



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 03 April 2014**

## EXECUTIVE NOTICES

### Environment and Sustainable Development

#### Contract Cessation

Note: The following Executive has been issued with a new contract which was gazetted on 13.03.14. This notification is in accordance with the provisions of section 81 of the Public Sector Management Act 1994.  
John Meyer – Executive Director, Regulation and Services (E564) – 2.04.14

### Health

#### Contract Cessation

Grant Carey-Ide – Executive Director, Service and Capital Planning (E620) – 12.03.14

### Capital Metro Agency

#### Engagement

Duncan Edghill – Executive Director, Economics and Finance (E734) Section 72 of the Public Sector Management Act 1994

## VACANCIES

### Calvary Health Care ACT (Public)

#### Medical Services

#### Medical Assessment and Planning Unit (MAPU)

#### Medical Assessment & Planning Unit

#### Director of MAPU

#### Senior Consultant \$199,231, Canberra (PN: 6780)

Gazetted: 03 April 2014

Closing Date: 24 April 2014

Details: The Director of Medical Services is seeking a qualified candidate for the role of Director of the Medical Assessment and Planning Unit (MAPU); the successful applicant will be a fully qualified physician with considerable experience in the coordination of a medical unit, in particular a new unit; responsibilities include: Unit directorship with responsibility for Models of Care, clinical protocols, policies, procedures and benchmarks, medical practitioner activities and rostering, quality improvement, risk management and department efficiency Clinical duties including direct patient care; supervision and teaching of undergraduate and postgraduate medical staff; attend hospital meetings relevant to Medical Services Participate in research and encourage this within the unit. Eligibility/Other Requirements: Applicants must attach the below documents to be considered for this position: Response to the selection criteria and copy of your current resume; cover letter outlining why you believe you are suitable for this role (Maximum one page); names and contact details for two professional referees.

Notes: This position is available to start in June, 2014. Academic title is available. Applications close: 24 April 2014

For further enquires please contact: Tonia Alexander, Medical Administration Manager [tonia.alexander@calvary-act.com.au](mailto:tonia.alexander@calvary-act.com.au)

For selection documentation and further information about Calvary Health Care ACT visit our website at

[www.calvary-act.com.au](http://www.calvary-act.com.au)

Contact Officer: Tonia Alexander (02) 62017129 [tonia.alexander@calvary-act.com.au](mailto:tonia.alexander@calvary-act.com.au).

## **Allied Health**

### **Social Work and Psychology**

#### **Social Work and Psychology**

##### **Psychologist**

**Health Professional Level 3 \$77,710 - \$86,165, Canberra (PN: 8685)**

Gazetted: 08 April 2014

Closing Date: 7 May 2014

Details: The opportunity has arisen to work within a multi disciplinary team as part of the Social Work and Psychology Department at Calvary Hospital, supporting clients in an inpatient mental health setting. This presents a rare opportunity to work across a number of departments within the hospital and offers the opportunity to work with a varied client group; we are seeking a Psychologist with appropriate clinical experience, including demonstrated skills in assessment, treatment, therapeutic intervention, group work, case management, and case work. This position is temporary for a designated period to fill in while the permanent staff member is on study related leave; conditions of service include generous personal leave provisions and salary packaging options with substantial tax benefits.

Eligibility/Other Requirements: Unconditional registration with Psychology Board of Australia and eligibility for membership with the Australian Psychological Society; applicants must attach the below documents to be considered for this position: Response to the selection criteria and copy of your current resume; cover letter outlining why you believe you are suitable for this role (Maximum one page); names and contact details for two professional referees.

Notes: Applications close: 07 May 2014

For further enquires please contact: Tuula Peltola, Director of Social Work and Psychology (02) 6264 7136

tuula.peltola@calvary-act.com.au

For selection documentation and further information about Calvary Health Care ACT visit our website at

[www.calvary-act.com.au](http://www.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)**

### **Trade Skills and Vocational Learning**

#### **Electrical Trades**

##### **Teacher Band 1**

**Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 32268, several)**

Gazetted: 04 April 2014

Closing Date: 18 April 2014

Details: A number of positions exist for energetic, dedicated and suitably qualified professionals to join our team in the Electro Technology area of Canberra Institute of Technology (CIT) Trade Skills and Vocational Learning College. Positions exist for Electrical Trades Teachers. Duties include teaching as required by the Head of Department the hours prescribed in the relevant industrial award. Perform educational and administrative tasks and other tasks as required. Counsel and support students on their programs of study. Participate and support CIT in Open/Careers/Try a Trade days and other marketing activities. Administer operational requirements of the Apprenticeship System to ensure contractual obligations are met. Maintain, develop and deliver online resources (Elearn). Contribute to program review improvement in consultation with peers and industry.

Eligibility/Other Requirements: Mandatory Qualifications: All Teacher Band 1 Teachers will hold: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment.

Appropriate industry competencies demonstrated by one of the following qualifications: Certificate III in Electro Technology - Electrician or equivalent. All Teacher Band 1.7 and Teacher Band 1.8 teachers, in addition to the above are required to hold an Advanced Diploma in Adult Vocational Education (or equivalent). Mandatory Industry Experience: All Teacher Band 1 teachers are required to have relevant industry experience.

Notes: These temporary positions are offered as 12 month contracts with possibility of extension (dependent on department/operational requirements).

Contact Officer: Stephen McMahon (02) 6207 4212 [stephen.mcmahon@cit.edu.au](mailto:stephen.mcmahon@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)

#### **Policy and Cabinet**

##### **Cabinet and Intergovernmental Relations**

##### **Intergovernmental Relations**

##### **Senior Manager, Intergovernmental Relations**

##### **Senior Officer Grade A \$123,208, Canberra (PN: 55594)**

Gazetted: 03 April 2014

Closing Date: 10 April 2014

Details: The Chief Minister and Treasury Directorate is seeking a highly motivated and appropriately skilled person to undertake the role of Senior Manger - Intergovernmental Relations. The successful applicant will have excellent communication and organisational skills, a sound understanding of the federal financial relations framework and be familiar with current national and ACT specific intergovernmental relations issues.

Eligibility/Other Requirements: Relevant tertiary qualifications along with demonstrated experience in Government and Parliamentary procedures and practices is highly desirable.

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

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

#### **Business Services**

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

##### **Internal Audit**

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

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

Gazetted: 03 April 2014

Closing Date: 21 April 2014

Details: The Commerce and Works Directorate (CWD) requires an Internal Audit Manager to coordinate and monitor progress of the audit program and to provide secretariat support services to the CWD Audit Committee. The applicant should have a strong knowledge and understanding of audit and fraud prevention issues, sound knowledge of the role of an audit committee, and demonstrated program development, co-ordination and implementation skills.

Eligibility/Other Requirements: Previous experience in a similar role is highly desirable.

