive Assistant to work as part of the Shared Services team. The position is a pivotal position in ACT Government working with the Directors of Human Resource Services and Finance Services. If you have great interpersonal, written and oral communication skills and well developed office administration skills, you are encouraged to apply. The successful applicant would ideally possess high level skills in computer programs including Microsoft Word, Excel, Powerpoint and Outlook.

Contact Officer: Andrew Whale (02) 6205 3680 [andrew.whale@act.gov.au](mailto:andrew.whale@act.gov.au)

**Land Management and Planning**

**Yarralumla Nursery**

**Garden Centre**

**General Services Officer**

**General Service Officer Level 7 \$48,615-\$51,449, Canberra (PN: 15787)**

Gazetted: 14 December 2010

Closing Date: 28 December 2010

Yarralumla Nursery is the largest production nursery in the Southern Tablelands. We are currently seeking applications for the position of Garden Centre Supervisor. The successful applicant will be required to possess a horticultural qualification, excellent customer service skills. Demonstrate the ability to prioritise work and forward plan and display leadership in solving complex operational problems. Duties include: Perform administrative tasks; customer service; organising the seven day roster; reporting on monthly figures; manage the Plant Issue Scheme; training apprentices and other staff as required; receive payments from customers; prepare invoices and orders; picking; detailing; labelling and maintenance of stock; assist with maintenance of stock control and stock control records.

Eligibility/Other Requirements: A Certificate III in Horticulture or have equivalent demonstrated experience working in the nursery industry for a number of years. A current driver's licence.

Note: Applicant will be ranked according to order of merit which may be used to fill any future vacancies within a twelve month period. The successful applicant must pass a Fitness for Duty medical assessment prior to employment.

Contact Officer: Farley Hayward (02) 6207 2447 [farley.hayward@act.gov.au](mailto:farley.hayward@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.

**Land Management and Planning**

**Yarralumla Nursery**

**Sales/Dispatch**

**General Services Office**

**General Service Officer Level 5/6 \$42,612-\$47,092, Canberra (PN: 41057)**

Gazetted: 14 December 2010

Closing Date: 28 December 2010

Yarralumla Nursery is the largest production nursery in the Southern Tablelands. We are currently seeking applications for the position of General Services Officer in our Sales/Dispatch section. The successful applicant will be required to possess a horticultural qualification, excellent customer service skills and be able to work under limited supervision.

Duties include: Perform office tasks e.g. customer service, organising deliveries and other related administrative duties.

Receive payments from customers. Prepare invoices and orders, picking, detailing, labelling and maintenance of stock, assist with maintenance of stock control and stock control records.

Eligibility/Other Requirements: Hold a Certificate III in Horticulture or have equivalent demonstrated experience working in the nursery industry for a number of years. Current driver's licence. Applicant will be required to attain a certificate II in Government to be eligible to pass through the soft barrier.

Note: Successful applicants will need to pass a fitness for duty medical assessment prior to employment. Applicants will be ranked according to order of merit which may be used to fill any future vacancies within a twelve month period.

Contact Officer: Farley Hayward (02) 6207 2447 [farley.hayward@act.gov.au](mailto:farley.hayward@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.

**Department of the Environment, Climate Change, Energy and Water**

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](mailto:jobs@act.gov.au)

**Office of the Chief Executive**

**Climate Change and Natural Environment**

**Director**

**Executive Level 1.3 \$190,992 to \$201,652 depending on current superannuation arrangements, Canberra (PN: E256)**

Gazetted: 09 December 2010

Closing Date: 23 December 2010

The ACT Department of the Environment, Climate Change, Energy and Water (DECCEW) was established in late 2008 to play a critical role in delivering the ACT Government's commitment to a sustainable future. Its leadership role is focused on responding to climate change; stimulating the growth of the green economy; encouraging innovation and investment in renewable energy; and protecting and conserving the ACT's environment and water resources. The Department is seeking a person with exceptional leadership and executive management skills to temporarily fill the role of Director, Climate Change and Natural Environment for a period of nine months (with a possibility of an extension). Senior executive experience in delivering a wide range of public policy; financial and people management; community; and business outcomes is essential to fulfil the requirements of this role. Integrity; strategic vision; management acumen; a strong community service ethos; and political savvy will characterise the successful candidate. Experience within an environment/sustainability/energy portfolio will be favourably regarded.

