



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 18 July 2013**

## VACANCIES

### 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 Creative Industries**

##### **Fashion/Interior Design**

##### **Education Manager**

##### **Teacher Band 2 \$104,449, Canberra (PN: P51966)**

Gazetted: 19 July 2013

Closing Date: 26 July 2013

Details: CIT Creative Industries is seeking an Education Manager for temporary filling of the position for the period commencing Wednesday July 24, 2013 and continuing until Friday December 20, 2013. As part of CIT's new structure, the exact responsibilities of the position after September 27, 2013 cannot be defined (as they will be negotiated with the team), but up until this date the position is responsible for Fashion and Interior Design. Applicants should be experienced in managing multi-disciplinary teams or programs, possess excellent communication skills, sound financial management, and have a proven record of working productively in a team environment.

Eligibility/Other Requirements: All Teacher Band 2 teachers are expected to hold: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent); and an Advanced Diploma in Adult Education (or equivalent); and Appropriate industry competencies demonstrated by the following qualifications: Diploma or Advanced Diploma in Fashion, Interior Design, Clothing Production or Millinery as per training package qualifications (or equivalent). Desirable Qualifications: It is desirable that all Teacher Band 2 teachers hold a minimum of: A Bachelor degree in Education, Management or a relevant industry specialisation. Mandatory Industry Experience: All Teacher Band 2 teachers are required to have relevant industry experience.

Note: 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: Kerry Williams (02) 6207 3769 [kerrya.williams@cit.edu.au](mailto:kerrya.williams@cit.edu.au)

#### Centres

##### **CIT Student Services**

##### **Skills Recognition Leader**

##### **Senior Teaching Post \$89,829, Canberra (PN: 14969)**

Gazetted: 23 July 2013

Closing Date: 6 August 2013

Details: A vacancy exists in the recognition team at CIT for an experienced Skills Recognition Leader who will work directly with clients and with Teaching Centres to case manage applications and to continuously improve systems to ensure a strong client focus through the coordinated application of expertise of recognition staff in the delivery centres.

Eligibility/Other Requirements: All Senior Teaching Post (STP) Teachers are expected to hold: A Training and Assessment Certificate IV level (such as TAE4110 or equivalent); and an Advanced Diploma in Adult Education (or equivalent); and appropriate industry competencies demonstrated by the following qualifications: Bachelor Degree in Education; or Graduate Diploma of Education. Mandatory Industry Experience: All STP teachers are required to have relevant industry experience.

Notes: This is a temporary position available for one year initially with the prospect of extension for another four years.

Contact Officer: Maria Dealy (02) 6207 4939 maria.dealy@cit.edu.au

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

### **Chief Minister and Treasury**

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

#### **Finance and Budget**

##### **Executive Director, Finance and Budget**

**Executive Level 2.6 \$282,162 to \$298,019 depending on current superannuation arrangements, Canberra (PN: E392)**

Gazetted: 23 July 2013

Closing Date: 8 August 2013

Details: The Chief Minister and Treasury Directorate (CMTD) leads the ACT Public Service 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 Executive Director, Finance and Budget Division.

As Executive Director, Finance and Budget, you will lead a division responsible for advising the Government and agencies on the development of the Territory's Budget, advising on financial issues relating to agencies and the Territory, and accounting policies and financial frameworks.

The Executive Director is a key member of the Directorate's senior executive team. An established record in developing and implementing public sector treasury and fiscal management strategies, commitment to public service integrity and people management is essential. 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 \$282,162 to \$298,019, depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$234,930.

**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 [joice.birkett@act.gov.au](mailto:joice.birkett@act.gov.au)

**Contact Officer:** Further information about the position is available from David Nicol on (02) 6207 0260, or via email at [david.nicol@act.gov.au](mailto:david.nicol@act.gov.au)

## **Culture and Communications**

### **Executive Director, Communications and Engagement**

**Executive Level 2.4 \$230,406 to \$243,066 depending on current superannuation arrangements, Canberra (PN: E476)**

Gazetted: 19 July 2013

Closing Date: 2 August 2013

Details: The Chief Minister and Treasury Directorate (CMTD) would like to engage an outstanding executive to the position of Executive Director, Communications and Engagement.

This Senior Executive position is responsible for leading whole of government communications. This includes the provision of high quality and responsive public information in emergencies and for large scale government initiatives, and acting as media spokesperson as required. The position is also responsible for communications and media in relation to CMTD operations.

CMTD leads the ACT Public Service 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.

The position requires a person with exceptional leadership, relationship management and strategic communications skills. A proven record in media and/or communications and public affairs management, commitment to public service integrity and people management is essential.

**Remuneration:** The position attracts a remuneration package ranging from \$230,406 to \$243,066, depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$187,557.

