



ACT Government Gazette

Gazetted Notices for the week beginning 06 December 2012

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

Performance Audit

Director, Performance Audit and Corporate Services

Executive Level 1.3 \$201,096 to \$212,405 depending on current superannuation arrangements, Canberra (PN: E213)

Gazetted: 12 December 2012

Closing Date: 17 December 2012

Details: Expressions of interest are sought for a short-term acting role in the position of Director, Performance Audits and Corporate Services. Expressions of interest should include a current curriculum vitae and a short supporting statement of no more than one page.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. These positions are security assessed at the Baseline clearance level.

Note: This position is available asap up to 6 months, pending permanent recruitment action. Applications for the short-term role should be submitted to the Auditor-General via email: actauditorgeneral@act.gov.au

Contact Officer: Jessica Nesbitt (02) 6207 0818 jessica.nesbitt@act.gov.au

Calvary Health Care ACT (Public)

Medical Services

Medical

Specialist

Senior Staff Specialist

Senior Staff Specialist \$147, 465 - \$199,231, Canberra (PN: 9632)

Gazetted: 06 December 2012

Closing Date: 13 December 2012

Part Time Medical Director: Health@Home Unit Remuneration commensurate with experience. We are seeking an individual with dynamic leadership skills and vision to establish and grow the medical services provided by a newly established hospital based Health@Home Unit. The unit will provide evidence based, best practice clinical services to the Canberra and regional community through Hospital in The Home and Outreach Support Services in close partnership with primary care providers. It is highly desirable that the successful candidate bring to this role: Demonstrated experience in leading a multi-disciplinary team in the provision of high quality Hospital in The Home services, including the professional development of those staff members. Demonstrated high-level communication skills, including effective negotiation and conflict resolution skills, liaison at all levels of work, and management of a multi-disciplinary team. An understanding of the importance of effective communication between hospital and community based care providers, and an ability to build and foster relationships between the two sectors for streamlined patient care. A detailed understanding of the National Healthcare Reform Agenda, particularly as it pertains to the provision of transitional and community based care. An understanding of acute hospital systems and environment, and the ability to manage to a set of key performance indicators, which includes budgetary measures. Proven ability in the operation of desk top publishing software for information management, including; demonstrated ability to provide high standard presentations, system documents, and reports/briefs. In support, we will provide you generous terms and conditions of employment, on-going professional development and the opportunity to excel.

Eligibility/Other Requirements: Selection Criteria.

Contact Officer: Dr Alan Pelkowitz Director Medical Services alan.pelkowitz@calvary-act.com.au

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

Nursing and Midwifery

Nursing

Learning and Development

Clinical Education and Professional Development Manager

Registered Nurse Level 4 or Senior Grade Officer C \$89,786 - \$115,948, Canberra (PN: 7340)

Gazetted: 06 December 2012

Closing Date: 13 December 2012

Clinical Education and Professional Development Manager. The Clinical Education and Professional Development Unit is looking for a dynamic leader with broad nursing and/or education experience. The expectations of this temporary full-time position are outlined in the Position Description and reflected in the selection criteria below. Expected start date in January 2013 for maternity leave cover for six months. Applicants are expected to respond in writing and include the following: Address to the selection criteria below; Current CV and cover letter outlining why you believe you are suitable for this role; Names and contact details for 2 professional referees. The successful candidate will be able to demonstrate: Relevant education experience and qualifications/Tertiary qualification in Education and/or Health Care Management; Demonstrated capacity to develop organizational wide strategy for capability development for our people aligned to the Calvary Strategic Plan. Demonstrated current expert knowledge and practice in the provision of staff education/ training/ professional development. Highly developed interpersonal and communication skills. Demonstrated leadership, team contribution, mentoring and coaching skills. All expressions of interest received will be held in confidence. Expressions of interest for this role will close at COB on Friday 7th December 2012. To discuss the role further and/or to submit an application, please contact: Kerrie Hayes Director of Nursing and Midwifery (02) 6201 6101 kerrie-anne.hayes@calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria.

Contact Officer: Kerrie Hayes 6201 6160 kerrie-anne.hayes@calvary-act.com.au

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

Nursing and Midwifery

Nursing

Palliative Care

Registered Nurse Level 2

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 8896)

Gazetted: 10 December 2012

Closing Date: 24 December 2012

Clare Holland House Home Based Palliative Care Registered Nurse Level 2. Home Based Palliative Care Registered Nurse Level 2 Part time 48 Hours per Fortnight Clare Holland House provides specialist palliative care services to the ACT and the surrounding district. The service includes a 19 bed Inpatient Unit and Home Based Palliative Care. Clare Holland House provides high quality, skilled and compassionate care to patients with an advancing illness who are no longer responding to curative treatment. Home Based Palliative Care is looking for a Registered Nurse leader to fill the position of Registered Nurse Level 2. Experience in Community, Oncology or Palliative Care Nursing is required. Hours for this position are negotiable. For further enquires please contact Ros Kirk on (02) 6264 7300. For selection documentation and further information about Calvary Health Care ACT visit our website at www.calvary-act.com.au. All applications must provide a response to the selection criteria.

Eligibility/Other Requirements: Selection Criteria.

Contact Officer: Ros Kirk (02) 6264 7300 Roslyn.Kirk@calvary-act.com.au

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

Nursing and Midwifery

Nursing

Mental Health Department

Registered Nurse Level 2

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 8302)

Gazetted: 06 December 2012

Closing Date: 17 December 2012

The opportunity exists for a dynamic, motivated person to fill the position of Registered Nurse Level 2 Inpatients Mental Health at Calvary Health Care Public Hospital Bruce. The successful applicant will have demonstrated skills and knowledge in Adult Mental Health Nursing. The successful applicant will be contributing to the leadership team to provide excellence in nursing care to inpatients unit and have a strong multi-disciplinary focus.

Note: 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 that may become vacant in the next six months.

Eligibility/Other Requirements: Selection Criteria.

Contact Officer: Carmel Ronning (02) 6201 6806 or 0419 811 285 carmel.ronning@calvary-act.com.au

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

Nursing and Midwifery

Nursing

Theatres

Registered Nurse Level 1

Registered Nurse Level 1 \$55,567 - \$75,084, Canberra (PN: 8408)

Gazetted: 06 December 2012

Closing Date: 20 December 2012

Opportunities exist for a dynamic and motivated Orthopaedic Scrub Scout Registered Nurse Level 1 within the Perioperative suite. Come and work with a welcoming and committed team. The successful applicant will have demonstrated skills and knowledge in the field of Orthopaedic scrub/scout nursing. The successful applicant will be contributing towards the skilled clinical team to provide excellence in nursing care to our patients in the Perioperative environment. In support, we will provide you generous terms and conditions of employment, on-going professional development and the opportunity to excel. For further confidential enquiries please contact Debbie Dickinson (02) 6201 6892. For selection documentation further information about Calvary Health Care ACT Visit our website at www.calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria.