Note: The successful applicant will be engaged under a performance based contract (up to nine months) with attractive remuneration package ranging from \$190,992 to \$201,652 depending on current superannuation arrangements, including a cash component of \$152,286. Employer provided benefits include superannuation, a privately plated car and parking. Applicants should submit an expression of interest of no more than two pages, current curriculum vitae and the contact details of two referees to Diana Chen via email to [diana.chen@act.gov.au](mailto:diana.chen@act.gov.au). Please refer to the ACTPS Executive Handbook (which can be found on CMD's website) for employment conditions and responsibilities. Contact Officer: Penny Farnsworth (02) 6205 9646 [penny.farnsworth@act.gov.au](mailto:penny.farnsworth@act.gov.au)

### **Department of 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](mailto:jobs@act.gov.au)**

#### **Finance and Budget**

##### **Budget Coordination and Reporting**

##### **Financial Business Systems**

##### **Manager - Financial Business Systems (Whole of Government)**

##### **Senior Professional Officer Grade B \$99,033-\$111,485, Canberra (PN: 11412)**

Gazetted: 15 December 2010

Closing Date: 24 December 2010

An exciting opportunity exists for motivated and well organised Business/Finance Systems Administrator to work in the Finance and Budget Division within Treasury. The successful applicant will be able to provide systems administration support and drive enhancements for finance and budget reporting business applications used by the Department and other agencies across Government. The role requires strong skills relating to operational planning and support of financial and business systems, including responsibility for the management and maintenance of financial reporting systems, responsibility for the installation and configuration of systems across agencies, facilitating the management of financial information and data transfer across various financial systems, ensuring the integrity and transparency of whole of government financial information, implementing enhancements and improvements to meet new/updated reporting requirements, performing backup and recovery of financial information in consultation with InTACT, liaison with external vendors to improve the efficiency and effectiveness of process and also undertaking appropriate change management, documentation and training processes. Excellent communication and liaison skills are required, as internal stakeholder relationships are vital to success in this role.

Eligibility/Other Requirements: Demonstrated knowledge of Oracle E-Business Suite, TM1 and/or equivalent government environment financial reporting systems. Demonstrated systems administration skills, project management and an understanding of accounting and financial reporting would be highly desirable.

Contact Officer: Marsha Guthrie (02) 6207 3998 [marsha.guthrie@act.gov.au](mailto:marsha.guthrie@act.gov.au)

#### **Finance and Budget Division**

##### **Budget Coordination and Reporting**

##### **Budget Coordination**

##### **Financial Analyst**

##### **Administrative Services Officer Class 6 \$64,583-\$74,188, Canberra (PN: 01319)**

Gazetted: 10 December 2010

Closing Date: 24 December 2010

The Finance and Budget Division is responsible for advising the Government and agencies on the development of the Territory's budget, advising on financial issues relating to agencies and the Territory, and accounting policies and financial frameworks. The division is seeking a talented and highly motivated individual to fill a Financial Analyst position within the Budget Coordination and Reporting Branch. The successful applicant will have advanced Excel expertise, and possess strong analytical and writing skills. The applicant must also be flexible, have the ability to work to tight deadlines, exercise sound judgment and possess strong communication skills.

Eligibility/Other Requirements: Relevant tertiary qualifications and systems skills or experience deemed equivalent would be highly advantageous.

Contact Officer: Marsha Guthrie (02) 6207 3998 [marsha.guthrie@act.gov.au](mailto:marsha.guthrie@act.gov.au)

### **Land Development Agency**

**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](mailto:jobs@act.gov.au)

**Governance and Communications**

**Marketing**

**Senior Marketing Manager**

**Senior Officer Grade B \$99,033-\$111,485, Canberra (PN: 55550)**

Gazetted: 14 December 2010

Closing Date: 21 December 2010

Expressions of Interest are sought for the temporary position of Senior Marketing Manager at the Land Development Agency. The position requires a proactive and enthusiastic individual with demonstrated skills and expertise in a strategic marketing or public relations environment. The successful candidate will oversee and develop marketing campaigns, including events and public relations to promote land sales and community development. The position requires a focused approach to manage a dynamic team and a diverse range of projects in a fast-paced environment.

