



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 04 July 2013**

**Executive Notices**

**Chief Minister and Treasury**

**Contract 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.

Meg Brighton – Director, Governance (E657) – 30.6.13

**VACANCIES**

**Calvary Health Care ACT (Public)**

**Physiotherapy**

**Senior Lymphoedema Physiotherapist, Outpatient Department  
Health Professional Level 3 \$77,710-\$86,165, Canberra (PN: Various)**

Gazetted: 04 July 2013

Closing Date: 15 July 2013

Health Professional Level 3 - Senior Lymphoedema Physiotherapist Part-time / Full-time .7 - 1.0 FTE, temporary appointment until 22/8/2014 \$77,710 - \$86,165 (full-time rate). This is an exciting opportunity to join a friendly department with high staff morale and a focus on providing exemplary services. The Physiotherapy Department at Calvary Health Care ACT seeks staff who: Foster evidence-based practice as well as values-based practice; are self-motivated and demonstrate resilience in a contemporary healthcare setting; practice self-reflection with a desire to continually learn; are committed to risk management, continuous quality improvement and/or research; can work independently and collaboratively as part of a multidisciplinary team. A part time or full-time temporary position is available as a Senior Lymphoedema Physiotherapist in our busy Outpatients Department. The successful applicant will provide clinical expertise in Lymphoedema physiotherapy assessment and management will provide supervision to junior physiotherapy staff and students and perform administrative duties appropriate to the position. Applicants are expected to respond in writing and include the following: current curriculum vitae one written reference and the name and contact details of an additional referee response against the selection criteria For inquiries and/or to obtain the selection criteria and duty statement please contact: Brett McRitchie, Senior Outpatients Physiotherapist Phone (02) 6201 6190. Applications can be sent to: [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au) Applications close 5:30pm Monday 15 July 2013. Selection may be based on application only.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Brett McRitchie (02) 6201 6190 [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au) Applications can be forwarded to: [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au)

**Mission**

**Mission Support Officer**

**Administrative Service Officer Level 4 \$58,870-\$63,917, Canberra (PN: 6659)**

Gazetted: 04 July 2013

Closing Date: 12 July 2013

Administrative Services Officer Level 4 Salary: \$58,870 - \$63,917 Temporary 6 month appointment Calvary Hospital Mission Department is seeking a skilled and knowledgeable individual to fill the role of Mission Support Officer,

working closely with the Director of Mission. The successful candidate will bring to this role: High level administrative skills and proven ability to work under limited direction; Relevant experience as a self motivated and competent personal or executive assistant; Experience in supporting committees, including preparation and distribution of papers; events management including preparation, planning, delivery and post event analysis; Sound judgement and workload management skills, with a capacity to work with minimal direction and the ability to meet deadlines; Demonstrable skills in dealing confidently and courteously with a wide range of people while respecting confidentiality; Demonstrated high level of experience and skill in Microsoft Office suite (Word, Excel, and PowerPoint) and desk top publishing with excellent communication skills, both written and verbal; Ability to work as an effective member of a team in a high pressure, high volume work environment with problem-solving abilities of a high order; A strong personal commitment to working in a Values oriented and Faith based organisation. In support, we will provide you generous terms and conditions of employment, on-going professional development and the opportunity to excel. Applications close 12 July 2013. For further enquires please contact Martin Smith, Director of Mission, on 6201 6106 or email, martin.smith@calvary-act.com.au For selection documentation and further information about Calvary Health Care ACT visit our website at <http://www.calvary-act.com.au/career-vacancies.html>  
Eligibility/Other Requirements: Selection Criteria  
Contact Officer: Martin Smith (02) 6201 6106 recruitment@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

**Ambulatory Care - Specialists Clinic**

**Administrative Services Officer Level 3**

**Administrative Services Officer Level 3 \$52,818-\$57,004, Canberra (PN: 7386)**

Gazetted: 04 July 2013

Closing Date: 12 July 2013

The Medical and Surgical Speciality Clinic team is seeking a highly organised, personable and motivated team member. Duties would include the provision of clerical support to two Surgical Specialists at Calvary Health Care ACT. The successful applicant will need to have proven ability in the provision of high level administrative support in a hospital or medical environment. Well developed interpersonal, written and oral communication skills, including the ability to liaise, consult and negotiate in particular with the Specialist, patients, internal and external stakeholders is highly desirable. Please include: Letter of interest Curriculum vitae Address the selection criteria.

