



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 20 November 2014**

## VACANCIES

### Calvary Health Care ACT (Public)

#### **Pharmacist**

#### **Health Professional Level 3**

#### **Pharmacist**

#### **Health Professional Level 3 \$80,997 - \$85,346, Canberra (PN: 8032)**

Gazetted: 21 November 2014

Closing Date: 15 December 2014

The Pharmacy Department is looking for a Senior Clinical Pharmacist to join our friendly, supportive team. This is an exciting opportunity to provide high level clinical pharmacy services to various specialties including critical care, emergency care, coronary care, stroke/neurology, general medical, palliative care, mental health and rehabilitation, as well as the inpatient dispensary. The Department provides a range of Pharmacy services including clinical pharmacy service to ward areas, quality improvement projects, medication safety initiatives, Antimicrobial Stewardship (AMS) program, clinical trials, student teaching and training as well as on-site aseptic manufacturing. Duties include providing pharmaceutical assessment and intervention to hospital inpatients and outpatients using established clinical pharmacy principles, participation in training and professional development activities and quality projects. Applicants should also possess an enthusiasm for teaching and training students and less experienced staff.

Applicants must hold a Bachelor of Pharmacy (or equivalent) registrable with AHPRA and must be an Australian citizen or permanent resident.

Eligibility/Other Requirements: To be considered for this role you must address the selection criteria and have appropriate work rights.

Note: Please refer to the position description for further information.

Contact Officer: Megan Arnold (02) 6201 6266 [megan.arnold@calvary-act.com.au](mailto:megan.arnold@calvary-act.com.au)

#### **Nursing**

#### **Surgical Ward**

#### **Clinical Nurse Consultant**

#### **Registered Nurse level 3.2 \$106,172, Canberra (PN: 8204)**

Gazetted: 20 November 2014

Closing Date: 18 November 2014

An exciting opportunity exists within the Perioperative and Surgical Service of Calvary Health Care - Bruce for an enthusiastic and experienced Registered Nurse to lead and manage a core inpatient service within the organisation. The role is located in the dynamic Surgical Ward that consists of 24 beds and has an established and committed surgical nursing team providing high quality clinical care to the ACT community. The CNC will be responsible for the safe, efficient and effective management of day-to-day operations of the surgical ward. Whilst this position has a predominantly clinical focus, the CNC is also accountable for the effective leadership and management of human and material resources allocated to the unit. To be considered for this role you must address the mandatory and desirable selection criteria and have registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse.

Contact Officer: Ms Anne Eade, Manager Surgical and Endoscopy Services

[anne.eade@calvary-act.com.au](mailto:anne.eade@calvary-act.com.au) (02) 6201 6878 Or Andrew Mead, Nursing Director Perioperative and Surgical Services

[andrew.mead@calvary-act.com.au](mailto:andrew.mead@calvary-act.com.au) (02) 6201 6851

### 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)**

**Business, Tourism and Accounting  
Management and Business  
Teacher**

**Teacher Level 2 \$93,298, Canberra (PN: 34888)**

Gazetted: 25 November 2014

Closing Date: 2 December 2014

Details: Teach as required by the Education Manager up to the number of hours prescribed in the relevant industrial award. Assist in the management and guidance of staff through performance feedback, coaching, mentoring and conflict resolution. Provide support, guidance and advice to students. Assist in the development of business plans including maintaining and developing commercial client relationships. Provide leadership and innovation in teaching delivery, assessment and student progression. Perform other appropriate duties such as scheduling classes, enrolments, information sessions and marketing events. This position requires high level organisational, communication and educational management skills.

Eligibility/Other Requirements: Mandatory Qualifications and/or Registrations/Licencing: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013-2017, sub-Clause 40. Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning and Development (or equivalent). Industry Experience In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013-2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable: Degree or higher qualifications and/or vocational qualifications in Business, Management or related disciplines.

Contact Officer: Judy Dickinson (02) 6207 3198 [judy.dickinson@cit.edu.au](mailto:judy.dickinson@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.

**Business, Tourism and Accounting  
Business and Administration  
Teacher**

**Teacher Level 2 \$93,298, Canberra (PN: 34886)**

Gazetted: 26 November 2014

Closing Date: 3 December 2014

Details: Teach as required by the Education Manager up to the number of hours prescribed in the relevant industrial award. Assist in the management and guidance of staff through performance feedback, coaching, mentoring and conflict resolution. Provide support, guidance and advice to students. Assist in the development of business plans including maintaining and developing commercial client relationships. Provide leadership and innovation in teaching delivery, assessment and student progression. Perform other appropriate duties such as scheduling classes, enrolments, information sessions and marketing events. This position requires high level organisational, communication and educational management skills.

Eligibility/Other Requirements: Mandatory qualifications and/or registrations/licencing: Refer to the *ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 - 2017*, sub-Clause 40. Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning & Development (or equivalent). Industry Experience in accordance with sub-Clause 40.10 of the *ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 - 2017*. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable: Degrees or higher qualifications and/or vocational qualifications in Business Administration or related disciplines.

Contact Officer: Elizabeth Nair (02) 6207 3222 [elizabeth.nair@cit.edu.au](mailto:elizabeth.nair@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.

**Business Tourism and Accounting**

**Accounting and Law**

**Teacher**

**Teacher Level 2 \$93,298, Canberra (PN: 34885)**

Gazetted: 25 November 2014

Closing Date: 2 December 2014

Details: Teach as required by the Education Manager up to the number of hours prescribed in the relevant industrial award. Assist in the management and guidance of staff through performance feedback, coaching, mentoring and conflict resolution. Provide support, guidance and advice to students. Assist in the development of business plans including maintaining and developing commercial client relationships. Provide leadership and innovation in teaching delivery, assessment and student progression. Perform other appropriate duties such as scheduling classes, enrolments, information sessions and marketing events. This position requires high level organisational, communication and educational management skills.

Eligibility/Other Requirements: Mandatory Qualifications and/or Registrations/Licencing: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013-2017, sub-Clause 40. Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning and Development (or equivalent). Industry Experience In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013-2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable: Degree or higher qualifications and/or vocational qualifications in Accounting and Law or related disciplines.

Contact Officer: Bettina Hiscock (02) 6207 3272 [bettina.hiscock@cit.edu.au](mailto:bettina.hiscock@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.