Contact Officer: Kirsten Thompson (02) 6207 8207 [kirsten.thompson@act.gov.au](mailto:kirsten.thompson@act.gov.au)

#### **Shared Services**

##### **Shared Services Information and Communication Technology (ICT)**

##### **Business Development**

##### **IT Support Officer**

##### **Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 01354)**

Gazetted: 04 April 2014

Closing Date: 22 April 2014

Details: This position provides second tier application administration support to users which includes investigating business application and operational problems and providing a solution or escalating the problem when required. Also assists with business application development, testing and implementation.

Note: Selection for this role will be based on the following:- an assessment of the application against the Selection Criteria, a technical assessment, an interview and referee reports.

Contact Officer: Thu Tran (02) 6205 1029 [thu.tran@act.gov.au](mailto:thu.tran@act.gov.au)

#### **Shared Services**

##### **Shared Services Information and Communication Technology (ICT)**

##### **Business Development**

##### **Clinical Portal Support Officer**

##### **Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 19764)**

Gazetted: 07 April 2014

Closing Date: 21 April 2014

Details: Provide technical support to the Senior Development and Support Technical Specialist with the support and enhancement of the Clinical Portal implementation which includes developing and maintaining SQL objects and learning the underlying scripting and product design tools.

Contact Officer: Kate Barber (02) 6207 7666 [kate.barber@act.gov.au](mailto:kate.barber@act.gov.au)

#### **Shared Services**

##### **Shared Services Information and Communication Technology (ICT)**

##### **Executive**

##### **Executive Assistant**

##### **Administrative Services Officer Class 4/5 \$58,870 - \$69,623, Canberra (PN: 14624)**

Gazetted: 03 April 2014

Closing Date: 17 April 2014

Details: The successful applicant will be required to effectively provide confidential and effective administrative and secretarial support to the Shared Services ICT Executive Director. A demonstrated ability to examine, track, disseminate and monitor all correspondence and maintain appropriate filing systems is crucial.

Note: This position will be filled at either the Administrative Service Officer Class 4 or Administrative Service Officer Class 5 level, dependant on the skills and experience of the successful applicant.

Contact Officer: Sarbjit Sidhu (02) 6207 6489 [sarbjit.sidhu@act.gov.au](mailto:sarbjit.sidhu@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**

##### **Legal Services**

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

##### **Senior Manager Legal Services**

##### **Legal 2 \$121,218 - \$126,200, Canberra (PN: 02789)**

Gazetted: 09 April 2014

Closing Date: 23 April 2014

Details: Care and Protection Services are seeking to fill the position of Senior Manager in our Legal Services area. The successful applicant of this position would be required to supervise Legal Services staff, represent and exercise the powers of the Director-General in all Office for Children Youth and Family Support (OCYFS) matters before the courts and tribunal according to legislative and policy requirements and the person with statutory responsibility under the *Children and Young People Act 2008*. Provide advice and representation in a range of litigation matters; including but not limited to: child protection proceedings; personal injury litigation; Coronial; administrative and civil appeals tribunal; Family Court of Australia and the Federal Court.

Eligibility/Other Requirements: Admission as a practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory. 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: Nicole Eldridge (02) 6205 6002 [cpsrecruitment@act.gov.au](mailto:cpsrecruitment@act.gov.au)

**Office for Children, Youth and Family Support  
Early Intervention and Prevention Services  
Child, Youth and Family Services  
Program Officer**

**Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 11258)**

Gazetted: 04 April 2014

Closing Date: 11 April 2014

Details: Early Intervention and Prevention Services is seeking a motivated individual to backfill the Program Officer position, responsible for the day to day management of service funding agreements within the Child, Youth and Family Services Program. This position is required to contribute to the development of policies and projects associated with the Child, Youth and Family Services Program, including research and the preparation of ministerial briefings, correspondence and other written material. The position is also responsible for establishing and maintaining collaborative working relationships with community organisations providing support services to children, youth and their families and the community.

Eligibility/Other Requirements: Relevant tertiary qualifications are desirable.

Notes: This is a temporary position available until February 2015. Position may be filled based on application and referee reports alone. 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: Louise Bassett (02) 6205 7743 [louise.bassett@act.gov.au](mailto:louise.bassett@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 for Schools  
North Gungahlin Network  
Dickson College  
Executive Teacher**

**School Leader C \$104,319, Canberra (PN: 02699)**

Gazetted: 03 April 2014

Closing Date: 1 May 2014

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 team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all 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: Kerrie Heath (02) 6205 6455 [kerrie.heath@ed.act.edu.au](mailto:kerrie.heath@ed.act.edu.au)

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

**Office of the Deputy Director General  
Training and Tertiary Education  
Training and Skills Development**

### **Team Leader**

#### **Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 02374)**

Gazetted: 03 April 2014

Closing Date: 17 April 2014

Details: The Training and Skills Development section is seeking a Team Leader to supervise a team responsible for the management of the Australian Apprenticeships program 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.

Note: This temporary position is available asap until 30 June 2015 with the possibility of extension.

Contact Officer: Yolande White (02) 6205 4062 yolande.white@act.gov.au

### **Governance and Assurance**

#### **Children's Policy and Regulation Unit**

##### **Project Officer**

#### **Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 02849)**

Gazetted: 08 April 2014

Closing Date: 15 April 2014

Details: The Children's Policy and Regulation Unit are seeking a motivated professional to fill the position of Project Officer. The position will support Senior Policy Officers to develop and progress policy and sector development initiatives for ACT children, specifically in implementing the National Quality Framework.

Eligibility/Other Requirements: Qualifications and/or experience in education and care desirable.

Notes: This is a temporary position available for an initial period to 31 December 2014 with the possibility of extension and or permanency from this process. Part-time arrangements could be negotiated.

Contact Officer: Vanessa Gale (02) 6207 1104 vanessa.gale@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)**

### **Corporate**

#### **Ministerial, Government and Legal Services**

##### **Legislation**

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

#### **Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 30829)**

Gazetted: 09 April 2014

Closing Date: 23 April 2014

Details: Applicants are sought for a temporary position of Senior Policy Officer in the legislation section. The successful applicant will have the opportunity to work on a range of exciting projects in legislation reform, statutory compliance and review of legislative instruments i.e. regulations, disallowable instruments and appointments. If you have experience in energy, environmental, property or planning law; enjoy debate on administration and legal matters and have an eye for detail then this position may be of interest.

Eligibility/Other Requirements: Academic qualifications in law and experience in Government Operations in the legal area are desirable but not essential.