To discuss the role further please contact: Anne-Maree Jolly Ambulatory Care Co- Coordinator Ph: 6201-6968 Dect: 6881 recruitment@calvary-act.com.au Calvary Health Care ACT Cnr Belconnen Way and Haydon Drive Bruce ACT 2617

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Anne-Maree Jolly (02) 6201 6968 recruitment@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](mailto:jobs@act.gov.au)**

**Centres**

**CIT Student Services**

**Administration Officer**

**Administrative Services Officer Class 2/3 \$46,372 - \$57,004, Canberra (PN: 54907, several)**

Gazetted: 09 July 2013

Closing Date: 23 July 2013

Details: We are seeking applications from enthusiastic, self motivated, team players to join the Client Relationship Team within CIT Student Services. Successful candidates will bring to the role a demonstrated ability to provide high quality customer service, a willingness to embrace challenges and change, undertake new and diverse roles, liaise and communicate effectively with staff at all levels including students and members of the public, an ability to maintain

accurate records and established skill, knowledge and experience in electronic file management, word processing and email/calendar management software.

Eligibility/Other Requirements: Demonstrated experience in using a computer based student management system would be useful.

Notes: These temporary vacancies are for 12 months only.

Contact Officer: Leon Fraser (02) 6207 4200 [leon.fraser@cit.edu.au](mailto:leon.fraser@cit.edu.au)

### **Chief Minister and Treasury**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

#### **Director, Economics Branch**

**Executive Level 1.3 \$205,030 to \$216,153 depending on current superannuation arrangements, Canberra (PN: E402)**

Gazetted: 05 July 2013

Closing Date: 19 July 2013

Details: The Chief Minister and Treasury Directorate (CMTD) leads the ACT Public Service (ACTPS) and provides strategic advice and support to the Chief Minister, the Treasurer and the Cabinet on policy development, financial and economic policy, service delivery and whole of government issues, facilitates the implementation of government priorities and provides high level executive support and policy advice. CMTD would like to appoint an outstanding executive to the position of Director, Economics Branch. You will lead a branch to be responsible for providing economic analysis and advice to Government and assisting agencies to develop and assess policy within a framework that promotes the productivity and competitiveness of the ACT economy. You will also be responsible for economic forecasting, macroeconomic analysis and modelling, tax revenue policy and forecasting, and providing economic advice and analysis on sectoral policy matters, including climate change, energy and water policy issues. The Director is a key member of Treasury's senior executive team. Applicants require a track record of success in developing and implementing public sector treasury and fiscal management strategies, together with outstanding leadership and wider resource management expertise. You should have a strong focus on results and be experienced in maintaining effective working relationships with stakeholders. Relevant tertiary qualifications are expected.

Remuneration: The position attracts a remuneration package ranging from \$205,030 to \$216,153, depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$164,787.

Contract: The successful applicant will be engaged under a performance based contract for a period of up to five years.

Prospective applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.

Selection Documentation: The selection documentation is available at [www.jobs.act.gov.au](http://www.jobs.act.gov.au), or by emailing [natalie.richards@act.gov.au](mailto:natalie.richards@act.gov.au).

Contact Officer: Karen Doran (02) 6207 0337 [karen.doran@act.gov.au](mailto:karen.doran@act.gov.au)

#### **Director, Infrastructure and Budget Management**

**Executive Level 1.3 \$205,030 to \$216,153 depending on current superannuation arrangements, Canberra (PN: E570)**

Gazetted: 05 July 2013

Closing Date: 19 July 2013

Details: The Chief Minister and Treasury Directorate (CMTD) leads the ACT Public Service (ACTPS) and provides strategic advice and support to the Chief Minister, the Treasurer and the Cabinet on policy development, financial and economic policy, service delivery and whole of government issues, facilitates the implementation of government priorities and provides high level executive support and policy advice. CMTD would like to appoint an outstanding executive to the position of Director, Infrastructure and Budget Management. As Director, Infrastructure and Budget Management, you will lead a branch responsible for coordinating the development and ongoing monitoring of the Territory's Capital Works Program, and across-government asset management policies. You will also be responsible for assisting in the development of the Territory's budget, and analysing and reporting on agency and business financial

performance, and resource allocation. The Director is a key member of Treasury's senior executive team. Applicants require a track record of success in developing and implementing public sector treasury and fiscal management strategies, together with outstanding leadership and wider resource management expertise. You should have a strong focus on results and be experienced in maintaining effective working relationships with stakeholders. Relevant tertiary qualifications are expected.

Remuneration: The position attracts a remuneration package ranging from \$205,030 to \$216,153, depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$164,787.

Contract: The successful applicant will be engaged under a performance based contract for a period of up to five years.

Prospective applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.

Selection Documentation: Selection documentation is available at [www.jobs.act.gov.au](http://www.jobs.act.gov.au), or by emailing [natalie.richards@act.gov.au](mailto:natalie.richards@act.gov.au).