Eligibility/Other Requirements: Tertiary qualifications and knowledge about the ACT Government legislative framework in relation to land sales are highly desirable.

Note: This position is temporary from 11 February 2011 to 31 January 2012 with the possibility of extension. Applications must include a current CV and details of two referees. Selection may be based on application and referee reports only.

Contact Officer: Jody Chalmers (02) 6205 1876 [jody.chalmers@act.gov.au](mailto:jody.chalmers@act.gov.au)

**APPOINTMENTS**

**ACT Health**

**Administrative Services Officer Class 4 \$53,616-\$58,213**

Gretchen Amponin 827-29363, Section 68(1), 10 January 2011

**Registered Nurse Level 1 \$51,872-\$70,092**

Lijing Chen 827-29320, Section 68(1), 13 December 2010

**Health Professional Level 2 - Medical Imaging \$49,557-\$68,740**

Melissa Connor 821-22158, Section 68(1), 15 December 2010

**Enrolled Nurse Level 1 \$46,825-\$50,191**

Damien Madden 795-66647, Section 68(1), 16 December 2010

**Administrative Services Officer Class 6 \$64,583-\$74,188**

Elizabeth Rodgers 817-48618, Section 68(1), 20 December 2010

**Registered Nurse Level 1 \$51,872-\$70,092**

Reni Thomas 827-26496, Section 68(1), 25 November 2010

**Canberra Institute of Technology**

**Technical Officer Level 3 \$55,690-\$63,184**

David Appleton 821-16997, Section 68(1), 8 December 2010

**Teacher Band 1 \$58,254-\$78,380**

Lesley Elaine Cioccarelli 785-80973, Section 68(1), 2 December 2010

**Department of Disability, Housing and Community Services**

**Health Professional Level 1 \$46,356-\$59,584**

Kim Cayzer 827-18488, Section 68(1), 25 November 2010

**Administrative Services Officer Class 5 \$59,800-\$63,409**

Diane Warner 827-28897, Section 68(1), 6 December 2010

**Health Professional Level 2 \$50,796-\$70,459**

Stacey Wrench 827-21513, Section 68(1), 29 November 2010

**Department of Education and Training**

**School Assistant 2 \$35,912-\$39,824**

Vickie Taylor 777-87876, Section 68(1), 18 December 2010

**Department of Justice and Community Safety**

**Paralegal Grade 1 (lower) \$42,233-\$46,832**

Carla Louise Brown 821-18183, Section 68(1), 10 December 2010

**Senior Officer Grade C \$81,772-\$88,168**

Suzanne Harlen 817-98762, Section 68(1), 7 December 2010

**Paralegal Grade 1 (lower) \$42,233-\$46,832**

Sophie Saydan 827-12596, Section 68(1), 6 December 2010

**Department of Territory and Municipal Services**

**Information Technology Officer Class 2 \$64,583-\$74,188**

Miles Blicharz 816-79325, Section 68(1), 7 December 2010

**General Service Officer Level 5/6 \$41,573-\$45,943**

Joshua James Clancy 821-07126, Section 68(1), 14 December 2010

**General Service Officer Level 5/6 \$41,573-\$45,943**

Anthony James Hart 827-28854, Section 68(1), 13 December 2010

**Administrative Services Officer Class 2 \$42,233-\$46,832**

Georgette Parkkinen 820-87938, Section 68(1), 6 December 2010

**Department of Treasury**

**Economics and Finance Graduates \$54,956**

Adam Deering 827-28985, Section 68(1), 24 January 2011

**TRANSFERS**

**Department of Education and Training**

**Lynnette Audsley: 033-26241**

From: School Leader C \$90,412

Department of Education and Training

To: School Leader C \$90,412

Department of Education and Training, Canberra (PN. 20331) (Gazetted 21 October 2010)