Notes: This is a temporary position available for three months and be extended up to six months. Depending on skills and experience of the successful applicant this position may be offered at partial performance, and may be based on application only.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: David Dunstan (02) 6207 1716 david.dunstan@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**

#### **Neonatology**

#### **Neonatologist**

**Staff Specialist /Senior Staff Specialist \$147,465 - \$181,976**

**Senior Specialist \$199,231, Canberra (PN: 10840)**

Gazetted: 10 April 2014

Closing Date: 17 April 2014

The Neonatal Department at Canberra Hospital provides neonatal care to the ACT and surrounding regions. Canberra Hospital has more than 3000 deliveries per year and is a principal referral centre for high risk pregnancies. It is the only tertiary care neonatal unit in the region, which has a delivery population of 8000. Canberra Hospital's Centre for Newborn Care has 700 admissions per year with eight intensive care beds. The Hospital has recently undergone a redevelopment, which included the build of a new, state of the art facility with the potential to increase the 24 cots to 34 cots over the next years. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 Senior Specialist: \$199,231. Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$240,687 - \$319,085 Eligibility/Other Requirements: Registration as a medical specialist practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian College of Physicians FRACP (SAC in Neonatology) or an equivalent higher specialist qualification.

Note: This is a part time temporary staff specialist position from 1st May until 31st December with a possibility of an extension.

Contact Officer: Dr Hazel Carlisle (02) 6174 7565 [hazel.carlisle@act.gov.au](mailto:hazel.carlisle@act.gov.au)

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

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

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

#### **Geriatric Medicine**

#### **Specialist /Senior Specialist - Geriatric Medicine**

**Staff Specialist/Senior Specialist \$147,465 - \$181,976**

**Senior Specialist \$199,231, Canberra (PN: 21488)**

Gazetted: 10 April 2014

Closing Date: 1 May 2014

The Health Directorate is seeking a highly motivated medical practitioner in Geriatric Medicine for the Division of Rehabilitation, Aged and Community Care; Canberra Hospital and Health Services. A permanent position exists for either a Staff Specialist or Senior Staff Specialist. The Senior Staff Specialist will be eligible to be considered for the position of clinical director of Geriatric Medicine, who will be selected by a separate process from amongst the senior staff specialists. The Clinical Director role is for a period of three years in the first instance with the possibility of extension following mutual agreement. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 Senior Specialist: \$199,231. Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$240,687 - \$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 Australasian College of Physicians or an equivalent higher specialist qualification.

Contact Officer: Linda Kohlhagen (02) 6244 3579 [linda.kohlhagen@act.gov.au](mailto:linda.kohlhagen@act.gov.au). For academic enquires, contact Nicholas Glasgow, Dean, ANU Medical School (02) 6125 2622 [dean.medical.school@anu.edu.au](mailto:dean.medical.school@anu.edu.au)

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

## **Strategy and Corporate**

### **Service and Capital Planning**

#### **Health Infrastructure Program**

##### **Senior Manager Health Infrastructure Business Support**

##### **Senior Officer Grade A \$123,208, Canberra (PN: 33765)**

Gazetted: 10 April 2014

Closing Date: 24 April 2014

Details: Are you Passionate about the delivery of a high quality customer service? The Health Infrastructure Program, within Health Infrastructure and Planning of ACT Health is delivering key health infrastructure for the ACT community and surrounding region. We are seeking a Senior Manager committed to supporting the work of the Health Infrastructure Program. In doing so, you will be managing teams providing administrative and capital works support to the delivery of the Health Infrastructure Program, individual projects and related activity. Providing government business support to the Health Infrastructure Program Director. Liaising with and providing support regarding capital works processes to ACT Health clients; and actively working with key stakeholders and partners. The position is a member of the Health Infrastructure and Planning Branch executive team. Your leadership will provide strategic direction, support continuous improvement and deliver quality outcomes for the Health Infrastructure Program. Actively demonstrating the values of the organisation in day-to-day behaviour, you will be capable of high level representation, using solution focussed planning and implementation skills to achieve the required outcomes.

Note: This is a temporary position available until 29 August 2014 with the possibility of extension. Recruitment may be based on written application and/or an interview process. 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 0907

## **Canberra Hospital and Health Services**

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

#### **Community Care Program**

##### **Manager, Physiotherapy Services**

##### **Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 28642)**

Gazetted: 10 April 2014

Closing Date: 24 April 2014

Details: Community Care Program is seeking applications from high achieving qualified and experienced Senior Physiotherapists to fill a full time leadership role as manager of a busy community based physiotherapy service. Our services are offered from community health centres across the ACT and in patient's homes. The team provides assessment and treatment of health consumers with a range of musculoskeletal conditions, respiratory conditions and continence issues. The Manager is responsible for overseeing and achieving efficient and effective patient centred services, staffing and resource management. The successful applicant will work as part of a friendly, supportive and interprofessional management team in the Rehabilitation, Aged and Community Care Division. Eligibility/Other Requirements: An appropriate degree or equivalent qualification in Physiotherapy. Registered as a Physiotherapist with the Physiotherapy Board of Australia. 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. This position may be required to participate in an overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

Contact Officer: Helen Matthews (02) 6205 2163 [helen.matthews@act.gov.au](mailto:helen.matthews@act.gov.au)

**Canberra Hospital and Health Services**

**Medicine**

**Pharmacy - TCH**

**Dispensary Lead Pharmacist**

**Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 29898)**

Gazetted: 10 April 2014

Closing Date: 17 April 2014

Details: The responsibility of this position is to provide leadership, management, and coordination of the pharmacy dispensary at the Canberra Hospital and Health Services (CHHS). This position will also include advanced education, research and quality improvement roles, and provide a range of pharmacy services on weekends and after hours on a rotational basis as rostered.

Eligibility/Other Requirements:

Mandatory:

Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia.

Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or extensive clinical pharmacy experience deemed equivalent.

Highly desirable: SHPA membership.

Note: This is a part-time temporary position at 22:03 hours per week for a period of nine 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: Monica Jones (02) 6244 2118

**Canberra Hospital and Health Services**

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

**ACT Wide Mental Health Services**

**Senior Neuropsychologist**

**Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 19643)**

Gazetted: 10 April 2014

Closing Date: 24 April 2014

Details: Mental Health, Justice Health, Alcohol and Drug Services are a contemporary evidence based service providing high quality mental health care that is guided by Principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key stakeholders. At this level it is expected you will provide high quality clinical expertise in providing neuropsychology assessment and intervention for people across various settings including child and adolescent, adult, forensic and other specialty services. You will also be responsible to provide clinical supervision and Neuropsychology training to Psychologists within the Division. Eligibility/Other Requirements: At least a four or five year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1) or Masters/Doctoral degree in Psychology. General Psychology registration with AHPRA. Current driver's licence.

Note: This is a part-time position at 29.40 hours per week. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant.