**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 [sue.hall@act.gov.au](mailto:sue.hall@act.gov.au)

**Contact Officer:** Further information about the position is available from Andrew Cappie-Wood on (02) 6205 0241.

## **Policy and Cabinet**

### **Cabinet and Intergovernmental Relations**

#### **Intergovernmental Relations**

##### **Senior Policy Officer**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 24276)**

Gazetted: 23 July 2013

Closing Date: 6 August 2013

Details: The Intergovernmental Relations Unit is looking for an experienced motivated person to be part of a small team supporting the Chief Minister and Head of Service on whole-of-government intergovernmental issues, including the COAG reform agenda and Federal Financial Relations Framework. The successful applicant will have high level oral and written communication skills and the demonstrated ability to liaise and negotiate with internal and external stakeholders. The Unit operates in a complex and dynamic environment. As a Senior Policy Officer within the Unit, the successful applicant will be required to work flexibly; display initiative and good judgment; and be able to work to tight deadlines on multiple issues with minimal supervision.

Eligibility/Other Requirements: Experience in intergovernmental relations desirable.

Contact Officer: Jan Horley (02) 6205 3187 [jan.horley@act.gov.au](mailto:jan.horley@act.gov.au)

**Office of Under Treasurer**

**Executive Assistant to the Under Treasurer**

**Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 31558)**

Gazetted: 18 July 2013

Closing Date: 1 August 2013

Details: The Chief Minister and Treasury Directorate leads the ACT Public Service 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. We are looking for an Executive Assistant to the Under Treasurer. We would like a person with initiative, a high work ethic, high functioning organisational skills, the ability to communicate effectively with people of senior position and to deal appropriately with matters of a confidential and sensitive nature.

Contact Officer: Margaret Stewart (02) 6207 0280 [margaret.stewart@act.gov.au](mailto:margaret.stewart@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 ICT**

**Infrastructure Services**

**Platform Systems**

**Senior Third Level Support Analyst**

**Senior Information Technology Officer Grade C \$89,786 - \$96,809, Canberra (PN: 14679)**

Gazetted: 23 July 2013

Closing Date: 6 August 2013

Details: The successful applicant will be required to provide extensive high level technical support in a complex Windows environment as part of a team of specialist technical analysts. The role requires in-depth analysis and fault finding for a broad spectrum of Microsoft based technologies and provides high level support and mentoring of junior level 3 support analysts. Key responsibilities also include providing sound technical support and advice to Shared Services ICT staff and customers relating to various Microsoft operating systems as well as a range of applications installed on the enterprise wide Standard Operating Environment (SOE).

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Possession of a degree, diploma, certificate, vocational or industry certificate such as MCSE or relevant work experience in a Microsoft environment is highly desirable. Knowledge and understanding of the role of information technology in Government is desirable. Possession of, or the ability to rapidly attain, a Protected Security Clearance as well as ability to obtain a Schools Police check, is mandatory.

Contact Officer: Steve Hickey (02) 6205 0900 [steve.hickey@act.gov.au](mailto:steve.hickey@act.gov.au)

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

**Shared Services ICT**

**Infrastructure Services**

**Platform Systems**

**Senior Windows Engineer**

**Senior Information Technology Officer Grade C \$89,786 - \$96,809, Canberra (PN: 14318)**

Gazetted: 23 July 2013

Closing Date: 6 August 2013

The successful applicant will be required to provide extensive high level technical support in a complex Windows environment, as part of a team of specialist technical engineers in the Windows Support team. The role requires in-depth analysis and fault finding for a broad spectrum of Microsoft server based technologies. Key responsibilities include providing technical support, planning, architectural reviews and advice to Shared Services ICT staff and customers relating to various Microsoft and VMware virtualisation platforms.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Possession of a degree, diploma, certificate, vocational or industry certificate such as MCSE or relevant work experience in a Microsoft environment is highly desirable. Knowledge and understanding of the role of information technology in Government is desirable. Possession of, or the ability to rapidly attain, a Protected Security Clearance as well as ability to obtain a Schools Police check, is mandatory.

Contact Officer: Steve Hickey (02) 6205 0900 [steve.hickey@act.gov.au](mailto:steve.hickey@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 Services**

#### **Corporate, Governance and Executive**

##### **Internal Audit**

##### **Internal Audit Manager**

##### **Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 11220)**

Gazetted: 23 July 2013

Closing Date: 30 July 2013

Details: The Commerce and Works Directorate requires an Internal Audit Manager to manage the audit function and processes across the Directorate. This position is available for temporary filling from Monday 5 August 2013, with the expectation it will be advertised for permanent filling in due course.