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

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

Nursing and Midwifery

Theatres

Anaesthetics

Registered Nurse Level 1

Registered Nurse Level 1 \$55,567 - \$75,084, Canberra (PN: 8186)

Gazetted: 06 December 2012

Closing Date: 13 December 2012

Opportunities exist for dynamic and motivated Anaesthetic Registered Nurse Level 1 Nurse within the Perioperative suite. Our surgical specialties include General, Orthopaedics, Dental, Ophthalmic, Plastics, ENT, Obstetrics and Gynaecology. Come and work with a welcoming and committed team. The successful applicants will have demonstrated skills and knowledge in the field of anaesthetic nursing. The successful applicant will be contributing towards the skilled clinical team to provide excellence in nursing care to our patients in the Perioperative environment. In support, we will provide you generous terms and conditions of employment, on-going professional development and the opportunity to excel. For further confidential enquiries please contact Debbie Dickinson (02) 6201 6892. For selection documentation further information about Calvary Health Care ACT Visit our website at www.calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria.

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

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

Nursing and Midwifery

Nursing

Theatres

Enrolled Nurse

Enrolled Nurse Level 1 \$50,160 - \$54,667, Canberra (PN: Various)

Gazetted: 06 December 2012

Closing Date: 20 December 2012

The opportunity exists for dynamic and motivated Anaesthetic Registered Enrolled Nurse within the Perioperative suite. Our surgical specialties include General, Orthopaedics, Dental, Ophthalmic, Plastics, ENT, Obstetrics and Gynaecology. Come and work with a welcoming and committed team. The successful applicants will have demonstrated skills and knowledge in the field of anaesthetic nursing. The successful applicant will be contributing towards the skilled clinical team to provide excellence in nursing care to our patients in the Perioperative environment. In support, we will provide you generous terms and conditions of employment, on-going professional development and the opportunity to excel. For further confidential enquiries please contact Debbie Dickinson (02) 6201 6892. For selection documentation further information about Calvary Health Care ACT Visit our website at www.calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria.

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

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

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

Human Resources Centre

Recruitment Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 55050)

Gazetted: 12 December 2012

Closing Date: 26 December 2012

Details: Work within a team to undertake a range of tasks within the Recruitment Team of CIT. This includes the maintaining of the Faculty Load module within Banner for Casual Teachers and the processing of casual contracts within the Self Service page. Provide Recruitment Services to CIT. Liaise with Shared Services Centre in relation to recruitment and general HR and Payroll queries, perform routine investigations regarding pay enquiries for casual teachers. Maintenance and filing of casual teacher records and other duties as required.

Eligibility/Other Requirements: An understanding of CIT's Banner System and ACT Government Payroll System Chris21.

Contact Officer: Barbara Makin (02) 6207 3589 barbara.makin@cit.edu.au

Commerce and Works

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded

from: <http://www.jobs.act.gov.au/>

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

Shared Services

Shared Services ICT

Customer Relations

Senior Project Officer

Senior Information Technology Officer Grade C \$89,786 - \$96,809, Canberra (PN: 17244)

Gazette Date: 12 December 2012

Closing Date: 02 January 2013

Details: Infrastructure Support and Projects is recruiting for a Senior Project Officer to provide operational, management and administrative support for ICT project related functions coordinated within the Infrastructure Support and Projects section. This position reports directly to the Infrastructure Support and Projects Manager and undertakes contract and procurement actions with service and equipment providers as well as liaise with agency staff, stakeholders and suppliers on procurement matters and foster customer relationships. The successful applicant will have a demonstrated understanding of project management principles, processes, tools and methodologies or the ability to acquire such knowledge within a short period of time. They will also have a high level of written and verbal communication and negotiation skills including the ability to influence stakeholders. Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. The following are highly desirable: relevant degree, diploma or certificate from a recognised tertiary institution in a discipline related to the duties of the position and/or vocational or industry certificate such as CNE, CAN, MCSE or MCP and/or three years relevant work experience preferably in a mixed Novell/Microsoft environment. The following are desirable: understanding of the Information Technology Infrastructure Library (ITIL) framework, current driver's licence, knowledge and understanding of the role of Information and Communication Technology in an education and/or government environment.

Contact Officer: Chris Ginman (02) 6207 3253 chris.ginman@cit.edu.au

Shared Services

Business Services

Strategic Human Resources and Corporate

Business Improvement Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 30982)

Gazetted: 07 December 2012

Closing Date: 21 December 2012

Details: The position facilitates quality assurance reviews to ensure staff are following policies and procedures and assists with investigating business improvement recommendations, consulting relevant people and refining procedures as appropriate. The

position may assist with other administrative duties and needs to work effectively without close supervision, and to demonstrate initiative and judgment.

Eligibility/Other Requirements: Completion of, or willingness to attain Internal Auditing Accreditation qualification is essential.

Contact Officer: David Hart (02) 6205 3020 david.hart@act.gov.au

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

Community Services

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded

from: <http://www.jobs.act.gov.au/>

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

Policy and Organisational Unit

Finance and Budget

Assistant Management Accountant

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 09148)

Gazetted: 12 December 2012

Closing Date: 26 December 2012

Details: The Finance and Budget Unit is responsible for the overall directorate budgeting and financial management. The Unit is the interface between the Directorate and ACT Treasury and provides support to the Directorate's business units. Specific functions include budget development, financial reporting, financial system administration, financial processing and financial management and governance. The position assists in the development of the Directorate's annual budget and forward estimates in accordance with Whole of Government requirements and the internal allocation of budgets to business units. As part of the Finance team, the position has a role in ensuring the accuracy and integrity of financial data through periodic reconciliations and reviews and assists in the preparation of monthly, quarterly and annual financial reports and associated notes.

Eligibility/Other Requirements: Accounting qualifications or progress towards an Accounting degree is highly desirable.

Contact Officer: Mary Milin (02) 6207 4514 mary.milin@act.gov.au

Director of Public Prosecutions

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

Prosecutor

Prosecutor Grade 4 \$121,881 - \$130,669, Canberra (PN: 17831)

Gazetted: 06 December 2012

Closing Date: 17 December 2012

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. The duties of the position include to appear in more complex matters in the Magistrates, Children's and Coroners Courts and conduct trials sentences and appeals in the Supreme Court; lead and manage a team responsible for the conduct of prosecutions, inquests and other related matters; and act as supervisor and mentor to prosecution staff and give guidance on difficult questions of criminal law and practice.

Eligibility/Other Requirements: Applicants will either be admitted or eligible to practice as a Barrister and or Solicitor in the ACT. The successful applicant will be required to undergo a criminal record check.

Note: This is a temporary position available for a period of six months with the possibility of extension and or permanency from this selection process.

Contact Officer: Jon White (02) 6207 5399 jon.white@act.gov.au

Economic Development

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded

from: <http://www.jobs.act.gov.au/>

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

Land Development Agency

Urban Renewal

Urban Release

Project Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 18795)

Gazetted: 12 December 2012

Closing Date: 19 December 2012

Details: The Assistant Project Officer will be required to work as part of a team to deliver quality outcomes for the Land Development Agency by performing high level administrative and office support and assisting with major projects and managing small projects under direction.

Contact Officer: Graham Mundy (02) 6207 0241 graham.mundy@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.