Contact Officer: Bruno Aloisi (02) 6205 1062

**Director General Reports**

**Population Health**

**Population Health Spa**

**OzFoodNet Epidemiologist**

**Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 33721)**

Gazetted: 10 April 2014

Closing Date: 24 April 2014

Details: The Health Protection Service is seeking suitable applicants for the position of OzFoodNet Epidemiologist. The OzFoodNet epidemiologist supports the Communicable Disease Control section with the provision of high-level epidemiological advice on the surveillance and management of sporadic cases and outbreaks of food-borne and other enteric diseases in the ACT. The applicant will contribute to ACT representation on OzFoodNet, a national network that conducts surveillance and investigation of food-borne diseases.

Eligibility/Other Requirements: Tertiary qualifications and experience in communicable disease epidemiology, however suitably experienced applicants without epidemiological qualifications may be considered.

Notes: This is a part-time temporary position and being offered on a job share arrangement at 18 hours per week, until 14 April 2017. 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 provide at least one written referees report with your application.

Contact Officer: Rebecca Hundy (02) 6205 2052

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

#### **Medicine**

#### **Pharmacy**

#### **Lead Pharmacist for Cancer**

#### **Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 21582)**

Gazetted: 10 April 2014

Closing Date: 24 April 2014

Details: An exciting opportunity exists for the position of Lead Cancer Pharmacist at Canberra Hospital and Health Services (CHHS). The position will be responsible for providing leadership and coordination for all pharmacy services to the Cancer Division of CHHS. This position will also provide advanced clinical, education, research, mentoring and quality improvement roles relating to cancer disciplines and will be required to provide a range of pharmacy services on weekends and after hours on a rotational basis as rostered. It is expected that this position will have a 50% clinical load, with the other listed duties making up the remaining FTE. Accommodation is available and relocation assistance may be available to cover removal and flight costs.

Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications relevant to this position (e.g. Clinical Pharmacy, Cancer Studies, Management, Education or Research) and/or a minimum of five years working in Cancer pharmacy services. Membership with the Society of Hospital Pharmacists of Australia and/or Clinical Oncology Society of Australia is highly desirable.

Note: This is a temporary full-time position for 12 months with the possibility of extension. Part time hours may be considered. 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: Miriam Lawrence (02) 6244 2121

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

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

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

#### **School Youth Health Nurse**

#### **Registered Nurse Level 2 \$80,707 - \$85,540, Canberra (PN: 17042)**

Gazetted: 10 April 2014

Closing Date: 17 April 2014

Details: A permanent part-time position of three days per week is available with the School Youth Health Nurse Program. This position is an exciting career opportunity for Registered Nurses who have a depth of experience in Youth Health, Mental Health and/or Adolescent Health and would like to work with young people in the school setting. The position is based in the school for 2 days per week and in the office for the 3rd day. Please note that under Schedule 4 of the Nursing and Midwifery Enterprise Agreement 2011-2013 this position does not work during school holidays and four weeks annual leave is required to be taken over the Christmas holiday period. Please call the Contact Officer if you would like to discuss the position or would like further information.

Eligibility/Other Requirements: Registered with the Australian Health Practitioner Regulation Agency (AHPRA) or eligible for registration. Holds a current driver's licence. Experience and/or qualifications in Youth Health, Mental Health and/or Adolescent Health 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: Carolyn Thomas (02) 6205 1575

**Canberra Hospital and Health Services  
Medicine**

**Renal**

**Registered Nurse, Ward 8B**

**Registered Nurse Level 2 \$80,707 - \$85,540, Canberra (PN: 22273)**

Gazetted: 10 April 2014

Closing Date: 17 April 2014

Details: An opportunity exists for dynamic, motivated and Registered Nurse with experience in renal nursing and or acute general medicine to join a dynamic multidisciplinary team. Ward 8B provides a supportive, nurturing and educational environment to enable nurses to deliver high quality care to acutely unwell patients.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency, with a minimum of three years full-time equivalent post registration experience in renal and/or acute general medicine OR a Registered Nurse or Midwife who holds a post-basic qualification eligible for recognition through remuneration of a qualification allowance, and 12 months full-time experience in renal and/or acute general medicine.

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: Tracy Garratt (02) 6244 2938

**Canberra Hospital and Health Services  
Medicine**

**Resources**

**Senior Sleep Scientist**

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 32937)**

Gazetted: 10 April 2014

Closing Date: 17 April 2014

Details: The Department of Respiratory and Sleep Medicine is seeking a suitably qualified individual to work in a dynamic multidisciplinary team within the Sleep Disorders Unit (SDU). The role involves performing complex diagnostic and treatment sleep polysomnography with analysis of these studies. In addition, the individual will provide education on treatment strategies as part of clinical care. The successful applicant will also contribute to various quality assurance programs and assist in training of staff. The role will also support daily management of the SDU. For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$9,095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items. Additional salary packaging benefits are also available such as meal entertainment and accommodation.

Eligibility/Other Requirements: Bachelor of Science or equivalent (Physiology, Allied Health, Health Sciences). Previous experience working in a Sleep Laboratory is essential. Professional credential from the Board of Registered Polysomnographic Technologists/or post graduate study in the sleep medicine field is desirable. The successful applicant must be able to work a 12 hour overnight shift.

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: Derek Figurski (02) 6244 2066 derek.figurski@act.gov.au

**Canberra Hospital and Health Services  
Rehabilitation, Aged and Community Care  
Client Support Service  
Exercise Physiologist**

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 21082)**

Gazetted: 10 April 2014

Closing Date: 17 April 2014

Details: An opportunity exists for an enthusiastic and suitably qualified Health Professional to work as an HP3 Exercise Physiologist in the Exercise Physiology Department within the division of Rehabilitation, Aged and Community Care. This is a full time position. The successful applicant will require a degree in human movement/exercise science or the equivalent from a recognised tertiary institution and be eligible for accreditation with Exercise and Sports Science Australia (ESSA).

Eligibility/Other Requirements: Current accreditation with ESSA as an Exercise Physiologist. Current driver's licence. Recent experience in a rehabilitation setting, experience in the Exercise Physiology Department desirable.

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

Contact Officer: Sarah McGrath (02) 6244 3616

**Director General Reports  
Population Health  
Health Protection Service  
Policy Officer**

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 29626)**

Gazetted: 10 April 2014

Closing Date: 24 April 2014

Details: Looking for a job that offers variety and challenge? Then come and join our team at Holder, Weston Creek. If you have an interest in public health and a desire to contribute to your community, then this position is for you. The position requires a person with policy development and communication skills. You should have an understanding of ministerial and cabinet processes. The position is responsible for assisting in the development of public and environmental health policies and programs.

Eligibility/Other Requirements: Science degree in a health related field.