Eligibility/Other Requirements: Applicants should be highly organised with the ability to work across role boundaries. Previous program/project management or audit experience will be highly regarded.

Contact Officer: Dayna Shore (02) 6205 3906 [dayna.shore@act.gov.au](mailto:dayna.shore@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**

##### **Care and Protection Services**

##### **Adoption and Permanent Care**

##### **Team Leader**

##### **Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 03854)**

Gazetted: 19 July 2013

Closing Date: 2 August 2013

Details: Care and Protection Services are seeking a highly motivated person for the role of Team Leader in the Adoption and Permanent Care Unit of Care and Protection Services. The Adoption and Permanent Care Unit provides services for children born both locally and overseas, who require adoptive family placements. The Unit also provides post adoption services to those parties affected by past adoptions. In addition the Unit provides services to Unaccompanied Humanitarian Minors. The Team Leader role has the responsibility of leading a team of

professionals in Adoption matters (local and Inter-country), Permanency Planning for Children in the ACT, and Post Order Support services.

Eligibility/Other Requirements: 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 registrations refer to: [www.legislation.act.gov.au/a/2011-44/default.asp](http://www.legislation.act.gov.au/a/2011-44/default.asp) and

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

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

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

#### **Youth Services Branch**

#### **Youth Justice Case Management**

#### **Case Manager**

**Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 44588, several)**

Gazetted: 24 July 2013

Closing Date: 13 August 2013

Details: The position entails the supervision of a team of Case Managers who deliver quality assessments and supervision to a caseload of children and young people subject to criminal justice orders, both in the community and in custody. You will be responsible for providing culturally appropriate service provision to young people and their significant others in accordance with relevant legislative frameworks, including the *Children and Young People Act 2008* and other relevant legislation regulating Court and criminal justice procedures within the ACT.

Your work will also promote the core values outlined in the Blueprint for Youth Justice in the ACT 2012-22, including community safety; early intervention and diversionary practice; evidence-based practice; family engagement; and the promotion of young peoples' best interests.

Eligibility/Other Requirements: Relevant tertiary qualifications. At least twelve months experience in case management roles. 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 registrations refer to: [www.legislation.act.gov.au/a/2011-44/default.asp](http://www.legislation.act.gov.au/a/2011-44/default.asp) and [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people). Current driver's licence.

Notes: Selection maybe based on written applications and referee reports only. There are several temporary positions available for periods of three months initially with the possibility of extension and or permanency from this process.

Contact Officer: Janice Pearcey (02) 6205 4800 [janice.pearcey@act.gov.au](mailto:janice.pearcey@act.gov.au)

### **Cultural Facilities Corporation**

#### **Canberra Theatre Centre**

#### **Corporate**

#### **Canberra Theatre Centre Finance Manager**

**Senior Officer Grade C \$89,786 - \$96,808, Canberra (PN: 3557)**

Gazetted: 19 July 2013

Closing Date: 2 August 2013

We are looking for a self starter who understands finance and financial reports, preferably with an accounting degree who can interpret for both non financial and financially literate people. You will be able to understand or have a willingness to learn, compliance within the public sector. To be successful in this role you will be resourceful, a good negotiator, and be able to supervise employees. This role has a demanding nature and as such you will need to be a skilled multi tasker and be proficient at people management.

Eligibility/Other Requirements: Possession of degree or diploma level qualifications in accounting/finance/business/commerce is essential Experience with ACCPAC financial management system reporting and analysis tools is desirable. Post degree qualifications are desirable.

Note: This is a 12 month temporary position with the possibility of extension. Applicants must address the selection criteria.

Contact Officer: Bruce Carmichael (02) 6243 5705 [bruce.carmichael@act.gov.au](mailto:bruce.carmichael@act.gov.au)

Applications can be forwarded to: [trudy.collins@act.gov.au](mailto:trudy.collins@act.gov.au)

### **Education and Training**

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

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

#### **Office of Schools**

##### **Belconnen Network**

##### **Kingsford Smith School**

##### **Executive Teacher - Special Educational Needs**

##### **School Leader C \$100,271, Canberra (PN: 15515)**

Gazetted: 23 July 2013

Closing Date: 8 August 2013

Details: As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage and lead the Special Educational Needs Team, resources and programs to achieve optimal social, educational, and post-school transitional outcomes and ongoing support for all students. Manage and lead programs supporting Aboriginal and Torres Strait Islander students.