Economic Development, Policy and Governance

Executive Assistant to the Deputy Director-General

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 30896)

Gazetted: 10 December 2012

Closing Date: 17 December 2012

Details: The Deputy Director-General Economic Development, Policy and Governance Division is seeking the services of an Executive Assistant to provide high level executive and administrative support. The successful applicant will also be responsible for coordinating Divisional and/or Directorate input and reporting requirements, tracking correspondence and monitoring staffing and financial issues on behalf of the Division. Highly developed interpersonal skills combined with strong analytical capability and attention to detail is required.

Contact Officer: Cathy Hudson (02) 6207 2185 cathy.hudson@act.gov.au

Event Services

Territory Venues and Events

Canberra Stadium

Video Production Coordinator

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 09949)

Gazetted: 06 December 2012

Closing Date: 7 January 2013

Details: A position exists for the role of Event Production Coordinator at Territory Venues and Events. Within the Economic Development Directorate, Territory Venues and Events manage Canberra Stadium, Manuka Oval and Stromlo Forest Park. The successful applicant must have a creative flair with the ability to work unsupervised and within agreed timeframes. The position involves graphic design, content producing and vision mixing. Experience in the use of Final Cut Pro, Adobe CS, Dreamweaver, Contribute and Flash MX would be advantageous.

Eligibility/Other Requirements: Graphic Design and Video Editing would be desirable. C Class driver's licence.

Notes: Duties include after hours and weekend work during the AFL, Super Rugby, NRL and Cricket Seasons.

Contact Officer: Chris Reynolds 0418 626 736 c.reynolds@canberrastadium.com

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.

ACT Gambling and Racing Commission

Gaming Regulation

Authorised Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 55423)

Gazetted: 12 December 2012

Closing Date: 19 December 2012

Details: The ACT Gambling and Racing Commission is looking for an officer who can, under limited direction, undertake functions in respect of the administration of legislation regulating lotteries and gaming machines. The position requires assessing and processing applications made under gaming laws, assessing approval holders' and licensees' compliance with their reporting and tax obligations, and maintaining associated databases. The officer will also be required to liaise with stakeholders and assist in the administration of the section conducting projects, preparing correspondence and reports.

Note: This is a temporary position available ASAP to 30 June 2013

Contact Officer: James Mullan (02) 6207 0308 james.mullan@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

Corporate Services

Finance and Corporate Support

Financial Services

Senior Finance Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 03232)

Gazetted: 06 December 2012

Closing Date: 20 December 2012

Details: Applications are sought from interested applicants with experience in preparation of financial and management accounting reports for internal and external parties, preparing annual internal budgets and assisting with external budget development. The successful applicant will also be required to analyse trends in financial operations, provide advice to senior officers regarding financial operations and budgeting, and undertake ad hoc and special projects as required. Well developed organisational skills as well as the ability to work under pressure are also an advantage.

Eligibility/Other Requirements: Accounting qualifications are desirable.

Note: This is a temporary position available until September 2013 with the possibility of extension.

Contact Officer: Peter Podnar (02) 6205 3145 peter.podnar@act.gov.au

Tertiary Education and Performance

Training and Tertiary Education

Training and Skills Development

Communications Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 02405)

Gazetted: 07 December 2012

Closing Date: 21 December 2012

Details: The Training and Skills Development section is seeking a suitable Administrative Liaison Officer. The successful applicant is required to have a high level of customer service and the ability to develop and maintain databases, spreadsheets and stakeholder information, including undertaking research and/or analysis. They will be responsible for liaising with

stakeholders and assisting with the design of internal and external communication including web content, publications and briefs.

Contact Officer: Natascha Schwartz (02) 6207 6048 natascha.schwartz@act.gov.au

Executive Director Corporate Services

Finance and Corporate Support

Director's Office

Executive Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 01311)

Gazetted: 12 December 2012

Closing Date: 18 January 2013

Details: Finance and Corporate Support are seeking applications from enthusiastic Executive Assistants. The successful applicant will be responsible for planning, coordinating and managing the work flow in the Director's office, organising meetings, presentations and travel; compiling meeting agendas and maintaining the Director's appointment diary. Responsibilities will also include, establishing and maintaining a variety of records including files, correspondence and personnel data using a range of software applications; preparing correspondence and reports as appropriate.

Eligibility/Other Requirements: Knowledge of the Financial Management System is desirable.

Note: This is a temporary vacancy available ASAP to the 30 August 2013 with the possibility of extension.

Contact Officer: Sushila Sharma (02) 6205 9108 Sushila.Sharma@act.gov.au

Learning, Teaching and Student Engagement

Aboriginal and Torres Strait Islander Education and Student Engagement

Aboriginal and Torres Strait Islander Education

Aboriginal and Torres Strait Islander Education Officer

School Assistant 4 \$54,064 - \$58,700, Canberra (PN: 01633)

Gazetted: 12 December 2012

Closing Date: 6 February 2013

Details: The Aboriginal and Torres Strait Islander Education section is seeking applications from Aboriginal and/or Torres Strait Islander people for the position of Aboriginal and Torres Strait Islander Education Officer. The successful applicant will be responsible for working as a member of a team to provide support to ACT Public schools and Aboriginal and Torres Strait Islander students. Applicants must have knowledge of the educational issues, programs and initiatives relating to increasing educational outcomes and ensuring high expectations for Aboriginal and Torres Strait Islander students.

Eligibility/Other Requirements: Possession of a current driver's licence. Year 12 certificate or equivalent is desirable.

Willingness to undertake a relevant Certificate IV or equivalent qualification is essential.

Notes: This is an Aboriginal and Torres Strait Islander identified position. This is a part-time position available at 33:45 hours per week.

Contact Officer: Ginibi Robinson (02) 6205 9195 ginibi.robinson@act.gov.au

Office for Schools

Tuggeranong Network

Wanniassa School

Laboratory Assistant

School Assistant 3 \$44,913 - \$48,474, Canberra (PN: 17219)

Gazetted: 11 December 2012

Closing Date: 7 February 2013

Details: Wanniassa School is seeking candidates with outstanding skills and experience for the position of Science Laboratory Assistant. The ideal candidate will undertake a range of technical and manual duties and provide technical and procedural advice and assistance to teaching staff regarding the implementation and delivery of Science education programs. Under general direction the successful person will assist teachers in the preparation of classroom activities and be responsible for the safe storage of chemicals, safe and accurate preparation of chemical solutions and the maintenance and preservation of biology, physics and geology specimens and equipment. Clean, maintain and set up equipment, assist with the purchasing of equipment, consumables and educational technology.

Eligibility/Other Requirements: Certificate III in relevant laboratory technology or relevant experience in a science context would be desirable. First Aid qualification, or willingness to undertake appropriate training.

Note: This position is a part-time position at 15.37 hours per week.

Contact Officer: Maddie Mackay (02) 6205 6200 maddie.mackay@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

Governance

Project Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 30780)

Gazetted: 07 December 2012

Closing Date: 14 December 2012

Details: The Environment and Sustainable Development Directorate is seeking a motivated individual to fill the role of Project Officer within the Governance team. The Project Officer coordinates the drafting and development of the Annual Report, Corporate Plan and other key Directorate governance documents; undertakes research and investigations and develops and

implements policies and procedures across a range of areas relevant to the Directorate and provides secretariat support to Committees and; undertakes discrete project work and provides operational support to the Director and Senior Managers within the Branch.