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: Nicola Clark (02) 6205 1700

**Canberra Hospital and Health Services  
Clinical Support Services  
Clinical Engineering  
Biomedical Engineering Technician**

**Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 24876)**

Gazetted: 10 April 2014

Closing Date: 24 April 2014

Details: We are seeking an energetic, self motivated individual to fill the role of Biomedical Engineering Technician at The Canberra Hospital for a period of 9-12 months with current experience in the repair and maintenance of clinical equipment. This position reports to Biomedical Engineering Operations Manager for daily operations and for learning and professional development requirements. The position primarily involves participating in preventative maintenance and repairs of clinical equipment as part of the Operations Team.

Eligibility/Other Requirements: Associate Diploma or equivalent in a relevant Mechanical/Electronic/Biomedical Engineering Discipline and/or training/experience which in the opinion of the director enable you to perform the duties of the office. An approved Technical or Professional Engineering qualification or relevant training and experience.

Note: This is a temporary position 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: Alan Ringland (02) 6244 3816

**Canberra Hospital and Health Services**  
**Mental Health, Justice Health, Alcohol and Drug Services**  
**Alcohol and Drug Program**  
**Administration Support**  
**Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 21558)**

Gazetted: 10 April 2014

Closing Date: 17 April 2014

Details: A full-time permanent vacancy exists for an experienced Frontline Receptionist within the Alcohol and Drug Services. If you are an enthusiastic individual with a commitment to providing excellent customer service and enjoy working as part of a team, please apply.

Eligibility/Other Requirements: Certificate and/or experience in Alcohol and Other Drugs service environment is desirable but not essential.

Note: This position may require performance of duties at any site within the Alcohol and Drug Program in accordance with operational requirements. 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: Amy Zammit (02) 6174 7967

**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)**

**ACT Corrective Services**  
**Workforce Development and Training**  
**Senior Manager**  
**Senior Officer Grade A \$123,208, Canberra (PN: 32236)**

Gazetted: 04 April 2014

Closing Date: 11 April 2014

Details: Under broad direction of the Executive Director, ACT Corrective Services and in collaboration with the Executive Team manage both the budget and resources of the Unit to ensure the agency meets its strategic and operational goals while identifying, monitoring and managing business unit risk. Contribute to the agency's HR strategy and workforce planning activities including operational planning. Oversee all agency recruitment, apprenticeship, trainee and graduate program activities. Oversee all agency HR administrative activities including workforce tracking and contract management. In conjunction with the JACSD People and Workplace Strategy Unit provide timely and accurate advice in relation to Industrial Relations, legislation and Enterprise Agreement matters. Manage the agency's Registered Training Organisation (RTO) status and the procurement and quality of specialist external training programs and services. Identify, develop and implement training and professional development activities in line with operational and strategic goals. Oversee the quality and continuous improvement programs for all training and professional development activities including the Entry-level Training Program, Custodial Mandatory Training and Community Corrections Team Leader program. Manage the agency's performance management framework including coaching and mentoring managers in its implementation and use. Manage Workplace Health and Safety at the agency level, including accident and injury matters, worker's compensation and return to work programs. Coordinate investigations and maintain employee discipline records in accordance with policy and legislation. Develop and implement relevant policies and procedures for the both the business unit and the agency within the JACSD framework. Motivate, lead and inspire the Workforce Development and Training Unit Team.

Eligibility/Other Requirements: Relevant tertiary qualifications in one or more of the areas of HR, Learning and Development, Management or similar would be an advantage. The successful candidate will be required to

undergo a criminal record check. Eligible applicants may be required to maintain a current working with vulnerable people check.

Contact Officer: Bernadette Mitcherson (02) 6207 0847 [bernadette.mitcherson@act.gov.au](mailto:bernadette.mitcherson@act.gov.au)

## **Corporate**

### **Capital Works and Infrastructure**

#### **Infrastructure**

#### **Manager Infrastructure and Business Management**

#### **Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 07387)**

Gazetted: 09 April 2014

Closing Date: 23 April 2014

Details: An exciting opportunity exists to join the Capital Works and Infrastructure Unit of Justice and Community Safety Directorate (JACS). The Unit is seeking applications for a Manager Infrastructure and Business Management to manage the Infrastructure Section of the Unit delivering a diverse range of services relating to Infrastructure and Accommodation, Emergency Preparedness, Procurement and Contract Management. Applicants should be motivated, committed to achieving outcomes, be able to lead and manage staff, and have demonstrated experience in a Capital Works and Infrastructure environment.

Eligibility/Other Requirements: Sound knowledge and skills in Facilities and Property Management, Project Management, relevant ACT Public Service legislation and policies including tender and procurement processes and/or relevant tertiary qualifications would be an advantage. Certificate IV or Diploma in Project Management desirable.

Notes: This is a temporary position available until 17 November 2014.

Contact Officer: Greg Hammond (02) 6205 3505 [greg.hammond@act.gov.au](mailto:greg.hammond@act.gov.au)

## **ACT Corrective Services**

### **Business, Policy and Coordination**

#### **Workforce Development and Training**

#### **Senior Curriculum Development Officer**

#### **Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 10083)**

Gazetted: 08 April 2014

Closing Date: 15 April 2014

Details: Under limited direction, develop policies, procedures, manuals, forms and registers to enhance continual improvement and governance practices within an enterprise Registered Training Organisation (RTO). Research, develop and maintain learning materials at a range of Australian Qualification Framework (AQF) levels under various training packages. Undertake development, validation and implementation of Australian Quality Training Framework (AQTF) compliant assessment tools for a range of qualification levels. Maintain records in accordance with requirements of the *Territory Records Act 2002*. Liaise and negotiate with internal and external stakeholders in relation to achieving unit outcomes. Analyse complex issues and problems and develop feasible solutions within a dynamic operational and training environment.

Eligibility/Other Requirements: Tertiary qualifications in a relevant discipline are highly desirable. Certificate IV in Training and Assessment is essential. Knowledge of the Vocational Education and Training (VET) Quality Framework and Australian Skills Quality Authority (ASQA), RTO requirements or an ability to quickly acquire this knowledge. A current unrestricted driver's licence is essential. Eligible candidates will be required to undergo a police check.

Contact Officer: Jeremy Boland 6205 1314 [jeremy.boland@act.gov.au](mailto:jeremy.boland@act.gov.au)

## **Victim Support ACT**

### **Executive Officer**

#### **Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 12014)**

Gazetted: 08 April 2014

Closing Date: 22 April 2014

Details: The Executive Officer to the Victims of Crime Commissioner is a leadership position within Victim Support ACT. Its primary function is to assist the Commissioner to deliver his functions under the *Victims of Crime Act 1994*. The successful applicant will possess sound relevant experience in working with victims of crime and will have

demonstrated a commitment to their interests in previous employment. The position also assists the management team within Victim Support ACT to deliver a range of victim support services to the ACT community. Applicants must enjoy working in a team environment and have a personal commitment to delivering high quality customer service.

Eligibility/Other Requirements: Previous experience working with victims of crime is essential. A tertiary qualification in health or legal studies is essential.