**CIT Business, Tourism and Accounting**

**Accounting and Law**

**Teacher**

**Teacher Level 1 \$65,460 - \$87,344, Canberra (PN: 52056)**

Gazetted: 21 November 2014

Closing Date: 28 November 2014

Details: Teach as required by the Head of Department up to the number of hours prescribed in the relevant industrial award. Organise and lead relevant field work and student excursions as required or allowed by the curriculum, counsel and advise students on issues relating to their effective participation in courses offered by the program area. Set and mark examinations and other assessment instruments, maintain student records including complete and detailed records of relevant student assessments and performance for a range of on the job and off the job situations. Develop individually and as a member of a team curricula, including educational resource material and online and flexible resources for new and existing programs of study.

Eligibility/Other Requirements: Mandatory qualifications and/or registrations/licencing: Refer to the *ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 - 2017*, sub-Clause 40. New Teachers at Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) within 12 months of engagement. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning & Development (or equivalent). Industry Experience in accordance with sub-Clause 40.10 of the *ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 - 2017*. All Teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Bachelor Degree or higher in Commerce, Arts (Accounting), Economics, or similar.

Notes: This is a temporary position available for a 12 month period with the possibility of extension up to five years. Temporary employment offered as a result of this advertisement may lead to permanent appointment under the "Public Sector Management Standards Section 53B - Appointment after Temporary Engagement - Canberra Institute of Technology - teaching offices".

Contact Officer: Bettina Hiscock (02) 6207 3272 [bettina.hiscock@cit.edu.au](mailto:bettina.hiscock@cit.edu.au)

## **CIT Communication**

### **Year 12**

#### **Teacher**

#### **Teacher Level 1 \$65,460 - \$87,344, Canberra (PN: 51996)**

Gazetted: 20 November 2014

Closing Date: 4 December 2014

Details: A teacher of English as an Additional Language/Dialect is required to work with young people and adults from a diverse range of backgrounds in the CIT Year 12 program. An ability to teach other subject areas such as: English, History, Global Studies, Psychology, Maths, Science, Business and/or Physical Education ability would be an advantage.

Eligibility/Other Requirements: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 - 2017, sub-Clause 40. New Teachers at Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) within twelve months of engagement. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning and Development (or equivalent). Industry Experience In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 - 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Year 12 teachers at CIT are required to hold the following qualifications: Undergraduate Degree and a postgraduate education qualification, or four year Bachelor of Education, including TESOL ACT Working with Vulnerable People Registration, registration with the ACT Teacher Quality Institute or be eligible for registration

Notes: This is a temporary position available for a period of two years with the possibility of extension up to five years. Temporary employment offered as a result of this advertisement may lead to permanent appointment under the "Public Sector Management Standards Section 53B - Appointment after Temporary Engagement - Canberra Institute of Technology - teaching offices". 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\\_wvpv](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvpv).

Contact Officer: Gillian Sinclair (02) 6207 4025 [gillian.sinclair@cit.edu.au](mailto:gillian.sinclair@cit.edu.au)

## **Chief Minister, Treasury and Economic Development**

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

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

### **Asbestos Response Taskforce**

#### **Senior Manager**

#### **Senior Officer Grade A \$127,557, Canberra (PN: 34864)**

Gazetted: 20 November 2014

Closing Date: 27 November 2014

Details: The Asbestos Response Taskforce is seeking expressions of interest for this financial management role in an evolving and dynamic workplace, reporting to the Executive Director, Project and Risk Management. The successful applicant will be responsible for managing all financial matters relating to the Taskforce's accounting, estimating, procurement and expenditure control. This position will also provide the Taskforce Management Team with timely and reliable status reports and advice.

Notes: This is a temporary position available for a period of 12 months with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Chris Reynolds (02) 6207 5432 [chris.reynolds@act.gov.au](mailto:chris.reynolds@act.gov.au)

**Office of the Director-General/Chief Executive Officer**  
**Community Engagement and Media**  
**Manager, Community Engagement**  
**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 23740)**

Gazetted: 26 November 2014

Closing Date: 10 December 2014

Details: The Manager, Community Engagement leads a small team responsible for community engagement on behalf of the Directorate, particularly the Land Development Agency. This includes: preparing and implementing effective community engagement strategies for major Directorate initiatives; preparing and disseminating electronic and hard copy communications tools; liaising effectively with stakeholders on behalf of the Directorate; supporting whole-of-government community engagement activities; and advising senior management and the Minister's Office on best-practice community engagement activities, including the effective use of digital and social media. This is a rewarding roll for a motivated, positive team leader who wants to contribute to high-profile ACT Government projects. The successful applicant will be a strong communicator with exceptional interpersonal skills and a track record of delivering successful community engagement results.

Contact Officer: Susanne Roberts (02) 6207 4553 [susanne.roberts@act.gov.au](mailto:susanne.roberts@act.gov.au)

**Shared Services**  
**Shared Services Executive**  
**Strategic Finance**  
**Manager - Reporting and Budgeting**  
**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 01573)**

Gazetted: 25 November 2014

Closing Date: 2 December 2014

Details: The Strategic Finance team is seeking expressions of interest for a Manager - Reporting and Budgeting. The job profile includes responsibility to assist with the provision of support and advice to the Chief Finance Officer in the areas of strategic financial management, prepare and manage financial management reporting requirements, including monthly and annual financial statements; and managing the preparation of the Shared Services budget and associated budget documents. The position is also responsible for providing leadership and building team effectiveness, and carrying out projects as required by the Chief Finance Officer and/or Senior Manager.

Eligibility/Other Requirements: Relevant tertiary qualifications in Accounting, Commerce, Finance or related field is required as well as Australian Society of Certified Practising Accountants (ASCPA) or Institute of Chartered Accountants (ICA) membership, or progression towards these qualifications is required.

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

Contact Officer: Florence Young (02) 6207 6796 [florence.young@act.gov.au](mailto:florence.young@act.gov.au)

**Shared Services ICT**  
**Business Application Management**  
**Education and Training ICT**  
**Senior Business System Support Officer**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 05161)**

Gazetted: 20 November 2014

Closing Date: 4 December 2014

Details: Provide support for the operation and ongoing lifecycle management of the ACT Education and Training Directorate's (ETD) corporate ICT business systems and services.

Eligibility/Other Requirements: Knowledge and experience with Structured Query Language (SQL) is desirable.

Notes: This is a temporary position available until 30 June 2015.