Eligibility/Other Requirements: Appropriate tertiary qualifications would be valued.

Notes: This is a temporary position available for 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/or ability in the above areas, contact details of at least two referees and a current curriculum vitae. Selection may be based on application and referee reports only.

Contact Officer: Craig Weller (02) 6207 1780 craig.weller@act.gov.au

**Planning Delivery
Territory Plan Review and Implementation
Planning Officer**

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 20362)

Gazetted: 06 December 2012

Closing Date: 20 December 2012

Details: The Territory Plan Review and Implementation Branch is seeking a motivated person with planning experience to assist with the administration processes of variations to the Territory Plan and prepare responses to enquiries on the operation and interpretation of the Territory Plan and related documents. The successful applicant will have an understanding of the ACT or other planning system, knowledge of relevant planning guidelines and procedures, and the ability to work effectively under limited supervision.

Eligibility/Other Requirements: Tertiary qualifications in urban planning or related disciplines and/or significant work experience in urban planning or a related field are highly desirable.

Notes: Selection may be made on application and referee report only.

Contact Officer: Bruce Frazer (02) 6207 6121 bruce.frazer@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: 13 December 2012

Closing Date: 24 December 2012

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 Thompson (02) 6244 2728 ian.thompson@act.gov.au

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

Geriatrician

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

Senior Specialist \$199,231, Canberra (PN: 31377 & 28677)

Gazetted: 13 December 2012

Closing Date: 20 December 2012

Conjoint Appointment: Canberra Hospital and the Australian National University Medical School. The Position: Applications are invited from medical graduates with the specialist qualification of FRACP or equivalent, with recognition as a Consultant Physician in Geriatric Medicine or General Medicine, to join a team of 8 geriatricians within the Department of Geriatric Medicine, Health.

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 Senior Specialist: \$199,231 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$240,332 - \$318,730.

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 (RACP) or equivalent.

Note: There are currently 2 positions available, a permanent full-time position and a temporary full-time position for a period of 12 months.

Contact Officer: A/Prof Michael Davis, Director Geriatric Medicine (02) 6244 4192 michaelw.davis@act.gov.au

Academic enquires to: Professor Frank Bowden, Professor of Medicine, ANU Medical School (02) 6244 2063
frank.bowden@act.gov.au

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

**Canberra Hospital and Health Services
Pathology**

**Anatomical Pathology
Anatomical Pathologist**

Staff Specialist Band 1-5 \$147,465-\$181,976 Senior Specialist \$199,231, Canberra (PN: 23840)

Gazetted: 13 December 2012

Closing Date: 31 January 2013

The Position: Is to assist in delivery of Anatomical Pathology curriculum to the Graduate Medical Program at the Australian National University Medical School (ANUMS) and to provide diagnostic Anatomical Pathology work at ACT Pathology. The Department of Anatomical Pathology is part of ACT Pathology, the supplier of comprehensive pathology services to Canberra Hospital, Calvary Hospital and ACT community. The Department provides pathology services to ACT and Queanbeyan Breast Screen. There are 9 other Anatomical Pathologists and 6 registrar positions. The Department promotes a collegial and flexible work environment. There are over 23,000 surgical pathology and 15,000 cytopathology accessions. Facilities for a wide range of immunohistochemistry, electron microscopy, flow cytometry, molecular pathology and liquid cytology are available on site. As well as Anatomical Pathology there are departments of Microbiology, Haematology, Chemical Pathology and Immunopathology within ACT Pathology, which are directed by Specialist Pathologists and a molecular genetics laboratory.

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 Senior Specialist: \$199,231 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$240,332 - \$318,730.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal College of Pathologists of Australasia (FRCPA).

Note: This position is temporary for a period of 12 months.

Contact Officer: Professor Julia Potter (02) 6244 2909 or A/Professor Sanjiv Jain, Anatomical Pathology (02) 6244 2867

Enquiries about the ANUMS Anatomical Pathology teaching may be directed to Professor Jane Dahlstrom (02) 6233 2685

For academic enquiries, please contact Professor Nicholas Glasgow, Dean, ANU Medical School (02) 6125 2622 or dean.medical.school@anu.edu.au

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

**Canberra Hospital and Health Services
Mental Health Justice Health Alcohol and Drug Services
Mental Health Clinical Services**

Consultant Psychiatrist - General Adult Services

Staff Specialist Band 1-5 \$147,465-\$181,976, Canberra (PN: 23989)

Gazetted: 13 December 2012

Closing Date: 3 January 2013

The Position: The Division provides Mental Health Services for Canberra and the South East region of New South Wales serving a population of about half a million. Mental Health Services 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 Mental Health Services may involve service provision in other Divisions of Health including Canberra and Calvary Hospitals.

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$240,332 - \$292,593

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: This position is temporary full-time until 31 July 2013. This position will be in General Adult Services, most likely with a community focus.

Contact Officer: Dr Peter Norrie, 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 Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

**Canberra Hospital and Health Services
Mental Health Justice Health Alcohol and Drug Services
Mental Health Clinical Services**

Consultant Psychiatrist

Staff Specialist Band 1-5 \$147,465-\$181,976, Canberra (PN: 19391)

Gazetted: 13 December 2012

Closing Date: 3 January 2013

The Position: The Division provides Mental Health Services for Canberra and the South East region of New South Wales serving a population of about half a million. Mental Health Services 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 Mental Health Services may involve service provision in other Divisions of Health including Canberra and Calvary Hospitals.

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$240,332 - \$292,593

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: This position is temporary part-time for 16 hours per week until the 30 November 2013. This position will require sub-specialty skills to work with adolescents and young adults.

Contact Officer: Dr Peter Norrie, 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 Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

Strategy and Corporate

Service and Capital Plan

Health Infrastructure Program

Health Infrastructure Program (HIP) Facility Planning and Commissioning Officer

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 19548)

Gazetted: 13 December 2012

Closing Date: 3 January 2013

Details: The ACT Government has embarked upon a program to overhaul and expand all aspects of the ACT Health Directorate systems as part of the single largest capital works project undertaken in the ACT Government's history. The enhancements to the health system in both building and clinical systems are in excess of \$1billion. The Health Infrastructure Program (HIP) involves integrating state-of-the-art information and e-health technologies; change management; and significant capital works – much of which will be based at Canberra Hospital. An exciting position is available for a highly motivated, enthusiastic and skilled Project Manager with knowledge of health facility planning processes within the health sector. This position will focus on Community Health Centre projects.

The successful applicant will need to show highly developed resource management skills, excellent leadership skills, model good written and oral communication skills with team members and stakeholders, be able to meet deadlines and set priorities, and show they can apply solution focused organisational and planning skills.