Notes: Due to operational requirements this is a full-time position. 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: John Hinchey (02) 6205 0399 john.hinchey@act.gov.au

**Office of Regulatory Services**

**Business and Finance Services**

**Finance and Budget**

**Finance Services Officer**

**Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 43219)**

Gazetted: 04 April 2014

Closing Date: 18 April 2014

Details: Under the general direction of the Manager, Finance and Budgets prepare and process accounts payable and receivable for the Office of Regulatory Services (ORS), including maintaining tracking registers. Prepare and process monthly financial journals, undertake reconciliations as required and receipt payments within the financial management system. Maintain Cabcharge and petty cash in accordance with accounting instructions. Provide administrative support within the Finance and Budgets Unit including: research, report preparation and presentation of financial data; review and update procedures; assistance with preparation of FBT return and other ad-hoc requests. Other duties as directed by the Senior Finance Officer and Senior Manager Finance and Budgets, and the ORS Executive Director. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Knowledge of a government financial management system (e.g. Oracle) procedure and guidelines and an understanding of the financial framework within the ACT Government would be an advantage.

Contact Officer: Dragana Cvetkovski (02) 6205 3456 dragana.cvetkovski@act.gov.au

**Office of Regulatory Services**

**Registrations and Fair Trading**

**Business and Industry Licensing**

**Client Services Officer**

**Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 42576)**

Gazetted: 07 April 2014

Closing Date: 21 April 2014

Details: Under the general direction of the Manager provide high level client service, either at the counter, over the phone, or in writing. Where delegated, prepare, arrange and complete a range of licences, registrations and permits administered by the office. Where delegated, critically examine documents for registration and reconcile relevant cash and trust accounts. Resolve more complex issues for clients and staff. Accept and account for a range of fees by exercising responsibilities as a collector of public monies. Assist with the supervision, management, training and development of other staff within a business unit. Maintain accurate records managed in a variety of databases and manual registers. Contribute to ORS operations and perform other duties as directed. Maintain records in accordance with the *Territory Records Act 2002*. Contribute to efficient work practices and sound corporate governance. Contribute to workplace diversity, participative work practices and promote OH&S principles. Assist senior staff members with work in the unit to ensure objectives are achieved.

Eligibility/Other Requirements: This position may be required to rotate through other Business Units within Registration and Client Services. Current driver's licence is desirable.

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: Heather Kellie (02) 6205 3795 heather.kellie@act.gov.au



**ACT Law Courts and Tribunal**

**ACT Magistrates Court**

**Finance Unit**

**Finance Officer**

**Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 12871)**

Gazetted: 03 April 2014

Closing Date: 10 April 2014

Details: The advertised position of Finance Officer is in a small team at the ACT Law Courts and Tribunal. The successful applicant will be reliable, competent and have good people skills. The finance team provides support to the operations of the ACT Law Courts and Tribunals including the judiciary.

Eligibility/Other Requirements: Relevant experience preferred.

Contact Officer: Corinne Appleby (02) 6207 1064 corinne.appleby@act.gov.au

**Territory and Municipal Services**

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

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

**Roads and Public Transport**

**Executive**

**Senior Manager, Workforce Relations and Training**

**Senior Officer Grade A \$123,208, Canberra (PN: 33134)**

Gazetted: 08 April 2014

Closing Date: 15 April 2014

Details: The Roads and Public Transport Executive Team are seeking applications for the role of Senior Manager, Workforce Relations and Training to provide a centralised, streamlined and coordinated approach to matters pertaining to staff, safety and business improvement while assisting management in meeting established strategic business goals for the Division.

Eligibility/Other Requirements: Qualifications relevant to the duties of the position and/or substantial work experience relevant to the position.

Notes: This is a temporary vacancy, available to 31 December 2014. Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant. Selection may be based on application and referee reports only.

Contact Officer: Bronwen Duke (02) 6207 5763 bronwen.duke@act.gov.au

**Roads and Public Transport**

**Public Transport / ACTION**

**Operational Capability**

**Operational Capability Manager**

**Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: A02412)**

Gazetted: 03 April 2014

Closing Date: 17 April 2014

Details: ACTION is seeking a dynamic and experienced person to fill the position of Operational Capability Manager. The position reports to the Chief Operating Officer ACTION and is responsible for providing senior leadership and management of several operationally critical areas of ACTION including field operations, operational communications, recruitment and training, accident and claims, emergency management, safety and security. The position requires a person with proven leadership, management skills and the ability to identify and deliver change and improvement.

Eligibility/Other Requirements: An understanding of public transport operations would be an advantage. Tertiary qualifications in business, safety, security or risk are highly desirable.

Notes: Selection may be based on application and referees reports only.

Contact Officer: Bren Burkevics (02) 6207 8628 bren.burkevics@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.

**Roads and Public Transport**

**Public Transport**

**Marketing and Communication**

**Marketing and Communications Officer (Campaigns)**

**Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 21329)**

Gazetted: 03 April 2014

Closing Date: 17 April 2014

Details: Assist in developing marketing and communication strategies, with a specific focus on marketing acquisition and retention campaigns. Manage a large range of marketing communications (including advertising, web, social media, collateral and passenger information) from conception to completion including briefing documentation, sourcing quotes, coordinating artwork, copywriting, gaining approvals, production, distribution and measurement.

Eligibility/Other Requirements: Tertiary qualifications in marketing, communications, graphic design or related discipline would be an advantage.

Contact Officer: Nicola Woolham (02) 6207 8344 nicola.woolham@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.

**Directorate Services**

**Operational Support**

**Asset Acceptance**

**Data Processing and Assessing Officer**

**Technical Officer Level 3 \$61,148 - \$69,377, Canberra (PN: 24408)**

Gazetted: 04 April 2014

Closing Date: 11 April 2014

Details: Asset Acceptance needs a dynamic self motivated Data Processing and Assessing Officer to support a team of qualified and professional engineers by undertaking administrative duties associated with the preparation and maintenance of the Section records and performance reporting. The successful applicant will need to exhibit a track record in data collection and recording and preparation of performance reports based on collected data. The applicant must demonstrate the ability to integrate into the team and contribute in a constructive and competent manner.

Eligibility/Other Requirements: Relevant tertiary qualifications and applicant must hold a current driver's licence.

Notes: This is a temporary position available for a period of up to 12 months.

Contact Officer: Terry Halestrap (02) 6207 5604 terry.halestrap@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.

**Parks and City Services**

**ACT Parks and Conservation Service**

**Park Conservation Ranger**

**Park Ranger 2 \$58,870 - \$63,917, Canberra (PN: 15260, several)**

Gazetted: 04 April 2014

Closing Date: 18 April 2014

Details: Parks and Conservation Ranger' Grade 2 are responsible for the implementation and delivery of a broad range of conservation and natural resource land management programs in various ACT Parks, Reserves and rural lands. Applications are sought for permanent, temporary and long-term acting opportunities, as a result a Ranger Employment Register will be created. Candidates should ideally possess knowledge of, and or experience in natural and cultural resource and/or rural lands management.