**Rodney Harding: 733-14852**

From: School Leader C \$91,769

Department of Education and Training

To: School Leader C \$91,769

Department of Education and Training, Canberra (PN. 07796) (Gazetted 9 September 2010)

**Jodie Maree Rowell: 744-97769**

From: School Leader C \$90,412

Department of Education and Training

To: School Leader C \$90,412

Department of Education and Training, Canberra (PN. 19157) (Gazetted 21 October 2010)

**Julie Elizabeth Wardle: 713-21055**

From: School Leader B \$96,628

Department of Education and Training

To: School Leader B \$96,628

Department of Education and Training, Canberra (PN. 04061) (Gazetted 21 October 2010)

**PROMOTIONS**

**ACT Health**

**Office of the Chief Executive**

**Executive Coordination**

Jasna Felding: 527-42436

From: Administrative Services Officer Class 4 \$53,616-\$58,213  
ACT Health  
To: Administrative Services Officer Class 5 \$59,800-\$63,409  
ACT Health, Canberra (PN. 21848) (Gazetted 28 October 2010)

**Capital Region Cancer Service**

**Judy Richards: 741-11336**

From: Administrative Services Officer Class 3 \$48,103-\$51,916  
ACT Health  
To: Administrative Services Officer Class 4 \$53,616-\$58,213  
ACT Health, Canberra (PN. 28369) (Gazetted 14 October 2010)

**Aged Care and Rehabilitation**

**Aged Care and Rehabilitation Community Based**

**Rosalyn Stanton: 795-50944**

From: Health Professional Level 3 \$70,774-\$74,676 (up to \$78,474 on achieving a personal upgrade)  
ACT Health  
To: †Health Professional Level 4 \$81,772-\$88,168  
ACT Health, Canberra (PN. 04367) (Gazetted 28 October 2010)

**The Canberra Hospital**

**Surgical SMT**

**Ma Danilyn Tuadles: 820-83769**

From: Registered Nurse Level 1 \$50,607-\$68,382  
ACT Health  
To: Registered Nurse Level 2 \$71,180-\$75,582  
ACT Health, Canberra (PN. 18421) (Gazetted 14 October 2010)

**The Canberra Hospital**

**Ambulatory and Medical Services**

**Yuxin Xiang: 813-18749**

From: Registered Nurse Level 1 \$51,872-\$70,092  
ACT Health  
To: Registered Nurse Level 2 \$72,960-\$77,472  
ACT Health, Canberra (PN. 16205) (Gazetted 28 October 2010)

**Canberra Institute of Technology**

**Centres**

**Fyshwick Trade Skills Centre**

**Marisa Pesic: 544-97841**

From: Administrative Services Officer Class 4 \$53,616-\$58,213  
Canberra Institute of Technology  
To: Administrative Services Officer Class 5 \$59,800-\$63,409  
Canberra Institute of Technology, Canberra (PN. 14055) (Gazetted 9 September 2010)

**Cultural Facilities Corporation**

**Ian Tidy: AGS 793-20153**

From : Senior Officer Grade C \$81,772-\$88,168  
Cultural Facilities Corporation  
To: Senior Officer Grade A \$112,211  
Cultural Facilities Corporation, Canberra (PN.001) (Gazette 18 November 2010)

**Department of Education and Training**

**Executive Director Corporate Services**

**Human Resources**

**Javier Balanzategui: 821-18909**

From: Graduate Administrative Assistant \$53,616-\$55,317  
Department of Education and Training  
To: Administrative Services Officer Class 5 \$59,800-\$63,409  
Department of Education and Training, Canberra (PN. 00350) (Gazetted 14 May 2009)

**Chief Executive**

**Executive**

**Alexandra Lee Cassie: 817-52297**

From: Graduate Administrative Assistant \$53,616-\$55,317

Department of Education and Training  
To: Administrative Services Officer Class 5 \$59,800-\$63,409  
Department of Education and Training, Canberra (PN. 21515) (Gazetted 14 May 2009)