Contact Officer: Greg Schuhardt (02) 6205 5488 [greg.schuhardt@act.gov.au](mailto:greg.schuhardt@act.gov.au)

**Shared Services ICT**

**Operations**

**Platform Systems**

**Virtualisation and Hardware Administrator**

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

Gazetted: 21 November 2014

Closing Date: 28 November 2014

Details: The successful candidate for this position will be required to provide extensive high level technical support for Microsoft Windows server infrastructure in a large enterprise environment which includes a range of Microsoft server applications in both internal and DMZ domains.

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 ACT 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.

Note: Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant.

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

**Arts, Business, Events, Sport and Tourism**

**Executive**

**Executive Assistant**

**Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 01903, expected vacancy)**

Gazetted: 21 November 2014

Closing Date: 8 December 2014

Details: The Executive Assistant is responsible for managing the day to day operations of the office for the Director, providing high level and efficient secretarial support. Duties include: Management of diaries, arranging travel and accommodation, records register, typing of confidential and general correspondence; manage the Ministerial workflows; provide secretarial support for the Director and Branch for formal committees and working groups. Coordinate HR recruitment action, induction and performance management processes for the Branch. Induction and orientation activities for new staff draft less complex correspondence and briefs ensure the quality assurance of briefs, submissions and other correspondence coordinate and on occasions prepare presentations.

Eligibility/Other Requirements: Current driver's licence.

Contact Officer: Ian Hill (02) 6205 0012 [ian.hill@act.gov.au](mailto:ian.hill@act.gov.au)

**Arts, Business, Events, Sport and Tourism**

**Sport and Recreation Services**

**Executive**

**Administrative Support Officer**

**Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 10397)**

Gazetted: 26 November 2014

Closing Date: 3 December 2014

Details: Sport and Recreation Services are seeking an organised and enthusiastic person to undertake the role of Administrative Support Officer. The successful applicant will be a member of the Executive Team providing administrative support to the Branch, providing back up support to the Sportsgrounds Booking Officer and Executive Assistant to the Director and is required to have sound customer service skills and the ability to communicate with a range of different people.

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

Contact Officer: Sam McAskill (02) 6207 2184 sam.mcaskill@act.gov.au

### **Revenue Management**

#### **Advice and Assessments**

#### **Administrative Services Officer**

#### **Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 11111, several)**

Gazetted: 21 November 2014

Closing Date: 28 November 2014

Details: The successful applicants will be responsible for providing professional customer service to clients and undertake operational and administrative tasks as required. Successful applicants will be required to perform their duties within a busy operational environment and as a part of a high functioning team. Applicants will require high level interpersonal and communication skills, including good written and oral communication skills.

Note: Applicants may be offered roles on either a temporary or permanent basis. Temporary positions are available until 31 March 2015 with the possibility of extension. Applicants may indicate a desire to be considered for a permanent role only. Occupants can be rotated to other positions at the same level within the ACT Revenue Office as required. Selection may be based on application and referee reports only.

Contact Officer: Kylee Ryan (02) 6205 2772 kylee.ryan@act.gov.au

### **Business Enterprise division**

#### **ACT Property Group**

#### **Apprentice Plumber and Carpenter**

#### **Apprentices \$18,115- 41,887, Canberra (PN: 11579, several)**

Gazetted: 24 November 2014

Closing Date: 1 December 2014

Details: ACT Property Group has two apprenticeship opportunities available, one Plumbing Apprenticeship and one Carpentry Apprenticeship. ACT Property Group undertakes repairs, maintenance and minor new works to assets across Canberra and is seeking interested applicants for apprenticeship opportunities.

Eligibility/Other Requirements: Successful applicants will need to have the ability to attend the CIT or equivalent and be prepared to undertake and complete study, on the job training and rotation for a period of four years.

Notes: The salary for these positions is incrementally increased each year of the apprenticeship, until the completion of the fourth year.

Contact Officer: Steve McDougall 0418 631 568 steve.mcdougall@act.gov.au

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

### **Community Services**

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

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

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



**Business Support**

**Senior Manager**

**Senior Officer Grade A \$127,557, Canberra (PN: 26671)**

Gazetted: 20 November 2014

Closing Date: 27 November 2014

Details: The Office for Children, Youth and Family Support (OCYFS) is seeking to permanently fill the Senior Manager position in Business Support. The Senior Manager plays a key role in supporting the Executive Director in the delivery of responsibilities. The position will require a person who has experience in managing, developing, implementing and monitoring strategic policy activities and coordinating business support activities including, business continuity plans, complaints and risk management. Other responsibilities include managing Carer Liaison support and the OCYFS Complaints Unit.

Eligibility/Other Requirements: Extensive program management experience at a senior level is essential. Tertiary qualifications in relevant fields are desirable. 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\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

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

Contact Officer: Mark Collis (02) 6205 4086

**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**

**South Canberra/Weston Network**

**Jervis Bay School**

**Principal**

**School Leader A \$133,402, Canberra (PN: 01682)**

Gazetted: 20 November 2014

Closing Date: 4 December 2014

Details: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of 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).

Notes: Jervis Bay School is an ACT Government school dedicated to the provision of education programs within a culturally aware and community connected context. This position is being readvertised. Previous applicants will be considered and need not reapply. 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\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

Contact Officer: Anne Huard (02) 6205 7194 [anne.huard@act.gov.au](mailto:anne.huard@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.

**Office for Schools**

**Belconnen Network**

**Melba Copland Secondary School**

**Deputy Principal**

**School Leader B \$121,464, Canberra (PN: 04129)**

Gazetted: 21 November 2014

Closing Date: 5 December 2014

Details: Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the School Board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes 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). 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\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

Contact Officer: Suzanne Langshaw (02) 6205 7622 [suzanne.langshaw@ed.act.edu.au](mailto:suzanne.langshaw@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 for Schools**

**Tuggeranong Network**

**Calwell High School**

**Executive Teacher - English/Wellbeing**

**School Leader C \$104,319, Canberra (PN: 02661)**

Gazetted: 25 November 2014

Closing Date: 9 December 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\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

Contact Officer: Bruce McCourt (02) 6205 6833 [bruce.mccourt@ed.act.edu.au](mailto:bruce.mccourt@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 for Schools**