Eligibility/Other Requirements: Applicants must be willing and physically capable to undertake incident management duties, including participation in fire standby, fire suppression and fire training. Tertiary

qualifications in natural and/or cultural resource and/or land management is desirable, although not a requirement. All applicants are required to hold a current drivers license.

Notes: Applicants would be expected to communicate effectively with park visitors and wear a uniform and undergo regular structured training. A Joint Selection Committee established in accordance with the certified agreement will assess all applications. Selection may be based solely on consideration of written application and referee reports. All applicants are required to address the selection criteria as well as provide an updated resume and two written referee reports addressing the selection criteria and graded using the stipulated rating scale, with their written application. We are seeking applications from suitably qualified people who are interested in permanent, fixed term (between 1 and 5 years) and temporary (up to 12 months) employment as a Ranger Grade 2. A Ranger Employment Register order of merit list will be created for short term temporary, long term up to five years and permanent vacancies (current and expected over the next 12 months).

Contact Officer: Brett McNamara 0417 292 885 [brett.mcnamara@act.gov.au](mailto:brett.mcnamara@act.gov.au)

## **Parks and City Services**

### **ACT Parks and Conservation Service**

#### **Park Conservation Ranger**

#### **Park Ranger 1 \$52,818 - \$57,004, Canberra (PN: 11974, Several)**

Gazetted: 04 April 2014

Closing Date: 18 April 2014

Details: Under Supervision Park and Conservation Ranger's Grade 1 are responsible for the delivery of a broad range of basic conservation and natural resource land management programs in various ACT parks and reserves. Applications are sought for permanent, temporary and long-term acting opportunities, as a result a Ranger Employment Register will be created. Candidates should ideally possess a knowledge of, and/or experience in natural and cultural resource and/or rural lands management.

Eligibility/Other Requirements: Applicants must be willing and physically capable to undertake incident management duties, including participation in fire standby, fire suppression and fire training. Tertiary qualifications in natural and/or cultural resource and/or land management is desirable, although not a requirement. All applicants are required to hold a current drivers licence.

Notes: We are seeking applications from suitably qualified people who are interested in permanent, fixed term (between 1 and 5 years) and temporary (up to 12 months) employment as a Base Grade Ranger Grade 1. Applicants are required to address the selection criteria along with providing an updated resume. All applicants must submit two written referee reports addressing the selection criteria and graded using the stipulated rating scale, with their written application. A joint selection committee established in accordance with the certified agreement will assess all applications. Selection may be based solely on consideration of written application and referee reports. Applicants would be expected to communicate effectively with park visitors and refer public enquiries as necessary, wear a uniform and undergo regular structured training. A Ranger Recruitment Register order of merit list will be created for short term temporary, long term up to five years and permanent vacancies (current and expected over the next 12 months)

Contact Officer: Brett McNamara 0417 292 885 [brett.mcnamara@act.gov.au](mailto:brett.mcnamara@act.gov.au)