Contact Officer: Karen Doran (02) 6207 0337 [karen.doran@act.gov.au](mailto:karen.doran@act.gov.au)

### **Director, Budget Co-ordination and Reporting**

**Executive Level 1.3 \$205,030 to \$216,153 depending on current superannuation arrangements, Canberra (PN: E411)**

Gazetted: 05 July 2013

Closing Date: 19 July 2013

Details: The Chief Minister and Treasury Directorate (CMTD) leads the ACT Public Service (ACTPS) and provides strategic advice and support to the Chief Minister, the Treasurer and the Cabinet on policy development, financial and economic policy, service delivery and whole of government issues, facilitates the implementation of government priorities and provides high level executive support and policy advice. CMTD would like to appoint an outstanding executive to the position of Director, Budget Co-ordination and Reporting. As Director, Budget Coordination and Reporting you will lead a branch responsible for providing strategic advice on the Government's financial position, and the co-ordination and development of the Government's Budget. You will also produce and analyse the Government's financial outcome reporting for the Government and other stakeholders and provide advice to agencies across government on various financial issues. The Director is a key member of Treasury's senior executive team. Applicants require a track record of success in developing and implementing public sector treasury and fiscal management strategies, together with outstanding leadership and wider resource management expertise. You should have a strong focus on results and be experienced in maintaining effective working relationships with stakeholders. Relevant tertiary qualifications are expected.

Remuneration: The position attracts a remuneration package ranging from \$205,030 to \$216,153, depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$164,787.

Contract: The successful applicant will be engaged under a performance based contract for a period of up to five years.

Prospective applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.

Selection Documentation: The selection documentation is available at [www.jobs.act.gov.au](http://www.jobs.act.gov.au), or by emailing [natalie.richards@act.gov.au](mailto:natalie.richards@act.gov.au).

Contact Officer: Karen Doran (02) 6207 0337 [karen.doran@act.gov.au](mailto:karen.doran@act.gov.au)

### **Finance and Budget**

#### **Several Branches**

#### **Senior Analyst/Analyst**

**Administrative Services Officer Class 6/Senior Officer Grade C \$70,913 - \$96,809, Canberra (PN: 32490, several)**

Gazetted: 10 July 2013

Closing Date: 26 July 2013

Details: Chief Minister and Treasury Directorate is looking for experienced Senior Analysts/Analysts with expertise in analysis of policy, financial information and business cases associated with program and service delivery and capital works projects. The Directorate is also seeking both permanent and temporary staff who are experienced in program analysis and evaluation to assist with the Government's expenditure review programme. The successful applicants will join an energetic, enthusiastic team and will have the demonstrated ability to exercise initiative, good judgement and

flexibility in handling complex policy, financial, economic and administrative issues. The ability to communicate effectively, build effective working relationships and to prepare thorough written and numeric reports is also required. Eligibility/Other Requirements: Policy, finance and budget development experience and relevant tertiary qualifications such as economics, accounting, law or relevant fields are desirable.

Note: These positions will be filled at either the ASO6 or SOGC level, depending on the experience and qualifications of the successful applicants. An order of merit established from this process may be used to fill future permanent and or temporary vacancies at level over the next 12 months and also some temporary positions may be filled for six months with the possibility of extension.

Contact Officer: Shaun Ryan (02) 6207 0230 shaun.ryan@act.gov.au

### **Commerce and Works**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

#### **Shared Services**

##### **Human Resources**

##### **Employee Relations**

##### **Advisor**

#### **Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 08542, several)**

Gazetted: 09 July 2013

Closing Date: 23 July 2013

Details: The successful applicant will investigate, report and make recommendations on complex employment matters, including misconduct action, internal reviews, appeals and underperformance issues; undertake research, liaise with and provide advice to client Directorates/Agencies on a range of complex employment related matters; assist and where required represent Shared Services in a range of forums and assist with the development and implementation of employee relations programs and initiatives across the ACT Public Service.

Eligibility/Other Requirements: Qualifications in conducting investigations and/or in a HR related discipline are desirable, however not essential.

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required.

For further information on Working With Vulnerable people registration refer to -

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people) Educational and professional qualifications checks may be undertaken prior to employment.

Contact Officer: Karen Jabbour (02) 6205 3812 karen.jabbour@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.

#### **Revenue Management**

##### **Compliance**

##### **Inspection Officer**

#### **Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 03422)**

Gazetted: 05 July 2013

Closing Date: 19 July 2013

Details: The Compliance Section develops compliance strategies and conducts investigations aimed at achieving maximum compliance by clients in relation to their statutory obligations. This Section also plays a key role in the enforcement of the ACT's revenue tax laws and in the protection of public revenue. The main functions of this position include undertaking audits and investigations as an individual or as a team member in the various revenue, taxation and legislative matters administered by the ACT Revenue Office.