**Belconnen Network**

**Southern Cross Early Childhood School**

**Business Manager**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 30908)**

Gazetted: 25 November 2014

Closing Date: 2 December 2014

Details: Southern Cross Early Childhood School is seeking, for the position of Business Manager an individual who displays high level management and communication skills to ensure excellence in customer service for our birth to eight facility is delivered. As a member of the Executive Team the ideal candidate will contribute to the development and achievement of whole school/directorate strategic goals and the implementation of the school/directorate plan and will lead and support staff in promoting values, priorities and initiatives of the public education system. The ideal candidate will have the ability to manage a busy work environment with competing demands and successful

experience in a range of settings is valued. Duties include but not limited to: Manage, lead and monitor all financial and resource matters, including coordinating the preparation of budgets and financial returns, in accordance with directorate and school policies and procedures. Manage, implement and develop directorate policies and procedures for both grounds and building facilities maintenance. Plan, direct and supervise the overall operation of the administration support team including overseeing the staffing and payments for casual employees. Seek appropriate feedback, advice and ongoing professional development opportunities. Confidently promote areas of strength and acknowledge development needs. Support staff to establish and maintain positive and respectful relationships with students, staff, parents/carers and stakeholder groups in the wider community.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: [www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety). Desirable: A high understanding of financial management and computer systems including the MAZE system. First Aid qualifications or willingness to undertake appropriate training.

Notes: Selection for this process may be based on written application and referee only. Applicants are strongly encouraged to contact the Principal for further information regarding this 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\\_wvvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp).

Contact Officer: Lyndall Read (02) 6142 0020 [lyndall.read@ed.act.edu.au](mailto:lyndall.read@ed.act.edu.au)

#### **Office for Schools**

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

##### **Maribyrnong Primary School**

##### **Building Service Officer 2**

##### **General Service Officer 6 \$48,163 - \$50,446, Canberra (PN: 34917)**

Gazetted: 25 November 2014

Closing Date: 2 December 2014

Details: Maribyrnong Primary School is seeking a highly enthusiastic person with a broad skill set for the position of Building Services Officer. The successful applicant will play an integral role in the school community. The successful applicant will maintain school buildings and grounds in a clean and tidy condition with a regard to safety and security hazards. Complete emergency and other repairs to trade/industry standard and ensure this standard when organising and overseeing emergency repairs. Undertake relevant administrative tasks as required. Ensure compliance with risk management and safety documentation requirements. The successful applicant should demonstrate a willingness to work with the school community to achieve sustainability initiatives.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: [www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety). Mandatory Training in other WHS procedures will be required during employment: for example Working at Heights, Sharps. Desirable: An industry recognised trade qualification or equivalent work experience. A current First Aid certificate.

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

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\\_wvvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp).

Contact Officer: Jennifer Howard (02) 6207 5217 [jennifer.howard@ed.act.edu.au](mailto:jennifer.howard@ed.act.edu.au)

#### **Office for Schools**

##### **Tuggeranong Network**

##### **Wanniassa School**

##### **Building Service Officer 2**

##### **General Service Officer 6 \$48,163 - \$50,446, Canberra (PN: 34893)**

Gazetted: 20 November 2014

Closing Date: 27 November 2014

Details: Wanniasa School is seeking a highly enthusiastic and energetic person with a broad set of skills for the position of Building Services Officer. Ability to work flexibly and effectively across Wanniasa School P - 10 (dual campus). The successful applicant will maintain school buildings and grounds to a high standard and tidy condition with a regard to safety and security hazards. Complete emergency and other repairs to trade/industry standard and ensure this standard when organising and overseeing emergency repairs. Undertake relevant administrative tasks as required. Ensure compliance with risk management and safety documentation requirements. The successful applicant should demonstrate a willingness to work with the school community to achieve sustainability initiatives.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: [www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety). Mandatory Training in other WHS procedures will be required during employment: for example Working at Heights, Sharps. Desirable: An industry recognised trade qualification or equivalent work experience; current First Aid certificate.

Notes: The duties of the position require a high degree of manual activity. Applicants should possess an appropriate level of functional physical fitness. 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\\_wvvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp).

Contact Officer: Maddie Mackay (02) 6205 6200 [maddie.mackay@ed.act.edu.au](mailto:maddie.mackay@ed.act.edu.au)

## **Environment and Planning**

**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)**

### **Various**

#### **Executive Assistant**

**Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 16626, several)**

Gazetted: 25 November 2014

Closing Date: 9 December 2014

Details: An exciting opportunity exists within the Environment and Planning Directorate for enthusiastic and motivated individuals to fill several Executive Assistant roles across various Divisions within the Directorate. The officers will report directly to their Executive Director and will provide support as required to other Executives. The successful applicants will have high level oral and written communication skills and high level interpersonal skills, an ability to manage competing priorities and be able to contribute effectively in a multi-disciplinary team environment.

Contact Officer: John Meyer (02) 6207 2644 [john.meyer@act.gov.au](mailto:john.meyer@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**

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

**Mental Health Director of Clinical Services**

**Senior Forensic Specialist**

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

**Senior Specialist \$199,231, Canberra (PN: 27527)**

Gazetted: 27 November 2014

Closing Date: 8 January 2015

The Position: Mental Health, Justice Health and Alcohol and Drug Services seeks applications from RANZCP fellows with over 5 years forensic experience and membership of the College of Forensic Faculty to provide clinical leadership for the ACT Forensic Psychiatry services. In particular guidance and expertise is needed for the development of the Secure Mental Health Unit, due to open late 2016.

The position would work closely with the Chief Psychiatrist Dr Peter Norrie, please contact Dr Peter Norrie on (02) 6205 0687 or peter.norrie@act.gov.au from who details of the position can be obtained.

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 9.5%-10% depending on individual arrangements, is payable on this salary component.

Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$242,052 - \$320,753.

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

Contact Officer: Dr Peter Norrie (02) 6205 0687 peter.norrie@act.gov.au

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

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

##### **Deputy Director General Canberra Hospital and Health Services**

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

##### **Senior Manager- Research Ethics and Governance Office**

##### **Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 29744)**

Gazetted: 27 November 2014

Closing Date: 4 December 2014

Details: The ACT Health Research Office, located at the Canberra Hospital, is seeking a Senior Manager to provide high-level administrative oversight on Human Research Ethics and Governance. The role includes managing the ACT Health Human Research Ethics Committee (HREC), Human Research Governance and day-to-day operations of the Ethics and Governance Office. The successful candidate will give high-level advice on policy and procedural matters, liaise with Chairs of HREC and sub-committees and assist the Director of Research with policy, reporting and other high-level administrative functions. The Senior Manager will represent the Health Directorate at local and national Ethics and Governance related forums, meetings, working groups etc. Applicants should be enthusiastic, have excellent interpersonal skills and demonstrated experience in research ethics and governance. Demonstrated experience in change management would be an advantage.