Notes: This is a temporary position available until 30 June 2016. 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: Narelle Davis (02) 6207 6887

Director General Reports

Office of Director General

Senior Personal Assistant

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 23821)

Gazetted: 13 December 2012

Closing Date: 20 December 2012

Details: The Senior Personal Assistant to the Director-General is responsible for managing the office and providing high level assistance to the Director-General. In addition, the position undertakes research and liaison on behalf of the Director-General and initiates action to ensure timely responses. The successful applicant will have exceptional organisational skills, proven experience in delivering high quality outcomes in an executive area and outstanding customer service and relationship management skills. The Senior Personal Assistant will be required to provide leadership and support to other Personal Assistants across the Directorate.

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: Janelle Wheatley (02) 6205 0829

Director General Reports

Financial Management

Revenue and Financial Support

Patient Accounts Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 15108)

Gazetted: 13 December 2012

Closing Date: 20 December 2012

Details: Expressions of Interest are sought from dynamic and experienced individuals to fill the role of Manager, Patients Accounts Office. The Patient Accounts Office is responsible for a diverse range of billing, debt recovery, banking and financial reconciliation, cashing and patient liaison for these function using a range of systems including Platypus Billing, ACTPAS, Kestral and Attaché. The role requires skills in project and people management, resource allocation and problem solving as well as financial and accounting knowledge and IT proficiency.

Note: This is a temporary position available from January 2013 to November 2013. 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: Kathryn Watts (02) 6244 2242

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community and Older Persons

Clinical Manager

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

Gazetted: 13 December 2012

Closing Date: 20 December 2012

Details: Applications are sought from suitably qualified registered nurses to fill a permanent vacancy as an Registered Nurse Level 2 at Woden Mental Health Team. The Woden Mental Health Team is a major provider of Mental Health Services in the ACT and is strongly focused on quality, contemporary mental health services to our consumers in the community. The successful applicant will be required to complete mental health assessments and work as a member of a multi-disciplinary team to provide clinical management using a range of evidence based interventions to consumers with moderate to severe mental health conditions. The applicant will demonstrate a recovery focus and 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 who work within a recovery orientated model of care.

Eligibility/other requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current passenger vehicle driver's licence.

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

Contact Officer: David Jackson-Hope (02) 6205 1488

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Access and Acute Mental Health

Registered Nurse

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 29219)

Gazetted: 13 December 2012

Closing Date: 20 December 2012

Details: The Crisis Assessment and Treatment Team provides 24-hour acute mental health services in the ACT and is strongly focused on the provision of timely and effective interventions for our consumers. The successful applicant will be required to complete mental health assessments and work as a member of a multi-disciplinary team, to provide assessment and short-term management of consumers in acute distress and with major mental illnesses. The applicant will demonstrate a recovery focus and 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, a Consultant Psychiatrist and Psychiatry Registrar.

Eligibility/Other Requirements: Registered or eligible to register as a Mental Health Nurse with Australian Health Practitioner Regulation Agency. Tertiary qualifications or equivalent in Mental Health Nursing. Current driver's licence.

Note: This is a part-time position at 22:03 hours per week and involves shift-work, including night shifts. 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: Deborah Plant 0408 620 972 or (02) 6205 1972

Canberra Hospital and Health Services

Women, Youth and Children

Child, Youth and Women's Health Program

Maternal and Child Health Nurse/Child and Family Nurse

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 22698)

Gazetted: 13 December 2012

Closing Date: 10 January 2013

Details: The ACT Health Directorate currently has several positions available for suitably qualified Nurses and Midwives who aspire to work in the community as a Maternal and Child Health Nurse/Child and Family Health Nurse. This is an excellent opportunity to join a professional and caring nursing team who provide quality care for families and children in the Canberra community.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Hold a current driver's licence. Post graduate qualifications in Maternal, Child or Family Health or Midwifery or Paediatrics 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: Helen Govey (02) 6205 1827 or Katherine May (02) 6205 2751

Strategy and Corporate

Service and Capital Planning

HLH Infrastructure Program

Project Officer, Furniture Fittings and Equipment

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 22641, several)

Gazetted: 13 December 2012

Closing Date: 21 December 2012

Details: The ACT Government has embarked upon a program to overhaul and expand all aspects of the ACT Health Directorate system, as part of the single largest capital works project undertaken in the ACT Government's history. The enhancements to the health system in both building and clinical systems are in excess of \$1billion. The Health Infrastructure Program (HIP) involves integrating state-of-the-art information and e-health technologies; change management; and significant capital works – much of which will be based at Canberra Hospital. For further information go to: www.health.act.gov.au/yhop.

Two exciting positions are available for a highly motivated, enthusiastic Project Officers. The Furniture, Fittings and Equipment (FFE) Project Officer will work within a small section of the Redevelopment Unit to plan and manage procurement and asset management of furniture, fittings and equipment for allocated HIP projects. This will involve significant consultation with commissioning managers and other project stakeholders to determine FFE specifications and selections. The successful applicant will be able to provide Health Directorate's HIP client areas with advice and assistance on policy and procedural matters associated with procurement processes and asset management, to ensure that they comply with legislation, Agency policies and procedures.

Eligibility/Other Requirements: Certificate IV in Government Procurement or progress toward qualification is 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. These are temporary vacancies available until 30 June 2016.

Contact Officer: Narelle Davis (02) 6207 5981 narelle.davis@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women and Children's Health Operational

Personal Assistant to the Director of Nursing and Midwifery

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 21301)

Gazetted: 13 December 2012

Closing Date: 21 December 2012

Details: Applications are sought from dynamic and motivated persons interested in the permanent position of Personal Assistant to the Director of Nursing and Midwifery in the Division of Women, Youth and Children. The position provides high level administrative support to the Director of Nursing and Midwifery. Applicants should have excellent communication skills, ability to prioritise workloads, provide secretariat support to a number of committees, provide support to medical staff, travel booking, conferences and meetings and coordinate the fluent administration of the Department of Nursing and Midwifery by coordinating all leave and personnel documentation and storage.

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: Shari Blumer (02) 6174 7389 shari.blumer@act.gov.au

Canberra Hospital and Health Services

Operational Support

Acute Support

Nutrition Technician

Technical Officer Level 1 \$47,953 - \$50,376, Canberra (PN: 29774)

Gazetted: 13 December 2012

Closing Date: 20 December 2012

Details: The Nutrition Department at the Canberra Hospital is seeking to attract a committed, hard working person with a good eye for detail and with an interest in food and nutrition to work as a Nutrition Technician. This role supports the dietitians in the provision of nutrition support to patients within the hospital. Duties include supporting the operation of the special diet meal services; preparation and distribution of adult and infant formulas according to departmental guidelines; computer data entry; patient visits with documentation; reception and other administrative duties.

Eligibility/Other Requirements: Higher Schools Certificate or equivalent is highly desirable. Commitment to further nutrition education is desirable.