## **APPOINTMENTS**

### **Commerce and Works**

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

David Collins 836-09304, Section 68(1), 10 April 2014

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

Shivam Gera 836-07018, Section 68(1), 10 April 2014

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

Peter James Hugh Jones 843-98289, Section 68(1), 22 April 2014

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

Stephen Rice 835-69736, Section 68(1), 10 April 2014

### **Community Services**

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

Ian Brotherson 843-98369, Section 68(1), 7 April 2014

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

Lee Yhian Diep 836-13223, Section 68(1), 3 April 2014

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

Paula Leeanne McGrady 836-15229, Section 68(1), 31 March 2014

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

Jessica Monson 836-09638, Section 68(1), 7 April 2014

### **Economic Development**

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

Geoffrey Keogh 836-06664, Section 68(1), 8 April 2014

### **Education and Training**

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

Samantha Chapman 827-44256, Section 68(1), 28 April 2014

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

Sandra Gibb 835-33135, Section 68(1), 8 April 2014

### **Health**

#### **Registered Nurse Level 1 \$58,117 - \$77,634**

Shaun Bayliss 836-10671, Section 68(1), 7 April 2014

#### **Health Service Officer Level 4 \$43,599 - \$45,346**

Sean Cattermole-McNally 839-28137, Section 68(1), 9 April 2014

#### **Technical Officer Level 1 \$47,953 - \$50,376**

Sudarshana Chakraborty 842-89605, Section 68(1), 10 April 2014

#### **Enrolled Nurse Level 1 \$52,710 - \$56,316**

Joylene Cole 836-15296, Section 68(1), 7 April 2014

#### **Registered Nurse Level 1 \$58,117 - \$77,634**

Crystal Cox 836-08870, Section 68(1), 7 April 2014

#### **Registered Nurse Level 1 \$58,117 - \$77,634**

Tamara Cremin 843-98000, Section 68(1), 7 April 2014

#### **Health Professional Level 1 \$50,899 - \$65,424**

Nicholas Daines 828-47087, Section 68(1), 14 April 2014

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

Alison Ellis 829-69308, Section 68(1), 1 April 2014

**Registered Nurse Level 1 \$58,117 - \$77,634**

Nadine Farrelley 836-12546, Section 68(1), 7 April 2014

**Registered Nurse Level 1 \$58,117 - \$77,634**

Zhiping Ge 836-08846, Section 68(1), 7 April 2014

**Registered Nurse Level 1 \$58,117 - \$77,634**

Genevieve Harrigan 840-51090, Section 68(1), 1 April 2014

**Registered Nurse Level 1 \$58,117 - \$77,634**

Christopher Harris 842-90032, Section 68(1), 3 April 2014

**Registered Nurse Level 1 \$58,117 - \$77,634**

Deepthy Joseph 834-45063, Section 68(1), 1 April 2014

**Registered Nurse Level 1 \$58,117 - \$77,634**

Jeena Karunakaran 834-44546, Section 68(1), 8 April 2014

**Registered Nurse Level 1 \$58,117 - \$77,634**

Jacqueline Kerr 836-08539, Section 68(1), 7 April 2014

**Enrolled Nurse Level 1 \$52,710 - \$56,316**

Courtney Mackin 838-54027, Section 68(1), 7 April 2014

**Registered Nurse Level 1 \$58,117 - \$77,634**

Sara Matthews 836-11826, Section 68(1), 7 April 2014

**Registered Nurse Level 1 \$58,117 - \$77,634**

Sharon Leigh May 836-56602, Section 68(1), 7 April 2014

**Technical Officer Level 1 \$47,953 - \$50,376**

Xavier McMahon 838-53841, Section 68(1), 10 April 2014

**Registered Nurse Level 1 \$58,117 - \$77,634**

Suni Pandey Karki 836-12554, Section 68(1), 7 April 2014

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

Siliani Puli'uvea 836-55255, Section 68(1), 1 April 2014

**Registered Nurse Level 1 \$58,117 - \$77,634**

Sindhu Sebastian 834-45020, Section 68(1), 2 April 2014

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

Jeanabeth Tababao 836-14218, Section 68(1), 7 April 2014

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

Patrizia Toufexis 789-44837, Section 68(1), 10 April 2014

**Registered Nurse Level 1 \$58,117 - \$77,634**

Angela Westall 836-12562, Section 68(1), 7 April 2014

**Registered Nurse Level 1 \$58,117 - \$77,634**

Laura Wilson 836-08563, Section 68(1), 7 April 2014

**Enrolled Nurse Level 1 \$52,710 - \$56,316**

Sarah Zaganelli 843-98713, Section 68(1), 7 April 2014

**Justice and Community Safety**

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

Jacqueline Perinovic 843-98342, Section 68(1), 9 April 2014

**Territory and Municipal Services**

**Veterinary Officer Level 2 \$75,111 - \$101,162**

Wendy Lynne Townsend 843-98035, Section 68(1), 7 April 2014

**TRANSFERS**

**Chief Minister and Treasury**

**Ellen Clare Lukins: 787-13860**

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

Chief Minister and Treasury

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

Chief Minister and Treasury, Canberra (PN. 32228) (Gazetted 10 January 2014)

**PROMOTIONS**

**Calvary Health Care ACT (Public)**

**Mental Health**

**Mark Rogalewicz: 161-6126**

From: Registered Nurse Level 2 \$80,707 to \$85,540

Calvary Health Care ACT (Public)

To: Registered Nurse Level 3.1] \$92,529

Calvary Health Care ACT (Public), Canberra (PN. 8931) (Gazette 31 January 2014)

**Community Services**

**Disability ACT**

**Direct Service Delivery**

**Business Support Unit**

**Hannah Stinton: 835-91802**

From: Graduate Administrative Assistant \$58,870 - \$60,739

Community Services

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

Community Services, Canberra (PN. 33260)

## **Education and Training**

### **Office for Schools**

#### **South/Weston Network**

##### **Narrabundah College**

**Jennifer Anne Budd-Clayden: 027-41435**

From: School Leader C \$104,319

Education and Training

To: †School Leader B \$121,464

Education and Training, Canberra (PN. 04145) (Gazetted 21 February 2014)

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.

### **Education Strategy**

#### **Student Engagement**

##### **Student Wellbeing and Behaviour Support**

**Sara Morgans: 778-97936**

From: School Leader C \$104,319

Education and Training

To: †School Leader B \$121,464

Education and Training, Canberra (PN. 33807) (Gazetted 16 December 2014)

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.

### **Education Strategy**

#### **Student Engagement**

##### **Student Wellbeing and Behaviour Support**

**Mark John Nicholson: 766-21903**

From: School Leader C \$104,319

Education and Training

To: †School Leader B \$121,464

Education and Training, Canberra (PN. 04093) (Gazetted 16 December 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.

### **Executive Director Corporate Services**

#### **Infrastructure and Capital Works**

##### **Capital Upgrades**

**Amalie Shawcross: 817-48204**

From: Graduate Administrative Assistant \$58,870 - \$60,739

Education and Training

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

Education and Training, Canberra (PN. 33426)

## **Health**

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

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

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

**Sally Campbell: 786-51532**

From: Registered Nurse Level 2 \$80,707 - \$85,540

Health

To: †Registered Nurse Level 3.2 \$104,603

Health, Canberra (PN. 29109) (Gazetted 20 February 2014)

**Canberra Hospital and Health Services**

**Lisa Devoy: - 833-45898**

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

To: Administrative Services Officer Class 3 \$52,818 - \$57,004  
Health, Canberra (PN. 20178) (Gazetted 23 January 2014)

**Canberra Hospital**

**David Horton: 833-45919**

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

To: Administrative Services Officer Class 3 \$52,818 - \$57,004  
Health, Canberra (PN. 16400) (Gazetted 23 January 2014)

**Strategy and Corporate**

**Business and Infrastructure**

**Security and Emergency Preparation**

**Kelly Milner: 789-46402**

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

To: Administrative Services Officer Class 4 \$58,870 - \$63,917  
Health, Canberra (PN. 14927) (Gazetted 20 February 2014)

**Canberra Hospital and Health Services**

**Jade Wheadon: 833-47738**

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

To: Administrative Services Officer Class 3 \$52,818 - \$57,004  
Health, Canberra (PN. 23211) (Gazetted 23 January 2014)

**Justice and Community Safety**

**ACT Corrective Services**

**Custodial Operations**

**Mark Tarlinton: 827-45881**

From: Administrative Services Officer Class 3 \$52,818 - \$57,004  
Justice and Community Safety

To: Correctional Officer Class 1 \$53,417 - \$64,102  
Justice and Community Safety, Canberra (PN. 31714) (Gazetted 18 November 2013)

**Territory and Municipal Services**

**Business Enterprises**

**Capital Linen Service**

**Kelvyn Crowe: 783-25331**

From: Capital Linen Service Band 1 \$38,682 - \$40,318  
Territory and Municipal Services

To: Capital Linen Service Band 5 \$57,829 - \$64,112  
Territory and Municipal Services, Canberra (PN. 27232) (Gazetted 11 March 2014)

**Roads and Public Transport**

**Executive**

**Bronwen Duke: 795-66903**

From: Senior Officer Grade B \$106,086 - \$119,426  
Territory and Municipal Services



To: †Senior Officer Grade A \$123,208

Territory and Municipal Services, Canberra (PN. 33274) (Gazetted 21 March 2014)

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.

**Business Enterprises**

**Capital Linen Service**

**Michelle Maycock: 783- 254 97**

From: Capital Linen Service Band 4 \$53,130 - \$56,847

Territory and Municipal Services

To: Capital Linen Service Band 5 \$57,829 - \$64,112

Territory and Municipal Services, Canberra (PN. 27371) (Gazetted 7 March 2014)

**Business Enterprises**

**Capital Linen Service**

**Kenneth Raymond Walters: 783- 24646**

From: Capital Linen Service Band 1 \$38,682 - \$40,318

Territory and Municipal Services

To: Capital Linen Service Band 5 \$57,829 - \$64,112

Territory and Municipal Services, Canberra (PN. 27226) (Gazetted 7 March 2014)

**CORRIGENDA**

**Commerce and Works**

**Shared Services ICT**

**Business Development**

**Business Analysis and Customer Engagement**

**Jason Ammann: 827-60782**

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

Commerce and Works

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

Commerce and Works, Canberra (PN.16986)

Notified in gazette 6 February 2014 with incorrect position number.