Contact Officer: Rowena Mele (02) 6207 0099 rowena.mele@act.gov.au

**Revenue Management**

**Revenue Accounts**

**Revenue Officer**

**Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 03486, several)**

Gazetted: 09 July 2013

Closing Date: 23 July 2013

Details: As a team member, undertake a range of operational and administrative tasks relating to the maintenance of revenue accounts and the associated enquiry functions. Assess and update revenue accounts in respect of rates, residential land tax, land rent, deferred duty, pensioner rebates of rates, transfer of ownership and account mailing details, and direct debit payment authorities. Professionally deal with taxpayers and their representatives.

Contact Officer: Jukka Siiteri (02) 6207 0042 jukka.siiteri@act.gov.au

**Community Services**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

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

**Early Intervention and Prevention Service**

**Child and Family Centres**

**Child and Family Worker**

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 12811, several)**

Gazetted: 10 July 2013

Closing Date: 17 July 2013

Details: The Child and Family Centres are looking for motivated professionals to undertake the role of Child and Family Workers. These positions are responsible for providing effective interventions for children and families, including group programs. As part of an integrated team, the Child and Family Workers will also identify, develop, implement and evaluate community development and education initiatives that work to strengthen the community for optimal child development outcomes. This position will work from the Centres and in outreach setting such as schools and childcare centres. They will be responsible for establishing effective and sustainable partnerships across schools, communities, government and non-government agencies and the business sector.

Eligibility/Other Requirements: Social Work degree; Psychology degree; Early Childhood Education degree or related human services degree. At least two years experience working with children, youth and/or families in a social work/case management role. Current driver's licence is essential.

Note: This is a temporary position available until 27 February 2015. A merit list may be used from this process to fill full-time or part-time temporary positions that become available within the next 12 months. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working With Vulnerable people registration refer to -

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Contact Officer: Joe Hutchinson (02) 6207 1023 joe.hutchinson@act.gov.au

**Housing and Community Services**

**Business Development**

**Policy and Participation**

**Policy Officer**

**Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 11230)**

Gazetted: 05 July 2013

Closing Date: 19 July 2013

Details: Policy and Participation is responsible for a range of national policy work, including representation on a number of national committees. The Team is also responsible for negotiating and liaising with the Commonwealth, States and Territories on national housing assistance outcomes and intergovernmental agreements. In addition, Policy and Participation is responsible for the development of strategic advice on social housing policy and housing assistance matters and provides management and secretariat support for public housing tenant participation initiatives. This position provides general administrative and coordination support for the Policy and Participation Team. This includes the writing of correspondence and the preparation of papers for national housing assistance outcomes and priorities, as well as some drafting of policy documents. The position is also responsible for the provision of administrative and secretariat support for the tenant participation group.

Eligibility/Other Requirements: Tertiary qualifications in a related discipline and/or community sector experience is desirable though not essential.

Contact Officer: Tim Arkley-Smith (02) 6207 9335 tim.arkley-smith@act.gov.au

**Office for Children Youth and Family Support**

**Early Intervention and Prevention Services**

**Child and Family Centres**

**Administration Officer**

**Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 03177)**

Gazetted: 10 July 2013

Closing Date: 17 July 2013

Details: The Tuggeranong Child and Family Centre is looking for a motivated individual to undertake the role of administration officer. This position is responsible for providing a variety of administrative tasks for the Centre such as maintaining office records and files, set-up of programs, administrative assistance to the ParentLink program and preparation of straight-forward correspondence. This position is also responsible for providing a reception service for the Centre and ensuring office presentation is of a high standard.

Eligibility/Other Requirements: Current drivers licence is essential. A level of fitness including ability to lift weights up to 16 kilograms and ability to bend repeatedly is also required.

Notes: This temporary position is available asap until 31 December 2013.

Contact Officer: Joe Hutchinson (02) 6207 1023 joe.hutchinson@act.gov.au

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

**Care and Protection Services**

**Young People on Orders Team**

**CPS Youth Worker**

**Health Professional Level 1 \$50,899 - \$65,424, Canberra (PN: 32484, several)**

Gazetted: 04 July 2013

Closing Date: 31 December 2013

Details: We are seeking applicants to work in our Youth on Orders team. This team is part of the Care Orders Team within Care and Protection Services. The positions will provide case management to young people (13-17years) who are subject to final orders. The team will focus on young people who are in a range of placement types, exhibiting behavioural challenges, facing education, mental health and/or substance use issues. The position will be responsible for casework tasks which include working directly with the young people and their families, establishing care and transition plans and working with agencies in partnerships.

Eligibility/Other Requirements: Minimum two year qualification in Youth Work, Social Work, Psychology, Social Welfare, Social Science or related discipline. Current driver's licence.

Notes: Several temporary positions are available for up to 12 months. Applications will be assessed as they are received, in line with the merit process. Only complete applications will be considered. Suitable applicants will be placed on a merit list, and will be contacted as vacancies arise. A merit list will be maintained for 12 months with



temporary positions offered over this period. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. Applications should be sent to [cpsrecruitment@act.gov.au](mailto:cpsrecruitment@act.gov.au).