Note: One permanent position (fulltime) is currently available; however additional casual and temporary full or part time positions may also be recruited from this recruitment process. Applicants must be able to work a variable shift work roster between 6:00am to 6:30pm over seven (7) days of the week. 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: Narelle Luff (02) 6244 2211 narelle.luff@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Allied Health

Podiatry Assistant

Health Care Assistant 3 \$47,764 - \$48,861, Canberra (PN: 27623)

Gazetted: 13 December 2012

Closing Date: 20 December 2012

Details: There is an exciting opportunity for a suitably qualified, Health Care Assistant, Podiatry, to join the Rehabilitation, Aged and Community Care (RACC) Podiatry team. As a Podiatry Assistant, you will work under the direction of a Podiatrist to provide basic foot care to low risk clients; be involved in health promotion activities; assist with nail surgery; make and modify non moulded orthoses; maintain stock levels; and perform some general administrative tasks. The service provides clinics across the ACT and you will be required to work from different health centres. The podiatry team is a friendly and supportive team that meet regularly to share and develop skills and knowledge. We pride ourselves in our high level of professional care and customer service. This is a very exciting time to be working in the Health Directorate's RACC Division with the Health Implementation Program (HIP) well underway providing new health centre facilities, services and resources to meet the needs of the growing population in Canberra.

Eligibility/Other Requirements: Certificate IV in Allied Health Assistance (Podiatry) or equivalent. Current driver's licence is desirable.

Note: This is a full-time permanent position. Selection may be based on written application and referee reports only. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. At least two written referee reports are to be included with applications. This position may be required to participate in overtime, on call, and/or rotation roster. It is recommended that all prospective applicants contact the Contact Officer to discuss the position prior to submitting an application.

Contact Officer: Kerry Mahler (02) 6205 1496

**Strategy and Corporate
Business and Infrastructure
Food Services**

Health Service Officer

Health Service Officer Level 3 \$42,160 - \$43,599, Canberra (PN: 23531, several)

Gazetted: 13 December 2012

Closing Date: 20 December 2012

Details: The Food Services Department of The Canberra Hospital has one permanent full-time position and two permanent part-time positions within the Patient Services area. Duties include plating, delivery and collection of meals to all areas of the hospital. Dishwashing duties as required. Other duties may be required as directed by Supervisors/Managers.

Note: This position is on rotating rosters and weekend/shift work will be required. 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: Keiran Lynch (02) 6244 3960

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

Office of the Regulatory Services

Transport Regulation

Program Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 27625)

Gazetted: 12 December 2012

Closing Date: 19 December 2012

Details: Under the limited direction of the Director, Transport Regulation, Office of Regulatory Services (ORS): establish and maintain a program management framework for the Office of Regulatory Services; coordinate and manage the delivery of new business systems, enhancements to current business systems, infrastructure upgrades; build and manage complex cross directorate relationships with users, technical staff, vendors, management and customers to determine and resolve issues with project/program implementation; negotiate, liaise and represent the department at a senior level in dealings with other government agencies, industry and the public; formally report to the ORS ICT Steering Committee on a monthly basis on the status of the program management plan and prepare high level reports, business cases, correspondence as required in relation to the management of the ORS ICT program.

Notes: Selection may be based on application and referee reports only. Please note this is a temporary position available until 15 January 2014.

Contact Officer: David Snowden (02) 6207 8928 david.snowden@act.gov.au

ACT Corrective Services

Administration

ICT Project Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 31647)

Gazetted: 12 December 2012

Closing Date: 19 December 2012

Details: ACT Corrective Services requires a Project Manager to assist with the establishment and delivery of a significant information management and information and communications technology project.

Eligibility/Other Requirements: In addition to at least three years project management experience (preferably implementing successful change management processes in ICT contexts), the successful candidate will have demonstrated 'soft skills' associated with positively engaging internal and external stakeholders at all levels, previous experience setting up and successfully delivering ICT projects, and be committed to bringing the project in on time and to budget. The successful candidate will also be able to demonstrate a genuine willingness and capacity to understand in detail the business of corrections in the ACT. Whilst not essential, prior exposure to corrections and project management qualifications will be highly regarded.

Notes: The position is offered as a temporary six month contract, with the possibility of extension.

Contact Officer: Jeremy Boland (02) 6205 4508 jeremy.boland@act.gov.au

ACT Law Courts and Tribunal Administration

Registry

Civil

Senior Team Leader

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 01697)

Gazetted: 06 December 2012

Closing Date: 18 December 2012

Details: The ACT Law Courts and Tribunal Administration is seeking an enthusiastic and energetic person to undertake the role of Senior Team Leader in a busy unit that deals with a variety of tasks relating to Court and Tribunal jurisdictions. The successful applicant will work closely with the Unit Manager, including backfilling as required, to assist in managing the work of the Unit. They must be flexible and able to work independently or as a member of a team, have a helpful approach, be able to work under pressure and be able to meet deadlines. Responsibilities will involve assisting team leaders, processing documentation, liaising with clients and exercising the statutory appointment of a Deputy Registrar as required.

Notes: This position is a generic position and successful applicants may be placed in any vacant Senior Team Leader position and could be rotated through the business unit.

Contact Officer: Judy Talevich (02) 6207 1319 judy.talevich@act.gov.au

Legislative Assembly Secretariat

Office of the Clerk

Personal Assistant

Administrative Officer Class 4 \$58,870 - \$63,917, Canberra (PN: CLRK103)

Gazetted: 06 December 2012

Closing Date: 14 December 2012

The Personal Assistant to the Clerk of the Assembly provides high-level executive and administrative support to the Clerk, who is the statutory office holder heading the Office of the Legislative Assembly.

Note: It is expected that short listing will be completed and interviews held prior to the Christmas holiday period.

Contact Officer: Tom Duncan (02) 6205 0191 OLARecruitment@parliament.act.gov.au

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

Territory and Municipal Services

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

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

Parks and City Services

Resource Management Group

Ministerial Liaison Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 10617)

Gazetted: 11 December 2012

Closing Date: 4 January 2013

Details: The Ministerial Liaison Officer works closely with the Directors of City Services, Parks and Conservation and Section (PACS) Managers within PACS. The position sits within the Resource Management Group and provides high-level liaison, administration and quality assurance to the whole of PACS for the timely and effective coordination and drafting of ministerial correspondence, briefings, possible parliamentary questions, answers to questions on notice and other requests as required. The position is also responsible for the coordination of Freedom of Information requests for PACS.

Contact Officer: Scott Horan (02) 6205 4898 scott.horan@act.gov.au

Business Enterprises

ACT Property Group

Property Projects and Services

Trades and Services Supervisor

General Service Officer Level 10 \$70,913 - \$81,460, Canberra (PN: 24399)

Gazetted: 11 December 2012

Closing Date: 7 January 2013

Details: Supervises the trades and services workforce; ensures a healthy and safe workplace for the workforce through site safety inspections; ensures operational policies, procedure and guidelines are applied; provides technical advice; liaises with customers and stakeholders; contributes to business management for the section; and represents the ACT Property Group as required.

Eligibility/Other Requirements: Technical/Trade Certificate in building related work or tertiary qualifications relevant to the building trade. Current driver's licence.

Notes: This position is being re-advertised. Previous applicants will be considered again in this recruitment process and do not need to re-apply.