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

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

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

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

Contact Officer: Jan Day (02) 6207 4455 [jan.day@ed.act.edu.au](mailto:jan.day@ed.act.edu.au)

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

#### **Tertiary Education and Performance**

##### **Training and Tertiary Education**

##### **Training and Skills Development**

##### **Program Manager**

##### **Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 30769)**

Gazetted: 24 July 2013

Closing Date: 8 August 2013

Details: The Training and Skills Development section is seeking a Program Manager to contribute to the development and implementation of policy relating to the Australian Apprenticeships Program and other funded training initiatives in the ACT. The successful applicant will have strong leadership skills and enjoy working with a diverse range of stakeholders to achieve client focussed outcomes.

Eligibility/Other Requirements: Experience in the VET sector desirable.



Notes: This is a temporary position until 31 January 2014 with possible extension.

Contact Officer: Alice Clements (02) 6205 8458 [alice.clements@act.gov.au](mailto:alice.clements@act.gov.au)

**Office for Schools**

**Tuggeranong Network**

**Wanniassa School**

**Preschool Assistant**

**School Assistant 2 \$39,431 - \$43,728, Canberra (PN: 22799)**

Gazetted: 24 July 2013

Closing Date: 7 August 2013

Details: An exciting opportunity exists to join the educational team at Wanniassa School. The successful applicant will be working as a member of a team to provide support to Wanniassa Schools Aboriginal and Torres Strait Islander students. The successful applicant will work closely with and receive direction from the teacher in assisting with the management and learning of children in Wanniassa School's Koori Preschool Program. As a part of a team the Assistant will assist with program material preparation, behaviour management, supervision of children on the playground and on excursions and any specialised medical requirements.

Eligibility/Other Requirements: Desirable: First Aid and Epi pen qualification or willingness to undertake appropriate training.

Note: This is a part-time position available at 15:37 hours per week. This is an Aboriginal and Torres Strait Islander identified position.

Contact Officer: Margaret Taylor (02) 6205 6200 [margaret.taylor@ed.act.edu.au](mailto:margaret.taylor@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](mailto:jobs@act.gov.au)**

**Regulation and Services**

**Construction Services**

**Utilities, Land Regulation and Compliance**

**Utilities Technical Inspector**

**Senior Professional Officer Grade C \$89,786 - \$96,809, Canberra (PN: 20253)**

Gazetted: 24 July 2013

Closing Date: 13 August 2013

Details: The Environment and Sustainable Development Directorate (ESDD) is seeking the services of an experienced Technical Specialist to assist it in its role as the Technical Regulator of Utilities in the ACT. The ESDD is seeking a person with suitable experience, on a full-time basis, to provide high level technical input to the Technical Regulator in assessing the effectiveness of the operation, management and performance of utilities licensed to operate in the Territory. The successful applicant will provide specialist auditing, field inspecting and investigating in relation to the regulation of the electricity utility service sectors.

Eligibility/Other Requirements: Tertiary qualifications in Electrical Engineering or relevant professional qualifications with experience at a senior level in one or more of the management, operation or regulation of the electrical utility sector.

Contact Officer: Dennis Harvey (02) 6207 0362 [dennis.harvey@act.gov.au](mailto:dennis.harvey@act.gov.au)

**Policy Corporate and Regulation**

**Regulation and Services**

## **Sustainability Programs**

### **Program Officer**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 19609)**

Gazetted: 19 July 2013

Closing Date: 26 July 2013

Details: The Environment and Sustainable Development Directorate - Sustainability Programs Branch delivers a range of programs to the business, home and school communities within the ACT. The Business Unit manages the ACTSmart Business Energy and Water Program to medium business enterprises across the ACT. The Directorate is seeking a Program Officer to develop and deliver this program including delivery of energy and water assessments to the business community.

Eligibility/Other Requirements: Current driver's licence essential.

Notes: This is a temporary position available from 1 September 2013 to 30 September 2014 with the possibility for extension. Position may be filled based on application and referee reports only.

Contact Officer: Ros Malouf (02) 6207 5335 ros.malouf@act.gov.au

## **City Planning**

### **Strategic Planning and Policy**

#### **Strategic Planning**

##### **Senior Planning Officer**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 15475)**

Gazetted: 24 July 2013

Closing Date: 7 August 2013

Details: The City Planning Division is looking for a Senior Planning Officer to work in the Strategic Planning Section. The Section has responsibility for the Government's Master Planning program as well as planning for land supply and release. The position would suit a qualified and experienced Town/Urban Planner or professional with relevant skills in environmental planning or urban design and will assist in the development and review of urban planning policies and strategies that will foster more environmentally sustainable urban outcomes for Canberra.

Note: This is a temporary position available until 31 January 2015.