Contact Officer: Anita Chettur (02) 6207 6982 [anita.chettur@act.gov.au](mailto:anita.chettur@act.gov.au)

**Policy and Organisational Services**

**Governance, Advocacy and Community Policy**

**Concessions**

**Spectacles Scheme Administrator**

**Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 21972)**

Gazetted: 05 July 2013

Closing Date: 19 July 2013

Details: Applications are sought for an Administrative Officer for the ACT Spectacles Scheme which provides subsidised spectacles for concession card holders. The position is responsible for processing applications and invoices and providing administrative support as required to other concession programs and Community Development Services.

Contact Officer: Cathy Mayers (02) 6207 1930 [cathy.mayers@act.gov.au](mailto:cathy.mayers@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](mailto:jobs@act.gov.au)**

**Land Development, Strategy and Finance**

**Sustainable Land Strategy**

**Project Facilitation and Direct Sales**

**Project Manager**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 45187)**

Gazetted: 09 July 2013

Closing Date: 16 July 2013

Details: As a key member of the Direct Sales team the occupant will undertake high-level research and analysis; high level secretariat and other support to strategic meetings; assimilate a range of complex and unfamiliar information; prepare ministerial reports, briefs, submissions and complex documentation for the Government, Ministers and the Directorate; provide support to other team members; and assist with project management.

Eligibility/Other Requirements: A sound knowledge of ACT Planning and Leasehold System and its regulatory framework would be an advantage.

Note: This is a temporary position available until 15 January 2014 with the possibility of extension of three to six months.

Contact Officer: Christine Luchetti (02) 6205 4866 [christine.luchetti@act.gov.au](mailto:christine.luchetti@act.gov.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](mailto:jobs@act.gov.au)**

**Regulation and Services**

**Construction Services**

**Construction Occupations**

**Principal Officer (Manager) Electrical Inspectorate**

**Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 23999)**

Gazetted: 10 July 2013

Closing Date: 17 July 2013

Details: The Environment and Sustainable Development Directorate is seeking a person with experience in the regulation of the electrical industry to fill the role of Principal Officer (Manager) of its Electrical Inspectorate. This position is responsible for the management of the Electrical Inspectorate, representing the ACT on various committees and industry forums and coordinating enforcement and disciplinary actions against licensees where necessary.

Eligibility/Other Requirements: Eligible for an ACT electrician's licence. Current driver's licence.

Notes: Selection may be based on application and resume only. An SEA may apply to a successful applicant subject to experience and/or qualifications.

Contact Officer: David Middlemiss (02) 6207 7397 david.middlemiss@act.gov.au

**Regulation and Services**

**Construction Services Branch**

**Utilities Technical Regulation**

**Senior Policy Officer**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 19264)**

Gazetted: 04 July 2013

Closing Date: 18 July 2013

Details: The Utilities Regulation team administers technical regulation for electricity, gas and water utilities in the ACT. The position primarily involves the development of policy to reform utilities regulation and law. They will play an important role in the intersection of the technical and legal framework that governs the regulation of utilities.

Eligibility/Other Requirements: Legal qualifications or experience would be highly desirable, as would experience in Cabinet processes and policy development.

Contact Officer: Dennis Harvey (02) 6207 0362 dennis.harvey@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.

**Regulation and Services**

**Construction Services**

**Construction Occupations and Licensing**

**Plumbing/Gas Inspector**

**General Service Officer Level 10 \$70,913 - \$81,460, Canberra (PN: 15146)**

Gazetted: 05 July 2013

Closing Date: 15 July 2013

Details: The Construction Occupations Section of the Construction Services Branch is seeking applicants for a Plumbing/Gas Inspector as expected vacancy. Responsibilities will include inspection of plumbing and gas installations for compliance with relevant standards and investigations for possible disciplinary or other actions.

Eligibility/Other Requirements: Eligible for an ACT Plumber/Drainer/Gasfitter Licence. Current driver's licence. Type B accreditation preferable.

Contact Officer: Mark Frazer (02) 6207 6261 mark.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  
Women Youth and Children  
Child Youth and Women's Health Program  
CARHU Community Paediatrician  
Staff Specialist Band 1-5 \$147,465-\$181,976, Canberra (PN: 19619)**

Gazetted: 11 July 2013

Closing Date:

The Position: The successful applicant will join the Child at Risk Health Unit with Child Health Targeted Support Services. The position holder will have experience in the fields of developmental paediatrics, child behaviour and child protection including forensic medical assessments. The position holder will provide paediatric services from various community health centres and CARHU, and be required to participate on the Child Protection after hours forensic roster. 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 \$240,687 - \$319,085 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 College of Paediatricians or an equivalent higher specialist qualification.