Contact Officer: David Doherty (02) 6205 8340 david.doherty@act.gov.au

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

Business Enterprises

ACT Property Group

Property Projects and Services

Reactive and Planned Maintenance Supervisor

General Service Officer Level 10 \$70,913 - \$81,460, Canberra (PN: 22587)

Gazetted: 10 December 2012

Closing Date: 7 January 2013

Details: To provide building and other maintenance services to customers on a fee for service basis. Includes developing maintenance programs in accordance with manufacturer's specification and Australian Standards; ensuring programs are delivered efficiently and effectively; and developing and implementing new systems for managing workloads.

Eligibility/Other Requirements: Technical/trade certificate in building related work or tertiary qualifications relevant to the building trade. A current driver's licence.

Notes: This is a re-advertised position. Previous applicants will be considered again in this recruitment process and do not need to re-apply. 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.

Contact Officer: David Doherty (02) 6205 8340 david.doherty@act.gov.au

Directorate Services

Canberra Connect

Contact Centre

Training Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 31278)

Gazetted: 10 December 2012

Closing Date: 24 December 2012

Details: Applicants are sought from suitably experienced and motivated individuals to fill the role of Training Officer in the Canberra Connect Contact Centre team. The Training Officer is responsible: for preparing and delivering training programs; liaising with training providers and participants; developing and maintaining a training calendar and database; evaluating and continuously improving on-the-job training programs; working together with Canberra Connect business units and others to identify and deliver training needs; interpreting and deciphering business rules into useable working procedures and training materials, and preparation of training schedules, materials, program assessments and related documents. Applicants should have: an understanding of a complex government contract centre or other relevant call centre experience; an understanding of the Road Transport Authority operations; strong organisational skills; ability or experience in teaching others' processes and systems; confidence in speaking to groups and preparing PowerPoint presentations and handouts.

Eligibility/Other Requirements: Previous experience in a call/contact centre environment would be beneficial. To be successful in this role, applicants will have proven experience in providing excellent customer service delivery, a minimum of 12 months experience in contact centre operations and well developed keyboard skills and computer literacy. The Contact Centre is the first point of contact for State Emergency Service (SES) calls and emergency incidents in the ACT. There is an expectation this position will be required to work some non standard hours as a result of this arrangement.

Contact Officer: Janice Seymour (02) 6205 3900 janice.seymour@act.gov.au

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

Business Enterprises

Yarralumla Nursery

Production

Horticulturist

General Service Officer Level 5/6 \$45,647 - \$50,446, Canberra (PN: 48885)

Gazetted: 06 December 2012

Closing Date: 25 December 2012

Details: Yarralumla Nursery is seeking an enthusiastic, competent and experienced nursery person for full-time employment. Yarralumla Nursery is the oldest Wholesale and Retail nursery in Canberra dating back to 1914. The nursery grows a large variety of plants, both native and exotic.

Eligibility/Other Requirements: The position is required to participate in a weekend roster.

Note: Commercial experience would be advantageous.

Contact Officer: Martin Zierholz (02) 6207 2450 martin.zierholz@act.gov.au

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

Finance and Budget Division

Budget Coordination and Reporting

Financial Analyst

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 55876)

Gazetted: 06 December 2012

Closing Date: 4 January 2013

Details: An exciting opportunity exists for a motivated and well organised Financial Analyst to work in the Finance and Budget Division within the Chief Minister and Treasury Directorate. The successful applicant will be required to compile financial data, undertake analysis and investigations, prepare lodgements, meet reporting timeframes to key stakeholders such as the Australian Bureau of Statistics (ABS) and the Commonwealth Grants Commission (CGC), assist in the development of budget and audit material and assist in the development of other reports, submissions and correspondence. The role requires strong skills in the preparation and analysis of financial data, good communication skills, both written and verbal and the ability to manage competing priorities and work to deadlines.

Eligibility/Other Requirements: Qualifications in economics, accounting or similar field are desirable. Knowledge of Government Financial Statistics (GFS) is highly desirable.

Contact Officer: Natasha Bourke (02) 6207 0133 natasha.bourke@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

Senior Officer Grade B \$106,086 - \$119,426

Karl Caig 827-16474, Section 68(1), 10 December 2012

Technical Officer Level 3 \$61,148 - \$69,377

Nora Tuchagues 816-79974, Section 68(1),

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

Susan Windross 821-01664, Section 68(1), 5 December 2012

Note: This appointment is to a non-advertised vacancy and is made in accordance with Clause 20 of the ACT Public Service Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2001-2013.

Commerce and Works

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

Luke Drady 748-53233, Section 68(1), 22 November 2012

Economic Development

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

Angela Kyle 835-93955, Section 68(1), 12 December 2012

Education and Training

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

Geoff Watson 835-92151, Section 68(1), 10 December 2012

Environment and Sustainable Development

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

Elisabeth Jacoba Posthoorn 835-93808, Section 68(1), 6 December 2012

Health

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

Wen Long Huang 827-81671, Section 68(1), 12 December 2012

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

Eun Hee Kim 821-59022, Section 68(1), 11 December 2012

Health Care Assistant 3 \$47,764 - \$48,861

Faye Levine 838-52224, Section 68(1), 6 December 2012

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

Shiji Mathew 835-93357, Section 68(1), 6 December 2012

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

Sushma Dhakal PAUDEL 835-84282, Section 68(1), 11 December 2012

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

Susan Siby 824-32017, Section 68(1), 7 December 2012

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

Geetha Sivagurunathan Mayooran 835-92848, Section 68(1), 10 December 2012

Justice and Community Safety

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

Fiona Judge 827-52512, Section 68(1), 6 December 2012

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

Timothy Turner 835-87723, Section 68(1), 5 December 2012

Territory and Municipal Services

General Service Officer Level 3/4 \$40,973 - \$44,935

Thomas Dukic 827-56361, Section 68(1), 6 December 2012

TRANSFERS

Director of Public Prosecutions

Janine Margaret Haskins: 751-66427

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

Community Services

To: Professional Officer Class 2 \$70,913 - \$81,460
Director of Public Prosecutions, Canberra (PN. 05497) (Gazetted 23 August 2012)

Health

Ruth White: 772-01943

From: Registered Nurse Level 3.1 \$93,531
Health
To: Registered Nurse Level 3.1 \$89,834 - \$93,531
Health, Canberra (PN. 26361) (Gazetted 25 October 2012)

PROMOTIONS

Canberra Institute of Technology

Centres

CIT Student Services

Christa Sadler: 820-76745

From: Administrative Services Officer Class 5 \$65,660 - \$69,623
Canberra Institute of Technology
To: Administrative Services Officer Class 6 \$70,913 - \$81,460
Canberra Institute of Technology, Canberra (PN. 55030) (Gazetted 11 October 2012)

Chief Minister and Cabinet

Policy

Caitlin Anear: 827-60301

From: Graduate Administrative Assistant \$58,870 - \$60,739
Chief Minister and Cabinet
To: Administrative Services Officer Class 5 \$65,660 - \$69,623
Chief Minister and Cabinet, Canberra (PN. 27073)
Note: This promotion is to a non-advertised position.