**Strategy and Coordination**

**Information Services**

**Amy Georgina Dundon: 821-19135**

From: Graduate Administrative Assistant \$53,616-\$55,317  
Department of Education and Training  
To: Administrative Services Officer Class 5 \$59,800-\$63,409  
Department of Education and Training, Canberra (PN. 07337) (Gazetted 14 May 2009)

**School Improvement**

**Tuggeranong Network**

**Erindale College**

**Craig Lyttle: 543-16158**

From: Senior Officer Grade C \$83,816-\$90,372  
Department of Education and Training  
To: Senior Officer Grade B \$99,033-\$111,485  
Department of Education and Training, Canberra (PN. 19133) (Gazetted 25 October 2010)

**School Improvement**

**Belconnen**

**Macquarie Primary School**

**Sophie Mendick: 798-41098**

From: Classroom Teacher \$50,422-\$77,672  
Department of Education and Training  
To: †School Leader C \$90,412  
Department of Education and Training, Canberra (PN. 19595) (Gazetted 19 August 2010)  
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.

**School Improvement**

**Belconnen**

**Macquarie Primary School**

**Sarah Schipilow: 333-47596**

From: Classroom Teacher \$50,422-\$77,672  
Department of Education and Training  
To: †School Leader C \$90,412  
Department of Education and Training, Canberra (PN. 02259) (Gazetted 19 August 2010)  
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.

**Department of Justice and Community Safety**

**Strategic Finance**

**Reynaida Davo Camporedondo: 821-18941**

From: Graduate Administrative Assistant \$53,616-\$55,317  
ACT Planning and Land Authority  
To: Administrative Services Officer Class 5 \$59,800-\$63,409  
Department of Justice and Community Safety, Canberra (PN. 10545)  
Note: This promotion is to a non-advertised vacancy

**Corporate**

**People and Workforce Strategy**

**Damien Sean Dal Cortivo: 787-43453**

From: Graduate Administrative Assistant \$53,616-\$55,317  
Department of Justice and Community Safety  
To: Administrative Services Officer Class 5 \$59,800-\$63,409  
Department of Justice and Community Safety, Canberra (PN. 43821)  
Note: This promotion is to a non-advertised vacancy

**Office of the Regulatory Services**

**Independent Competition and Regulatory Commission**

**Michael Potter: 822-951389**

From: Executive Level 1 \$92,164-97,505  
Department of Environment, Water, Heritage and the Arts  
To: †Senior Officer Grade B \$108,766

Department of Justice and Community Safety, Canberra (PN. 17373) (Gazetted 9 September 2010)

**Corporate  
Capital Works and Infrastructure  
Infrastructure**

**Rupert Charles Saville: 821-18845**

From: Graduate Administrative Assistant \$53,616-\$55,317

Department of Justice and Community Safety

To: Administrative Services Officer Class 5 \$59,800-\$63,409

Department of Justice and Community Safety, Canberra (PN. 12946)

Note: This promotion is to a non-advertised vacancy

**Department of Land and Property Services**

**Community and Infrastructure Services**

**ACT Property Group**

**Land and Property Policy**

**Andrew Mehrton: 820-75822**

From: Administrative Services Officer Class 5 \$59,800-\$63,409

Land and Property Services

To: †Senior Officer Grade C \$81,772-\$88,168

Department of Land and Property Services, Canberra (PN. 09934) (Gazetted 1 October 2010)

**Department of Territory and Municipal Services**

**Transport and Infrastructure**

**Transport Regulation**

**Road User Services**

**Eric Bonnett: 757-52610**

From: Administrative Services Officer Class 3 \$48,103-\$51,916

Department of Territory and Municipal Services

To: †Administrative Services Officer Class 4 \$53,616-\$58,213

Department of Territory and Municipal Services, Canberra (PN. 21818) (Gazetted 9 September 2010)

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.

**InTACT**

**Operations**

**Operations Centre**

**Trevor Jinks: 799-87775**

From: Administrative Services Officer Class 5 \$61,295-\$64,994

Department of Territory and Municipal Services

To: Information Technology Officer Class 2 \$66,198-\$76,043

Department of Territory and Municipal Services, Canberra (PN. 09907) (Gazetted 28 October 2010)