Contact Officer: Tanya Cullen (02) 6207 5877 tanya.cullen@act.gov.au

## **Regulation and Services**

### **Construction Services**

#### **Construction Occupations**

##### **Licensing Officer**

**Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 12523)**

Gazetted: 23 July 2013

Closing Date: 6 August 2013

Details: The successful applicant will be responsible for the assessment of construction occupation licence applications for builders, electricians, plumbers, gasfitters and other licensable construction occupations. The area also maintains the register of construction occupations, registers architects and provides administrative support to the Registrar of Construction Occupations. The occupant of this position will also be required to maintain the section's administrative records with high attention to detail, and provide advice to the public in interstate licensing bodies regarding licensing processes in the ACT.

Eligibility/Other Requirements: Experience within a similar regulatory environment would be desirable.

Contact Officer: Rachel Zsuzsa (02) 6205 1342 rachel.zsuzsa@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 Service**

**Rehabilitation, Aged and Community Care**

**Rehabilitation**

**Clinical Development Nurse**

**Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 29934)**

Gazetted: 25 July 2013

Closing Date: 1 August 2013

Details: ACT Health, Rehabilitation, Aged and Community Care invite applications from motivated and enthusiastic applicants with sound leadership and communication skills for the role of Clinical Development Nurse for the Rehabilitation Ward (12B) and the Rehabilitation Independent Living Unit (12B).

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

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: Maria Trudinger 0434 674 442

**Canberra Hospital and Health Services**

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

**Adult Community and Older Persons Mental Health**

**Psychologist**

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 20881)**

Gazetted: 25 July 2013

Closing Date: 1 August 2013

Details: Adult Community and Older Persons Mental Health Services are contemporary evidence based services providing high quality mental health care that is guided by principles of Recovery. The services aim to provide collaborative care involving the consumer, their carers and other key services. At this level, it is expected that you will provide high quality interventions and support the achievement of sound outcomes for consumers. It is an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at Levels HP 2 and 1 and support the Team Leader in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology with current unconditional ACT registration where applicable and/or eligibility for membership of the appropriate professional organisation.

Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence.

Note: This is a temporary vacancy available for 12 months commencing ASAP. 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: John Acs (02) 6205 1338

**Canberra Hospital and Health Services**

**Capital Region Cancer Service**

**Cancer Nursing**

**Clinical Nurse Consultant**

**Registered Nurse Level 3.2 \$101,556, Canberra (PN: 22385)**

Gazetted: 25 July 2013

Closing Date: 1 August 2013

Details: Medical Oncology/Immunology Outpatients are seeking applications from enthusiastic, motivated Registered Nurses for the role of Clinical Nurse Consultant (CNC). The outpatient clinic specialises in cancer care and the safe administration of chemotherapy, incorporating a busy outpatient area and Immunology. The CNC will work closely with the Capital Region Cancer Service (CRCS) team in order to provide contemporary operational management and leadership to enhance the provision of excellent clinical care within the area. This leader will have knowledge of trends and issues relating to the provision of safe and flexible rostering practices and innovations that impact on the work environment and the health care team.

Eligibility/Other Requirements: Be registered or have applied for registration 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.

Contact Officer: Denise Breust (02) 6244 2881

**Canberra Hospital and Health Services**

**Pathology**

**Immunoassay**

**Health Professional, Clinical Chemistry/Immunoassay**

**Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 16939)**

Gazetted: 25 July 2013

Closing Date: 8 August 2013

Details: The Clinical Chemistry/Immunoassay laboratory is located at The Canberra Hospital and services the Canberra and surrounding region. It is an expanding and dynamic area and we are seeking applicants who are interested in a challenging career and committed to working in a team environment.

Eligibility/Other Requirements: A Degree or Associate Diploma in Science or equivalent relevant qualification.

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

Contact Officer: Monica Brady (02) 6244 2846 Monica Brady (02) 6244 2846

**Director General Reports**

**Population Health**

**Health Protection Service**

**Public Health Officer**

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 23827)**

Gazetted: 25 July 2013

Closing Date: 15 August 2013

Details: The Health Protection Service provides excellent career opportunities for applicants wishing to have an influence within the relative sectors of public health management. The position provides scope for a professional officer with sound judgement and strategic thinking skills that would assist the Environmental Health Operations team achieve organisational objectives. Are you a qualified Environmental Health Officer and a person who appreciates a good quality of life that only Canberra can offer? If so the Health Protection Service has a position for you. Canberra is a dynamic environment with many opportunities.

Eligibility/Other Requirements: If you have a Degree of Applied Science Environmental Health and are willing to take the challenge, you are invited to apply.