Note: This position is a temporary full time position for 6 months.

Contact Officer: Cassandra Tinning (02) 6244 2712 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  
Women Youth and Children  
Child Youth and Women's Health Program  
Community Paediatrician  
Staff Specialist Band 1-5 \$147,465-\$181,976, Canberra (PN: 24938)**

Gazetted: 11 July 2013

Closing Date:

The Position: The successful applicant will join the Community Paediatric and Child Health Service within Child Health Targeted Support Services. The position holder will provide paediatric services from various community health centres, and will also be required to participate on the Child Protection after Hours forensic roster. 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 \$240,687 - \$319,085 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 College of Paediatricians or an equivalent higher specialist qualification

Note: This position is a 6 month temporary part-time position at 16 hours per week.

Contact Officer: Cassandra Tinning (02) 6244 2712 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 Planning  
Models of Care Project Officer Secure Mental Health  
Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 31700)**

Gazetted: 11 July 2013

Closing Date: 18 July 2013

Details: We are looking for a motivated person to progress the development of the Model of Care for the planned Secure Mental Health Unit, guided by the Executive Reference Group for the project. The successful applicant will continue the work that has been undertaken to develop a preliminary Model of Care. The successful applicant will be self directed and committed to engaging clinical staff and other stakeholders throughout the process.

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

Contact Officer: Jacinta George (02) 6205 0525

### **Canberra Hospital and Health Services**

#### **Critical Care and Imaging**

#### **Demand Management**

#### **Registered Nurse**

#### **Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 22912)**

Gazetted: 11 July 2013

Closing Date: 18 July 2013

Details: Ward 7B is very unique as it incorporates both Medical Assessment and Planning Unit (MAPU) and short stay surgical. Applications are invited from suitable qualified Registered Nurses to fill a Level 2 permanent position. 7B is a medical and surgical ward area where the focus for medical patients is the multidisciplinary assessment, diagnosis and planning phase, whilst the focus for surgical patients is on the pre and post operative phase of care.

Eligibility/Other Requirements: Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

Notes: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Selection may be based on written application and referee reports only. Applicants are required to submit a written response addressing the selection criteria, a current CV and two written referee reports.

Contact Officer: Lola Kurimalawai (02) 6124 5275 [lola.kurimalawai@act.gov.au](mailto:lola.kurimalawai@act.gov.au)

### **Canberra Hospital and Health Services**

#### **Women, Youth and Children**

#### **Children, Youth and Women's Health Program**

#### **Maternal and Child Health Nurse/Child and Family Health Nurse**

#### **Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 25034)**

Gazetted: 11 July 2013

Closing Date: 18 July 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. Full-time or part-time hours are available. 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 to register with the Australian Health Practitioner Regulation Agency. Hold a current driver's licence. Post graduate qualifications in Maternal, Child or Family Health. Qualifications in Midwifery or Paediatrics are highly desirable.

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

Contact Officer: Helen Govey (02) 6205 1827

**Canberra Hospital and Health Services**

**Medicine**

**Cardiology**

**Cardiac Rehabilitation Nurse**

**Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 31779)**

Gazetted: 11 July 2013

Closing Date: 18 July 2013

Details: Applications are invited from enthusiastic and motivated Registered Nurses to work as a team member in the Cardiac Rehabilitation program at the Canberra Hospital. The successful applicant will have sound knowledge of coronary artery disease and will be responsible for the education and counselling of cardiac patients and their family. The successful applicant will be trained and well supported by senior Nurses.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). It is desirable that the applicant holds or is working towards relevant tertiary qualification. Minimum of three years post registration experience and a minimum of two years recent experience and proven competence in CCU, Cardiac or Cardiothoracic Nursing is preferred.

Note: This position is part-time at 20 hours per week, five days a fortnight. However, there may be an opportunity for increased hours temporarily. Applicants will be required to work flexible start times from 7am. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded with your Curriculum Vitae and the names of two professional referees.

Contact Officer: Margaret Flaherty (02) 6174 7216 or 0412 681 651

**Canberra Hospital and Health Services**

**Surgery and Oral Health**

**Medical Imaging**

**Radiographer**

**Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 16319)**

Gazetted: 11 July 2013

Closing Date: 18 July 2013

Details: The successful applicant will need to perform all aspects of general radiography while observing departmental protocols and radiation protection measures at all times. Participate in the more complex procedures with the approval and supervision of the Senior Health Professional Officer Grade 5 in the area.

Eligibility/Other Requirements: Registration with the Medical Radiation Practice Board of Australia and possession of a Radiation Licence from the ACT Health Protection Service are mandatory. Tertiary teaching hospital experience preferred.