Eligibility/Other Requirements: Demonstrated program management skills, experience in the field of Human Research Ethics and Governance, knowledge of local and national Research Ethics and Governance Environment, tertiary qualifications in a related field.

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 and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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Contact Officer: Hannah Clarke (02) 6244 2618

**Canberra Hospital and Health Services**

**Critical Care**

**Intensive Care Unit**

**Clinical Nurse Consultant**

**Registered Nurse Level 3.2 \$106,172, Canberra (PN: 22376)**

Gazetted: 27 November 2014

Closing Date: 4 December 2014

Details: The Clinical Nurse Consultant for the Intensive and High Dependency Care Unit is responsible for operational management and leadership, within the clinical environment. Applicants must have demonstrated high level of management, communication, leadership and expertise in co-ordinating the clinical practices within the clinical environment to ensure the efficient and effective provision of quality patient care. This is based on best practice principles and within a collaborative and multidisciplinary framework.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Proven recent clinical practice in the area of Intensive Care/Critical Care Nursing at an advanced level.

Completion of a Post Graduate Diploma or higher in the area of Intensive Care/Critical Care Nursing.

Notes: This is a temporary position available for 12 months from February 2015 until February 2016.

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 and upload this as part of your application.

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Contact Officer: Jennifer Rochow (02) 6244 2756

**Health Infrastructure and Planning**

**Health Infrastructure Support**

**Program Safety Officer**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 31270)**

Gazetted: 27 November 2014

Closing Date: 4 December 2014

Details: Health Infrastructure and Planning has responsibility for developing and implementing the process of whole-of-government plans (as they relate to the ACT Health and health services), the ACT Health Corporate Plan, Territory-wide health strategic plans and clinical service plans; and the project direction and management of the Health

Infrastructure Program (HIP), inclusive of facility planning, design, construction and post-occupancy evaluation. The position of Program Safety Officer is responsible for conducting site surveillance on nominated ACT Health construction sites in conjunction with ACT Health Project Directors and Shared Services Procurement Project Managers. To be successful in this role you will have extensive experience in safety within construction environments be proactive, positive and be able to work well within a large diverse team.

Eligibility/Other Requirements: Formal qualifications in safety and experience in construction safety environments is highly desirable.

Notes: This is a temporary position available until June 2016. Selection for this process may be based on written application and referee reports only. Work samples and other competency based assessment tools may be used as part of the selection process for this position.

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 and upload this as part of your application.

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Contact Officer: Carolyn Bartholomew (02) 6174 8034

**Health Infrastructure and Planning**

**Executive Office**

**Executive Officer**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 26972)**

Gazetted: 27 November 2014

Closing Date: 4 December 2014

Details: ACT Health is looking for a high calibre Executive Officer to lead the office of the Deputy Director-General, Health Infrastructure and Planning. To be successful, you will have highly developed written and oral communication skills, be organised, adaptable and responsive, and have an understanding of government business coordination.

Directly managing one staff member, you will provide leadership for the broader Executive Office. Health Infrastructure and Planning has responsibility for developing and implementing the process of whole-of-government plans (as they relate to the ACT Health and health services), the ACT Health Corporate Plan, Territory-wide health strategic plans and clinical service plans; and the project direction and management of the Health Infrastructure Program (HIP), inclusive of facility planning, design, construction and post-occupancy evaluation.

Eligibility/Other Requirements: Experience in provision of administrative support and coordination in a health services environment is desirable.

Notes: Selection may be based on written application and referee reports only. Work samples and other competency based assessment tools may be used as part of the selection process for this position.

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 and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits

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Contact Officer: Robyn Cross (02) 6205 0431

**Strategy and Corporate**

**People Strategy and Services**

**PSSB Executive Unit**

**My Health Project Officer**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 34872)**

Gazetted: 27 November 2014

Closing Date: 4 December 2014

Details: People, Strategy and Services Branch is seeking a suitably experienced Senior Project Officer to support and manage the My Health Staff Health and Wellbeing Program, including the development and implementation of other staff health and well being initiatives across the organisation, for example the continued implementation of ACT Health's Smoke Free Environment Policy. ACT Health is committed to a safe, healthy and supportive working environment for all staff. In 2011, ACT Health launched the My Health program to promote and support the health and wellbeing of staff and to assist the Directorate in developing its readiness and capacity to be a health promoting environment. Staff health and wellbeing programs, such as my health, can impact positively on:

- Productivity
- Organisational culture (including staff retention) and
- Improved health of staff and of the wider community.

The successful applicant will also be required to develop and maintain collaborative working partnerships across ACT Health and with other ACT Government agencies; engage in procurement processes; and develop strategic policy advice.

Eligibility/Other Requirements: A tertiary qualification or equivalent experience in a relevant field is desirable.

Notes: This position is available for permanent filling. Full time is preferred, however, part time applicants will 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 and upload this as part of your application.

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Contact Officer: Judi Childs (02) 6205 1083



**Strategy and Corporate**

**Performance and Innovation**

**Information Support Unit**

**Senior Information Manager**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 34184)**

Gazetted: 27 November 2014

Closing Date: 11 December 2014

Details: The Performance Information Branch, ACT Health, is seeking a dynamic and skilled person to fill the role of Senior Information Manager (Senior Officer Grade C), within the Information Support Unit. The Information Support Unit is a new unit which will have the responsibility for managing the further development of the ACT Health Data Warehouse. The Data Quality Management Section will principally undertake development of data quality initiatives and processes which underpin the repository and provide improved transparency of data security, privacy, collection, extraction, storage and use. As the Senior Information Manager, the successful applicant will have exceptional organisational and time management skills coupled with attention to detail, and be able to work autonomously and within a team. In addition, this role will have the necessary technical skills and understanding to facilitate and support the application of data standards within ACT Health. Experience and knowledge of information management principles and its application to data systems in the health care sector is desirable.