Note: This is a temporary position available for a period of 12 months. Further information about living in Canberra is available from <http://www.liveincanberra.com.au/>. 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: Melissa Langhorne or Lyndell Hudson (02) 6205 1700

## **Director General Reports**

### **Population Health**

#### **Health Protection Service**

##### **Surveillance Coordinator**

##### **Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 15102)**

Gazetted: 25 July 2013

Closing Date: 8 August 2013

Details: This position is responsible for the provision of high level epidemiological advice and assistance to staff on the surveillance and management of notifiable conditions. The applicant will be required to monitor communicable disease trends, analyse disease investigation results and provide reports as required. The ideal applicant will have practical experience in epidemiology, knowledge of current public health guidelines on communicable disease control, strong communication skills and a sound track record in program management. Excellent interpersonal and negotiation skills are essential.

Eligibility/Other Requirements: Tertiary qualifications in Epidemiology, with experience in surveillance and management of communicable diseases, statistical analysis and reporting of data.

Note: This is a temporary position available from 2 September 2013 to 4 April 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.

Contact Officer: Rebecca Hundy (02) 6205 2052

## **Canberra Hospital and Health Services**

### **Capital Region Cancer Service**

#### **Cancer Stream Administration**

##### **Nurse - Eye Clinic**

##### **Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 14995)**

Gazetted: 25 July 2013

Closing Date: 8 August 2013

Details: An exciting opportunity exists for a Registered Nurse within the Eye Clinics at the Canberra Hospital. The successful applicant will need to be motivated and enthusiastic, have excellent interpersonal and communication skills as well as be an outstanding role model for other staff. The applicant should also be able to lead a team and multitask as required in a clinical area. Further eye specific training will be offered for the successful applicant.

Eligibility/Other Requirements: Be registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Note: This vacancy is full-time, Monday to Friday. 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: Irene Upton (02) 6244 4019

**Director General Reports**

**Population Health**

**Health Protection Service**

**Public Health Officer**

**Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 29632, several)**

Gazetted: 25 July 2013

Closing Date: 8 August 2013

Are you qualified to become a Public Health Officer and a person who appreciates a good quality of life that only Canberra can offer? If so, the Health Protection Service has a position for you. Canberra is a dynamic environment with many opportunities. Further information about living in Canberra is available from

[www.liveincanberra.com.au](http://www.liveincanberra.com.au)

We have a position in our team that will suit an entry level person into the Environmental Health Operations Section of the Health Protection Service. The Health Protection Service provides excellent career opportunities for applicants wishing to have an influence within public health management. If you have a Degree of Applied Science Environmental Health and willing to take the challenge, you are invited to apply. Recent graduates with less than 12 months experience are encouraged to apply. Recent graduates may be appointed as a Health Professional Officer Level 1 depending on experience post graduation.

Eligibility/Other Requirements: Registered or applied for registration with Australian Health Practitioner Regulation Authority. Degree of Applied Science Environmental Health or equivalent. Current driver's licence.

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: Lyndell Hudson (02) 6205 1700

**Strategy & Corporate**

**Professional Leadership, Research & Education**

**General Practice**

**Professor of General Practice and Primary Health Care and**

**Director, Academic Unit of General Practice**

**Specialist/Senior Specialist \$Staff Specialist 1 - 5**

**\$147,465-\$181,976**

**Senior Specialist \$199,231, Canberra (PN: 28599)**

Gazetted: 25 July 2013

Closing Date:

The ANU Medical School and ACT Health Directorate are seeking to appoint an experienced candidate with a strong background in, and commitment to, clinical service and education in the specialty discipline of General Practice and Primary Health Care. As well as providing high-level academic leadership to the Australian National University within this discipline, you will provide senior medical advice and support to the ACT Health Directorate. You will foster links between general practice, community health, related primary care organisations and the Medical School within the ACT and the region as well as lead and direct the work of the Academic Unit of General Practice in alignment with the strategic directions of the ANU Medical School, to increase research success and strengthen the educational program. The ANU Medical School is part of Australia's premier research intensive university. It operates an innovative four-year graduate-entry program, with between 90 and 100 students each year. A major feature of the Medical School program is its rural and community focus. The Academic Unit of General Practice is an established and successful team of researchers and teachers working with GPs and primary health care practitioners in the ACT and region. ACT Health is a directorate of the ACT Government and provides a range of medical, allied health and nursing services to the local community. The Director and Unit work closely with the Directorate in providing senior medical advice and opportunities for development of primary care research and practice. The remuneration and conditions of this position will be commensurate with the ACT

Medical Practitioner's Enterprise Agreement. The post is jointly accountable to the Dean of the ANU Medical School and the Deputy Director General Strategy and Corporate, ACT Health. Contact Officer: Nicholas Glasgow (02) 6125 2622 [nicholas.glasgow@anu.edu.au](mailto:nicholas.glasgow@anu.edu.au) Applications can be forwarded to: Further information, including Candidate Booklet, can be found at: <http://jobs.anu.edu.au/PositionDetail.aspx?p=3476>

### **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)**

#### **Office of the Director General**

##### **Deputy Director-General, Justice**

**Executive Level 3.7 \$293,258 to \$309,709 depending on current superannuation arrangements, Canberra (PN: E479)**

Gazetted: 19 July 2013

Closing Date: 5 August 2013

Details: The Justice and Community Safety Directorate is seeking an experienced senior executive to fill the role of Deputy Director-General, Justice. The Deputy Director-General, Justice, provides high level policy advice to the Government particularly on law reform and oversees the administration of ACT Courts and Tribunals and the delivery of legal services to Government. The role also assists the Director-General in relation to the Directorate's corporate and service delivery outcomes and the roles and responsibilities of a range of independent Statutory Office Holders.