Note: These positions involve on-call, weekend and out of hours work. An order of merit will be formed from this selection process and maybe utilised to fill any full-time/part-time, temporary positions (at level), which may occur within the following 12 months. Applicants must provide two written referee reports which address the selection criteria. Selection maybe based on application and referee reports only and interviews may not be held. 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: Cameron Robertson (02) 6244 4462

**Director General Reports**

**Population Health**

**Health Protection Services**

**Forensic Chemist**

**Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 26168)**

Gazetted: 11 July 2013

Closing Date: 25 July 2013

Details: The Toxicology and Forensic Chemistry Unit of the laboratory carries out toxicological and chemical investigations to support ACT legislation. The successful applicant will need to be highly motivated with an interest in the conduct of forensic investigations into drugs and poisons.

Eligibility/Other Requirements: Bachelor Degree in Science with a Major in Chemistry, or other approved qualification. Strong qualifications in Chemistry and Honours or a postgraduate degree would be an advantage.

Note: This is a temporary position available until 21 February 2014 with the possibility of extension. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Please include degree transcript with application.

Contact Officer: Ian Whittall (02) 6205 8738

### **Canberra Hospital and Health Services**

#### **Operational Support**

#### **Executive Director of Medical Services**

#### **Administrative Officer**

#### **Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 26101, expected)**

Gazetted: 11 July 2013

Closing Date: 18 July 2013

Details: The GP Liaison Unit (GPLU) at Canberra Hospital is seeking a highly motivated, organised individual with excellent customer service skills to join our team. This position will provide administrative assistance and support to GPLU staff and is based on the Canberra Hospital campus. Duties include but are not limited to: Customer service, organisation and maintenance of departmental records, collation and actioning of daily reports, administration of the GP Liaison mail box, maintain and update GP and practice details in ACTPAS, management of calendars, meeting scheduling and minute taking and coordination of two monthly GP newsletters.

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. The position is a permanent full-time position. Candidates are invited to submit an application against the selection criteria. Candidates are also required to submit a current Curriculum Vitae and the contact details of two current referees. 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: Sharon Hindmarsh (02) 6244 2511

### **Canberra Hospital and Health Service**

#### **Medicine**

#### **Gastroenterology and Hepatology Unit**

#### **Enrolled Nurse**

#### **Enrolled Nurse Level 1 \$50,160 - \$53,766, Canberra (PN: 16255)**

Gazetted: 11 July 2013

Closing Date: 18 July 2013

Details: The Gastroenterology and Hepatology Unit is looking for an Enrolled Nurse to work full-time as part of their team. The Unit provides an endoscopic service for both the inpatient and outpatient population. Some of the benefits of working in the Unit include no shift work, no weekends and a supportive learning environment.

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

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

Contact Officer: Sharon Bidder (02) 6244 3488

### 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)

#### **Legislation and Policy**

##### **Justice Planning and Programs**

###### **Senior Policy Advisor**

**Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 42649)**

Gazetted: 08 July 2013

Closing Date: 23 July 2013

Details: Legislation Policy and Programs Branch seeks a motivated Senior Officer to join the Justice Planning and Safety Programs team at the SOGB level. The Justice Planning and Safety Programs Group is responsible for developing policy and programs related to: policing services for the ACT; Crime prevention; Justice statistics; Aboriginal and Torres Strait Islander justice; Victims of Crime; Sexual Assault; and, Road Safety. Additionally the Group is responsible for 11 National Forums and four ministerially appointed bodies. Key projects include managing the Policing contract; Development of criminal justice and road safety reforms; and coordinating strategies that involve a whole-of-government and community approach to identifying and responding to priority crime and safety concerns. The successful applicant will oversee the social justice portion of the work program including matters related to Aboriginal and Torres Strait Islander justice; Victims of Crime; Sexual Assault.

Eligibility/Other Requirements: Relevant tertiary qualifications, or significant study towards gaining qualifications, and/or experience in Aboriginal and Torres Strait Islander justice policy matters and working with Aboriginal and Torres Strait Islander community.

Note: This is an Aboriginal and Torres Strait Islander identified position.

Contact Officer: Andrew McIntosh (02) 6207 0550 [andrew.mcintosh@act.gov.au](mailto:andrew.mcintosh@act.gov.au)

### Legal Aid Commission

#### **Executive**

##### **Chief Executive Officer**

**Executive 2.5 equivalent \$244,761 - 262,874 (remuneration package), Canberra (PN: 1)**

Gazetted: 05 July 2013

Closing Date: 24 July 2013

A person of outstanding ability with high level management skills and extensive experience in legal practice.

Eligibility/Other Requirements: Applicants must be eligible to hold an unrestricted practising certificate in the ACT.