Policy and Cabinet

Cabinet and Intergovernmental Relations

Assembly

Ashanthan Felix Balaretnaraja: 799-84953

From: Administrative Services Officer Class 6 \$70,913 - \$81,460
Commerce and Works
To: †Senior Officer Grade B \$106,086 - \$119,426
Chief Minister and Cabinet, Canberra (PN. 26492) (Gazetted 19 October 2012)

Governance Division

Casey Barrie: 827-60336

From: Graduate Administrative Assistant \$58,870 - \$60,739
Chief Minister and Cabinet
To: Administrative Services Officer Class 5 \$65,660 - \$69,623
Chief Minister and Cabinet, Canberra (PN. 31596)
Note: This promotion is to a non-advertised position.

Governance Division

Zeena Irani: 827-60328

From: Graduate Administrative Assistant \$58,870 - \$60,739
Chief Minister and Cabinet
To: Administrative Services Officer Class 5 \$65,660 - \$69,623
Chief Minister and Cabinet, Canberra (PN. 31597)
Note: This promotion is to a non-advertised position.

Commerce and Works

Shared Services

Human Resources

Information and Data

Jeremy Smith: 755-60301

From: Senior Officer Grade C \$89,786 - \$96,809
Commerce and Works
To: †Senior Officer Grade B \$106,086 - \$119,426
Commerce and Works, Canberra (PN. 17955) (Gazetted 28 September 2012)

Community Services

Housing and Community Services

ACT Asset Management Service

Property Management

Jennifer Lazarus: 817-52553

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

To: †Administrative Services Officer Class 5 \$65,660 - \$69,623
Community Services, Canberra (PN. 10907) (Gazetted 10 August 2012)

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

Office for Children, Youth and Family Support

Care and Protection Services

Legal Services

Rebecca Solomon: 779-07196

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

To: Administrative Services Officer Class 6 \$70,913 - \$81,460
Community Services, Canberra (PN. 07817) (Gazetted 22 August 2012)

Economic Development

Land Development Strategy and Finance

Strategic Finance

Project Accounting

Kathy Deards: 701-45600

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

To: †Senior Officer Grade B \$106,086 - \$119,426
Economic Development, Canberra (PN. 18815) (Gazetted 10 October 2012)

Education and Training

Office for Schools

South/Weston Network

Malkara Specialist School

Kylie Croke: 713-21151

From: School Leader C \$100,271
Education and Training

To: †School Leader B \$116,751
Education and Training, Canberra (PN. 04055) (Gazetted 18 October 2012)

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

Office for Schools

Tuggeranong Network

Taylor Primary School

Alison Gail Williams: 755-77170

From: School Leader C \$100,271
Education and Training

To: †School Leader B \$116,751
Education and Training, Canberra (PN. 14293) (Gazetted 18 November 2012)

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

Health

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community and Older Persons

Lai (Antonia) Fun Chan: 827-31957

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

To: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)
Health, Canberra (PN. 31325) (Gazetted 25 October 2012)

Canberra Hospital and Health Services

Operational Support

Executive Director of Medical Services

Janelle Corey: 755-53857

From: Senior Officer Grade B \$106,086 - \$119,426
Health
To: †Senior Officer Grade A \$123,208
Health, Canberra (PN. 31432) (Gazetted 25 October 2012)

**Canberra Hospital and Health Services
Mental, Justice, Alcohol and Drug
Adult Community and Older Persons
Sylvia Hicks: 816-83113**

From: Health Professional Level 2 \$54,414 - \$75,477
Health
To: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)
Health, Canberra (PN. 17041) (Gazetted 25 October 2012)

**Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Adult Community and Older Persons
Kalvinder Bains Kaur: 827-44192**

From: Health Professional Level 2 \$54,414 - \$75,477
Health
To: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)
Health, Canberra (PN. 31328) (Gazetted 25 October 2012)

**Canberra Hospital and Health Services
Katie McKenzie: 820-97327**

From: Registered Nurse Level 1 \$55,567 - \$75,084
Health
To: †Registered Nurse Level 4.3 \$115,948
Health, Canberra (PN. 26098) (Gazetted 11 October 2012)

**Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Adult Community and Older Persons
Michael John Thwaites: 829-68719**

From: Health Professional Level 2 \$54,414 - \$75,477
Health
To: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)
Health, Canberra (PN. 31324) (Gazetted 25 October 2012)

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

Jenifer Anne Williams: 260-83342
From: Registered Nurse Level 3.2 \$101,556
Health
To: †Registered Nurse Level 4.3 \$115,948
Health, Canberra (PN. 26091) (Gazetted 11 October 2012)

Justice and Community Safety

**ACT Corrective Services
Community Based Corrections
Probation and Parole**

Aidan Adams: 827-34883
From: Administrative Services Officer Class 3/4 \$52,818 - \$63,971
Community Services
To: Administrative Services Officer Class 6 \$70,913 - \$81,460
Justice and Community Safety, Canberra (PN. 11558) (Gazetted 10 September 2012)

**ACT Corrective Services
Community Based Corrections
Probation and Parole**

Michael William Steen: 799-8811
From: Administrative Services Officer Class 5 \$65,660 - \$69,623
Justice and Community Safety
To: Administrative Services Officer Class 6 \$70,913 - \$81,460
Justice and Community Safety, Canberra (PN. 11780) (Gazetted 10 September 2012)

Territory and Municipal Services

**Business Enterprises
ACT Property Group**

Property Projects and Services

Adam Dezman: 609-2396

From: General Service Officer Level 5/6 \$45,647 - \$50,446

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 27272) (Gazetted 22 August 2012)

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

Treasury

Finance and Budget

Charlotte Miles: 827-36571

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

Chief Minister and Cabinet

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

Treasury, Canberra (PN. 55330) (Gazetted 20 September 2012)

Finance and Budget

Shahana Parbeen: 827-34170

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

Chief Minister and Cabinet

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

Treasury, Canberra (PN. 11073) (Gazetted 20 September 2012)

Finance and Budget

Catherine Dal Cin: 827-34760

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

Chief Minister and Cabinet

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

Chief Minister and Cabinet, Canberra (PN. 11074) (Gazetted 20 September 2012)

Finance and Budget

Elizabeth Gascoine Hall: 827-32976

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

Chief Minister and Cabinet

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

Chief Minister and Cabinet, Canberra (PN. 01320) (Gazetted 20 September 2012)

Finance and Budget

Alicia McIntyre: 816-8139

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

Chief Minister and Cabinet

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

Chief Minister and Cabinet, Canberra (PN. 26239) (Gazetted 20 September 2012)

CORRIGENDA

Chief Minister and Cabinet

Policy and Cabinet

Cabinet and Intergovernmental Relations

Assembly

Please note this will appear in the Gazette as Non-Appealable, with the dagger symbol

Ashanthan Felix Balaretnaraja: 799-84953

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

Commerce and Works

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

Chief Minister and Cabinet, Canberra (PN: 26492) (Gazetted 19/10/2012)

Incorrectly notified in gazette 6 December 2012. Correct notification in gazette 13 December 2012.

RETIREMENTS AND DISMISSALS

Community Services

Section 221 Public Sector Management Act 1994, Ben Appo, AGS No. 835-83511, 10 December 2012