Eligibility/Other Requirements: Graduate level qualifications in Business/Finance, Information Technology, Systems Development and/or Data reporting, with a focus on (but not necessarily experience in) health data systems are 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 and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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Contact Officer: Julie Searle (02) 6205 5249

**Canberra Hospital and Health Services**

**Deputy Director General Canberra Hospital and Health Services**

**Executive Director of Medical Services**

**Ethics Officer**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 18389)**

Gazetted: 27 November 2014

Closing Date: 11 December 2014

Details: Do you have an interest in health issues or research ethics? Are you looking for an exciting and challenging part-time role? A new opportunity has arisen to work with the ACT Health Human Research Ethics Committee (HREC) at Canberra Hospital. HREC is seeking a skilled and motivated individual to work three days per week (22.03 hours per week). Reporting to the Senior Manager, the Ethics Officer will provide advice and administrative support to the HREC,

and its sub-committees, assist with day to day operations and supervise an Administrative Services Officer 4 level position. The successful candidate will have excellent communication and administrative skills including the ability to understand, interpret and apply appropriate guidelines in the administration of research ethics. The Ethics Officer will liaise with researchers and committee members and will assist the Senior Manager and HREC Chair with preparations to attend local and national meetings. This role will also act as Deputy Secretary to the HREC and have the ability, after training, to run meeting processes with minimal supervision. If this sounds like the role you have been looking for, please complete the selection documentation and submit an application.

Eligibility/Other Requirements: An interest in Human Research Ethics Committees and a willingness to learn about the ethics process. Tertiary qualifications in a relevant field are desirable but not essential.

Notes: This position is offered part time working 22.03 hours per week (equivalent to three days per week).

Days/hours will be negotiated with the successful candidate.

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 and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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Contact Officer: Hannah Clarke (02) 6244 2618

**Strategy and Corporate**

**Performance and Innovation**

**Information Support Unit**

**Data Quality Officer**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 34179)**

Gazetted: 27 November 2014

Closing Date: 11 December 2014

Details: The Performance Information Branch, ACT Health, is seeking a dynamic and skilled person to fill the role of Data Quality Officer within the Information Support Unit. The Information Support Unit is a new unit which will have the responsibility for managing the further development of the ACT Health Data Warehouse. The Data Quality Management section will principally undertake development of data quality initiatives and processes which underpin the repository and provide improved transparency of data security, privacy, collection, extraction, storage and use. As the Data Quality Officer, the successful applicant will have exceptional organisational and time management skills coupled with attention to detail, and be able to work autonomously and within a team. In addition, this role will have the necessary technical skills and understanding to facilitate and support reporting of data quality within ACT Health. Experience and knowledge of information management principles and its application to data systems in the health care sector is desirable.

Eligibility/Other Requirements: Knowledge and experience in the use of data systems in the healthcare sector and associated business processes. Knowledge of data quality processes. Experience and knowledge in information management principles are all desirable.

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 and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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Contact Officer: Julie Searle (02) 6205 5249

**Strategy and Corporate**

**Business and Infrastructure**

**Infrastructure Support**

**Building Maintenance Planner**

**Health Service Officer Level 10 \$74,098 - \$84,803, Canberra (PN: 33540)**

Gazetted: 27 November 2014

Closing Date: 11 December 2014

Details: Building Maintenance Planner will be responsible, across all ACT Health sites, for: maintenance planning; developing and managing maintenance engineering key performance indicators providing technical advice and customer liaison in regard to reactive and planned maintenance undertaken by trade teams and the supervision of business unit administration staff.

Eligibility/Other Requirements: A Technical Trade Certificate in building related work or tertiary qualification relevant to the building trade and/or an engineering qualification is mandatory. A current driver's licence is essential. A Certificate IV in WHS and/or a Certificate IV in Project Management are desirable.

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 and upload this as part of your application.

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Contact Officer: Bernie Wall (02) 6244 2407

**Canberra Hospital and Health Services**

**Women, Youth and Children**

**Womens and Babies**

### **Registered Midwife**

#### **Registered Nurse Level 1 \$58,989 - \$78,799, Canberra (PN: 31413, several)**

Gazetted: 27 November 2014

Closing Date: 11 December 2014

Details: The Centenary Hospital for Women and Children, as part of ACT Health, has a number of temporary full-time and part-time positions available in their Birthing, Post Natal and Ante Natal Units. We are seeking experienced Midwives who embody the ACT Health values of care, excellence, collaboration and integrity.

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

Notes: These are temporary full-time and part-time positions available from three to six 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 and upload this as part of your application.

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Contact Officer: Regina Ginich (02) 6174 7582

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

#### **Clinical Support Service**

#### **Nursing Administration**

#### **Operation Support Recruitment**

#### **Registered Nurse Level 1 \$58,989 - \$78,799, Canberra (PN: 27834, several)**

Gazetted: 27 November 2014

Closing Date: 11 December 2014

Details: The Canberra Hospital is seeking Registered Nurses with experience in the following areas:

- Critical Care
- Mental Health
- Midwifery
- Oncology

Canberra Hospital offers;

- A supportive orientation period of up to three months
- Ongoing training and education through Staff Development Unit (SDU)
- Clinical Development Nurse (CDN) Support
- Rotating Rosters

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

Note: The positions are temporary, available from three months to 12 months dependant on length of vacancy.

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 and upload this as part of your application. Please also provide the following documentation for consideration: Covering Letter, current Curriculum Vitae and the names of two professional referees.

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Contact Officer: Jenny Hegarty (02) 6244 2915

**Canberra Hospital and Health Services**

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

**ACT Wide Mental Health Services**

**Mental Health Nurse**

**Registered Nurse Level 1 \$58,989 - \$78,799, Canberra (PN: 33950)**

Gazetted: 27 November 2014

Closing Date: 4 December 2014

Details: A position exists for a Registered Nurse level 1 (RN1) within the ACT Adult Mental Health Day Service (AMHDS). The successful applicant will be an integral member of this newly established multidisciplinary mental health team purposed with providing a range of treatment options not currently provided by existing ACT Mental Health Services. The position will be expected to assist the team to provide various pharmacological and biopsychosocial type interventions based around a Recovery Framework. This will include community based clozapine initiation and delivering Olanzapine (LAI), as well as individual and group symptom management programmes. They will be provided ongoing clinical and professional support by senior members of the team including a Registered Nurse Level 3 (RN3). Beside daily clinical tasks the successful applicant will also be expected to contribute to the overall design and development of the Adult Mental Health Day Service. Opportunities to engage in individual professional development activities and research tasks will also be available.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. The successful applicant must hold a current driver's licence.