Note: Remuneration package is provided. Salary component is \$201,616

Contact Officer: Andrew Crockett, Chief Executive Officer 6243 3496 [hr@legalaidact.org.au](mailto:hr@legalaidact.org.au)

Applications can be forwarded to: [hr@legalaidact.org.au](mailto:hr@legalaidact.org.au) or GPO Box 512, Canberra city ACT 2601

### Office of the Legislative Assembly

#### **Business Support**

##### **Manager HR and Workplace Management**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 410)**

Gazetted: 04 July 2013

Closing Date: 18 July 2013

Under the direction of the Director Business Support, coordinate and manage the human resource and work environment function of the Office of the Legislative Assembly.

Contact Officer: Chris May (02) 6205 2091 [chris.may@parliament.act.gov.au](mailto:chris.may@parliament.act.gov.au)

Applications can be forwarded to: [chris.may@parliament.act.gov.au](mailto:chris.may@parliament.act.gov.au)

## APPOINTMENTS

### Community Services

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

Raymond Immanuel Fatafehi 835-89219, Section 68(1), 8 July 2013

### Economic Development

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

Kylie Jane McLaren 827-44934, Section 68(1), 10 July 2013

**Professional Officer Class 2 \$70,913 - \$81,460**

Paul Grant Montgomery 836-00721, Section 68(1), 21 June 2013

### Environment and Sustainable Development

**Administrative Services Officer Class 2 \$46,372 - \$51,422**

Natasha Davidson 835-68354, Section 68(1), 5 July 2013

**Administrative Services Officer Class 2 \$46,372 - \$51,422**

Martin Silsby 836-03869, Section 68(1), 4 July 2013

### Health

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

Asha Bott-Sarma 836-04255, Section 68(1), 12 August 2013

**Administrative Services Officer Class 2/3 \$46,372 - \$57,004**

Fallon Cooper 817-48714, Section 68(1), 8 July 2013

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

Adelaide Essuman 833-47770, Section 68(1), 5 July 2013

**Radiation Therapist Grade 3.1 \$85,294 - \$88,150**

Linda Grose 836-02858, Section 68(1), 2 July 2013

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

Gemma Heugh 838-53665, Section 68(1), 4 July 2013

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

Sinead Lacey 836-04589, Section 68(1), 12 August 2013

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

Marie Sally Stephanie Laperotine-Simiette-Lyempermal 825-49557, Section 68(1), 4 July 2013



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

Kathleen McPartland 840-48879, Section 68(1), 8 July 2013

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

Andrew Sobey 836-03316, Section 68(1), 8 July 2013

**Justice and Community Safety**

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

Kieran Morcombe 827-60467, Section 68(1), 4 July 2013

**Territory and Municipal Services**

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

Edward Meredith 836-04394, Section 68(1), 8 July 2013

**TRANSFERS**

**Health**

**Brianan Jones: 834-53469**

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

Health

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

Health, Canberra (PN. 03289) (Gazetted 30 May 2013)

**PROMOTIONS**

**Commerce and Works**

**Shared Services**

**Business Services**

**Strategic HR**

**Christiana Eze: 835-87168**

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. 31474) (Gazetted 8 May 2013)

**Revenue Management**

**Revenue Accounts**

**Paul Michael Pomazak: 792-44218**

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 02749) (Gazetted 3 June 2013)

## **Education and Training**

### **Office for Schools**

#### **Tuggeranong Network**

#### **Namadgi School**

#### **Richard Gordon Minards: 824-43939**

From: Building Service Officer \$40,973 - \$44,935

Education and Training

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

Education and Training, Canberra (PN. 31963) (Gazetted 21 March 2013)

## **Health**

### **Canberra Hospital and Health Services**

#### **Mental Health, Justice Health, Alcohol and Drug Services**

#### **Rehabilitation and Specialty Mental Health**

#### **Maria Pasula: 834-52263**

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

Health

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

Health, Canberra (PN. 22519) (Gazetted 23 May 2013)

### **Canberra Hospital and Health Services**

#### **Gaynor Stevenson: 786-45060**

From: Registered Nurse Level 3.1 \$89,834 - \$93,531

Health

To: †Registered Nurse Level 5.5 \$138,572

Health, Canberra (PN. 28502) (Gazetted 30 May 2013)

### **Canberra Hospital and Health Services**

#### **Rehabilitation, Aged and Community Care**

#### **Allied Health**

#### **Jason Whittingham: 817-46364**

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. 21028) (Gazetted 31 January 2013)

## **Justice and Community Safety**

### **ACT Corrective Services**

#### **Alexander Maconochie Centre**

#### **Offender Services and Corrections Programs**

#### **Megan Valler: 827-4486**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 15604) (Gazetted 3 May 2013)

**Territory and Municipal Services**

**Roads and Public Transport**

**Roads ACT**

**Strategic Planning and Development**

**Karl Cloos: 336-69333**

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

Territory and Municipal Services

To: †Senior Professional Officer Grade A \$123,208

Territory and Municipal Services, Canberra (PN. 25027) (Gazetted 6 May 2013)