The successful applicant will be engaged under a performance based contract (up to five years) with an attractive remuneration package ranging from \$293,258 to \$309,709 per annum depending on current superannuation arrangements including a cash component of \$243,715. Employer provided benefits include superannuation, a privately plated car and parking. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Further information is available at [www.justice.act.gov.au](http://www.justice.act.gov.au)

Contact Officer: Kathy Leigh (02) 6207 0502 [kathy.leigh@act.gov.au](mailto:kathy.leigh@act.gov.au)

#### **ACT Emergency Services Agency**

##### **Program Director, Station Upgrade and Relocation Strategy**

**Executive Level 1.1 \$174,313 to \$183,538 depending on current superannuation arrangements, Canberra (PN: E656)**

Gazetted: 19 July 2013

Closing Date: 1 August 2013

Details: The position assists the ACT Emergency Services Agency Commissioner in providing strategic direction, planning and management for due diligence studies, design, and community consultation on the upgrade and relocation of new emergency services facilities. Applicants are required to demonstrate extensive knowledge, ability and competency in emergency management and program management that includes managing complex stakeholder projects and providing high level briefings. A demonstrated understanding of procurement and legislation, as well as change management, stakeholder management and communication is also required.

The successful applicant will be engaged under a performance-based contract for 12 months with an attractive remuneration package of \$174,313 or \$183,538 per annum depending on current superannuation arrangements.

All executive contracts are tabled in the Legislative Assembly.

Contact Officer: Dominic Lane (02) 6207 8383 [dominic.lane@act.gov.au](mailto:dominic.lane@act.gov.au)

## **APPOINTMENTS**

### **Canberra Institute of Technology**

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

Emma Kelly 816-82356, Section 68(1), 22 July 2013

### **Commerce and Works**

#### **Senior Officer Grade A \$123,208**

Damian Grovenor 823-50126, Section 68(1), 22 July 2013

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

Suzanne Pritchard 836-04642, Section 68(1), 5 August 2013

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

Loraine Burns 836-04511, Section 68(1), 29 July 2013

### **Community Services**

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

James Bint 831-24147, Section 68(1), 5 August 2013

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

Brian Cropper 827-53523, Section 68(1), 5 August 2013

### **Economic Development**

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

Joni Scanlon 836-04976, Section 68(1), 5 August 2013

### **Education and Training**

#### **School Assistant 2 \$39,431 - \$43,728**

Ian Maurice Phillips 835-33143, Section 68(1), 23 July 2013

### **Health**

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

Ailene Fitzgerald: 82956523, Section 68(1), 22 July 2013

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

Ross Bowman 836-04327, Section 68(1), 15 July 2013



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

Kylie Brooks 836-04079, Section 68(1), 22 July 2013

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

Amanda Christou 836-05063, Section 68(1), 18 July 2013

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

Priti Indapurkar 836-03471, Section 68(1), 22 July 2013

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

Wendy Kemp 838-54502, Section 68(1), 24 July 2013

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

Sally-Anne Wherry 825-49856, Section 68(1), 17 July 2013

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

Nicholas Yui 836-05282, Section 68(1), 26 August 2013

**TRANSFERS**

**Health**

**Anne-Maree Parker: 813-01429**

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

Health

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

Health, Canberra (PN. 23509) (Gazetted 6 September 2013)

**PROMOTIONS**

**Canberra Institute of Technology**

**Centres**

**CIT Corporate Services**

**Finance**

**Chuan He: 821-01701**

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

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 54100) (Gazetted 8 May 2013)

**Chief Minister and Treasury**

**Workforce Capability and Governance**

**Public Sector Management**

**Strategic HR**

**Jacob Collins: 747-77138**

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

Chief Minister and Treasury

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

Chief Minister and Treasury, Canberra (PN. 14236) (Gazetted 3 June 2013)

**Commerce and Works**

**Shared Services**

**HR Services**

**Employee Relations and Training**

**Sandra Sturt: 796-74058**

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 31175) (Gazetted 31 October 2012)