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 and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at

<http://health.act.gov.au/employment/enterprise-agreements/>

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Contact Officer: Jason Mortimore (02) 6207 6989

**Strategy and Corporate  
E-Health and Clinical Records  
ISB Management and Strategy  
Clinical Coder**

**Clinical Coder \$58,522 - \$72,544, Canberra (PN: 29582)**

Gazetted: 27 November 2014

Closing Date: 4 December 2014

Details: The Clinical Record Service is seeking the services of an experienced and motivated full-time Clinical Coder to join our friendly coding team at Canberra Hospital. The successful applicant will have completed an approved HIMAA clinical coding course or equivalent with recent coding experience using ICD-10-AM 8th edition in a tertiary facility, with competency across a broad range of Casemix. Our Clinical Coders access scanned clinical records on-line for data abstraction and assign codes using on-line encoding software.

Notes: This position is full-time, Monday to Friday, normal business hours. Applicants may be required to complete a coding examination to assess coding competency as a component of the recruitment process. Selection may be based on written application and referee reports only. Applicants must provide written responses to the selection criteria, provide a current CV and contact details for two referees. Incomplete or late applications will not be accepted. 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 and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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Contact Officer: Sharon Gibbons (02) 6244 3243

**Canberra Hospital and Health Services  
Mental Health, Justice Health, Alcohol and Drug Services  
ACT Wide Mental Health Services**

**Psychologist**

**Health Professional Level 2 \$57,352 - \$78,731, Canberra (PN: 31825)**

Gazetted: 27 November 2014

Closing Date: 4 December 2014

Details: Mental Health Service for People with Intellectual Disability (MHS-ID) is a small, specialist, primarily consult/liason service that provides comprehensive clinical assessment and psychiatric treatment to consumers with an intellectual disability and a mental illness / mental dysfunction. In addition, the team is co-located with Disability ACT and provides mental health expertise, training and education to a range of stakeholders and external agencies. The position requires a multi-tasking, clinician keen to extend their skill base and to work collaboratively with vulnerable and complex persons, families and support agencies.

Eligibility/Other Requirements: Registered or eligible for registration for General Psychology with the Australian Health Practitioner Regulation Agency (APHRA). At least a 4 or 5 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).

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 and upload this as part of your application.

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Contact Officer: Shirley-Anne Brandon (02) 6207 8210

**Canberra Hospital and Health Services**

**Clinical Support Services**

**Acute Support Service**

**Speech Pathologist**

**Health Professional Level 2 \$57,352 - \$78,731, Canberra (PN: 18916)**

Gazetted: 27 November 2014

Closing Date: 4 December 2014

Details: The Acute Support Speech Pathology Team is looking for an enthusiastic and suitably qualified speech pathologist to join a small dynamic team of speech pathologists at the Canberra Hospital. The Speech Pathology Department provides a range of inpatient and outpatient services to the medical, surgical and neonatal/paediatric areas of The Canberra Hospital and the surrounding community. Opportunities exist to work across a range of inpatient and outpatient caseloads and to contribute to an active teaching and quality improvement program with strong professional support.

Eligibility/Other Requirements: Degree or Diploma in Speech Pathology from a recognised tertiary institution and eligibility for Practising Membership with Speech Pathology Australia.

Notes: This is a part-time position at 18:36 hours per week. This position may be required to participate in an overtime, on call, and/or rotation roster.

The successful applicant is 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 and include 2 written referee reports and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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Contact Officer: Felicity Martin (02) 6244 2230

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

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

#### **Adult Mental Health Services**

#### **Psychologist**

#### **Health Professional Level 2 \$57,352 - \$78,731, Canberra (PN: 31846)**

Gazetted: 27 November 2014

Closing Date: 11 December 2014

Details: Mental Health, Justice Health Alcohol and Drug Services (MHJHADS) is a contemporary evidence based service providing high quality mental health care that is guided by the principles of Recovery. The Adult Mental Health Services (AMHU) is a 35 bed acute inpatient unit for people with acute mental health issues. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide under limited supervision, high quality care to achieve sound outcomes for consumers. You will be required to undertake professional development and supervision participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Tertiary qualifications in Psychology. Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Demonstrated mental health knowledge and practice, applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence.

Notes: This is a temporary position for a period of 12 months commencing December 2014 and is an extended hour's position which attracts penalty rates.

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 and upload this as part of your application.

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Contact Officer: Fioan Keddie (02) 6174 5406

### **Justice and Community Safety**

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

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



**Corporate**

**People and Workplace Strategy**

**Project Officer**

**Senior Officer Grade C/Senior Officer Grade B \$93,254 - \$123,642, Canberra (PN: 13047)**

Gazetted: 26 November 2014

Closing Date: 3 December 2014

Details: An opportunity exists for a suitably experienced person to work as a Project Officer. The successful applicant will develop and implement a strategic workforce plan to facilitate the attraction, retention and development of directorate staff with the appropriate skills, capabilities and knowledge to meet present and future requirements of a diverse workforce including demand, supply and gap analysis. Demonstrated organisational abilities and attention to detail are also important attributes for undertaking the role.

Notes: This is a temporary vacancy available for six months. This position would be offered at either the SOG C or B level, depending on the current level and experience of the successful applicant.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining skills and relevant experience in project management and workforce planning, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Liz Beattie (02) 620 53995 liz.beattie@act.gov.au

**Office of Regulatory Services**

**Registrations and Fair Trading**

**Compliance Unit**

**WWVP Senior Investigator/Compliance Officer**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 30754)**

Gazetted: 26 November 2014

Closing Date: 3 December 2014

Details: Under the limited direction of the Senior Manager, Compliance; Supervise staff as required and provide training where necessary. Issue and monitor work flows and report on activities and outcomes. Where required, conduct investigations either individually or as a team member, under various pieces of legislation administered by the Office. Provide assistance analysing complex registrations under the Working with Vulnerable People (WWVP) scheme. Deal appropriately with confidential and sensitive information. Assist the Manager of the unit to achieve outcomes through leading designated programs and maintaining the ACT's statutory obligations under various legislations. Represent the Office at meetings, seminars, working parties and conferences relating to the unit's functions. Contribute to Office of Regulatory Services (ORS) operations and perform other duties as directed. Maintain records in accordance with the *Territory Records Act 2002*. Contribute to workplace diversity, participative work practices and promote OHS principles.

Eligibility/Other Requirements: Must hold or be willing to obtain a Negative Vetting Level 1 Commonwealth security clearance.

Notes: This is a temporary position available for a period of 11 months.