**Community Services**

**Disability ACT**

**Direct Service Delivery**

**Children and Young People**

**Casey Carne: 835-83829**

From: Indigenous Trainee \$40,974 - \$45,283

Community Services

To: †Administrative Services Officer Class 2 \$46,372 - \$51,422

Community Services, Canberra (PN. 33301) (Gazetted 18 January 2012)

This Promotion is to a non-advertised position under Section 247F of the Public Sector Management Standards 2006

**Office for Children Youth and Family Support**

**Care and Protection Services**

**Out of Home Care**

**Sheree McMillan: 795-6689**

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. 42183) (Gazetted 26 March 2013)

**Therapy ACT**

**Michelle Sullivan: 757-43490**

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

Community Services

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

Community Services, Canberra (PN. 11108) (Gazetted 15 May 2013)

## **Economic Development**

### **Tourism, Events and Sport**

#### **Sport and Recreation Services**

##### **ACT Academy of Sport**

**David John Clarke: 827-48177**

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

Economic Development

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

Economic Development, Canberra (PN. 24053) (Gazetted 6 June 2013)

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

## **Environment and Sustainable Development**

### **Regulation and Services**

#### **Construction Services**

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

**Ashlea-Louise Hanson: 817-48749**

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

Environment and Sustainable Development Directorate

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

Environment and Sustainable Development, Canberra (PN. 15351) (Gazetted 7 June 2013)

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

## **Health**

### **Director General Reports**

#### **Population Health**

##### **Epidemiology**

**Louise Freebairn: 740-98426**

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

Health

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

Health, Canberra (PN. 29625) (Gazetted 2 May 2013)

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

**Paul Garbuio: 607-92871**

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

Health

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

Health, Canberra (PN. 21968) (Gazetted 27 June 2013)

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

#### **Medicine**

##### **Renal**

**Tracy Garratt: 786-45044**

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

Health

To: †Registered Nurse Level 3.2 \$101,556

Health, Canberra (PN. 22167) (Gazetted 12 June 2013)

**Canberra Hospital and Health Services**

**Women, Youth and Children**

**Womens and Babies**

**Regina Ginich: 786-49715**

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

Health

To: †Registered Nurse Level 3.2 \$101,556

Health, Canberra (PN. 22412) (Gazetted 9 May 2013)

**Canberra Hospital and Health Services**

**Medicine**

**Chronic Disease**

**Marilyn Hines: 260-213**

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

Health

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

Health, Canberra (PN. 27720) (Gazetted 12 June 2013)

**Canberra Hospital and Health Services**

**Critical Care and Imaging**

**Critical Care and Diagnostics**

**Jeanette MacCullagh: 260-68804**

From: Registered Nurse Level 4.3 \$115,948

Health

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

Health, Canberra (PN. 15573) (Gazetted 5 June 2013)

**Justice and Community Safety**

**Law Courts and Tribunals**

**Civil and Admin Tribunal**

**Registry**

**Matthew Durcau: 835-83474**

From: Indigenous Trainee \$40,974 - \$45,283

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 42400)

This promotion is to to a non-advertised position.

**Office Regulatory Services**

**Business and Infrastructure**

**Office of Aboriginal and Torres Strait Islander Affairs**

**Anna Fraser: 835-83300**

From: Indigenous Trainee \$40,974 - \$45,283

Justice and Community Safety

To: †Administrative Services Officer Class 2 \$46,372 - \$51,422

Justice and Community Safety, Canberra (PN. 32566)

This Promotion is to a non-advertised position under Section 247F of the Public Sector Management Standards 2006

**Corporate**

**People and Workplace Strategy**

**Office of Aboriginal and Torres Strait Islander Affairs**

**Kayla Hancock: 835-83271**

From: Indigenous Trainee \$40,974 - \$45,283

Justice and Community Safety

To: †Administrative Services Officer Class 2 \$46,372 - \$51,422

Justice and Community Safety, Canberra (PN. 43611)

This Promotion is to a non-advertised position under Section 247F of the Public Sector Management Standards 2006

**ACT Corrective Services**

**Custodial Operations**

**Ahu Kocak: 827-8217**

From: Health Professional Level 4 \$89,786 - \$96,809

Health

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

Justice and Community Safety, Canberra (PN. 14398) (Gazetted 6 May 2013)

**Territory and Municipal Services**

**Directorate Services**

**Canberra Connect**

**Shop Front**

**Kirsti Bullock: 791-3681**

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

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 18842) (Gazetted 31 May 2013)

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

**Retirements and Dismissals**

**Environment and Sustainable Development**

Section 143 Public Sector Management Act 1994, Jovanka Lozanovski, AGS: 260-86383, 31 July 2013.