Contact Officer: Derise Cubin (02) 6205 3732 derise.cubin@act.gov.au

**Office of Regulatory Services**

**Registrations and Fair Trading**

**Compliance Unit**

**Investigator**

**Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 33914)**

Gazetted: 26 November 2014

Closing Date: 3 December 2014

Details: Under limited direction of the Senior Investigator: Perform the functions of an authorised person or Investigator under relevant legislation as appointed or delegated. Participate in compliance activities, conduct investigations and provide advice to clients and stakeholders in accordance with relevant legislation. Prepare reports

and correspondence related to applications for licences, registrations and permits administered by the office, including advice to clients where applications are refused, and participating as a member of a team in more complex matters. Assist senior members with other work in the Unit to ensure the objectives of the Unit are achieved. Contribute to efficient work practices and sound corporate governance and work as part of a team. Undertake responsibilities as a receiver of public monies in accordance with the *Financial Management Act 1996* and Director- General's Financial Instructions. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Current driver's licence. Ability to undertake shiftwork as required or as directed.

Contact Officer: Wendy Harrison (02) 6205 0894 wendymaree.harrison@act.gov.au

**Office of Regulatory Services**

**Business and Development**

**Client Service Officer**

**Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 05514)**

Gazetted: 25 November 2014

Closing Date: 9 December 2014

Details: Under general direction of the Senior Manager, Business and Development provide professional and timely service including: Effectively communicate recruitment policies and practices to Office of Regulatory Services managers; Liaise with Shared Services and Justice and Community Services People and Workplace Strategy to ensure processes are effectively provided; Manage the temporary employment process for temporary contracts and temporary transfers including preparing and coordinating documentation; Coordinate induction of new staff members; Liaise with managers in the tracking of the probation process; Maintain internal information systems such as assume responsibility for correct data entry of employee related information to maintain personnel records that track employment history, promotions and transfers and prepare workforce management reports in relation to temporary contracts, higher duties and leave. Provide administrative support within the Business and Development unit, including provide support for projects and initiatives, including research, report preparation and administration; Review and update guidelines and forms; Reporting against relevant benchmarks; Maintain records including employee records and delegations; Provide general administrative support to the Senior Manager, including organising time, venue and facilities for meetings, filing and drafting correspondence. Other duties as directed by the Office Manager and Manager Business and Development, and the ORS Executive Director. Maintain records in accordance with the *Territory Records Act 2002*.

Contact Officer: Penny Bartram (02) 6205 2136 penelope.bartram@act.gov.au

**Corporate**

**Governance**

**Governance, Coordination and Reporting**

**Records Officer**

**Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 12915)**

Gazetted: 25 November 2014

Closing Date: 9 December 2014

Details: The Governance Branch is seeking a Records Officer to assist in the maintenance, enhancement and promotion of the Directorate's Record Management Program in accordance with the requirements of the Territory Records Act. Under the general direction of the Senior Information Officer, this position will assist in coordinating records management activities across the Directorate, including the provision of advice to business units regarding compliance with the Records Management Program and relevant whole of government standards and guidelines, assisting in the development of governance and training material, and the sentencing and disposal of records. The Records Officer will also assist in the creation and implementation of a records management audit program. The successful applicant will be self-motivated and well organised, displaying strong attention to detail.

Notes: This is a temporary vacancy available for three months with the possibility of extension.

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 addressing the areas outlined in the selection document, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Lauren Callow (02) 6207 2167 lauren.callow@act.gov.au

## **Legislation, Policy and Programs**

### **Criminal Law**

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

##### **Legal 1 \$57,353 - \$115,508, Canberra (PN: 43674, several)**

Gazetted: 25 November 2014

Closing Date: 8 December 2014

Details: The Criminal Law team in Legislation, Policy and Programs is seeking applications for Legal 1 vacancies. The team is responsible for Criminal Law Policy and Legislation in the ACT. The successful applicants will be required to cover a diverse range of legal and policy issues that impact on the criminal justice system in the ACT. Functions will include preparing advice and related reports and correspondence for the Attorney General and Minister for Corrective Services, managing justice related projects, engaging in consultation with the community and government and participating in local and national forums. The successful candidate will also be expected to contribute to the strategic direction of the team.

Eligibility/Other Requirements: A degree in Laws from an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Director-General, is appropriate to the duties of the office is essential. Experience in developing legislation and an understanding of, or the ability to quickly acquire an understanding of, a wide range of civil law and human rights law matters are highly desirable. Experience in the area of administration of criminal justice will be well regarded.

Notes: There is one permanent position and several temporary positions available for a period of 12 months, with the possibility of extension. The commencing salary increment within the classification salary range will be determined based on the skills, qualifications and experience of the successful applicant. An order of merit will be established from this process that may be used to fill future vacancies at level over the next 12 months.

Contact Officer: Victor Martin (02) 6205 0245 victor.martin@act.gov.au

## **Office of Regulatory Services**

### **Registrations and Fair Trading**

#### **Work Safety Licensing and Community Regulation**

##### **Client Service Officer**

##### **Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 10733)**

Gazetted: 26 November 2014

Closing Date: 3 December 2014

Details: Under the general direction of the Manager, Business Industry and Licensing: Provide high level client service, either at the counter, over the phone, or in writing. Receive and process applications for a range of licences, registrations and permits administered by the office. Undertake cashier duties in accordance with the *Financial Management Act 1996*, including managing cash and daily balancing. Undertake responsibilities of data entry, scanning, indexing and searching databases to provide client services. Undertake other administrative functions as required, which may include opening and distributing mail and courier duties. Be the first point of contact for clients. Answer, screen and transfer telephone calls. Provide administrative support. Contribute to Office of Regulatory Services 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 licence is desirable.

Notes: This is a temporary vacancy available asap to the 1 April 2015 with the possibility of extension. Selection may be based on application and referee reports 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: Tony Friend (02) 6205 3365 [tony.friend@act.gov.au](mailto:tony.friend@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)**

#### **Parks and City Services**

#### **Parks and Conversation**

#### **National Parks and Catchments**

#### **Deputy Manager ,Visitor Services and Business Operations**

#### **Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 23093)**

Gazetted: 25 November 2014

Closing Date: 9 December 2014

Details: ACT Parks and Conservation Services is looking for a motivated leader to assist in the daily management of a tourism based Visitor Information Centre with a strong focus on visitor experience and sustainable recreational management. The successful applicant will need to demonstrate excellent administrative and organisational skills including the ability to effectively manage a range of administrative systems and processes including reporting.

Excellent communication skills are required as the position is responsible for supervising a small team of staff.

Eligibility/Other Requirements: Current manual driver's licence and preparedness to wear a uniform.

Notes: This is a temporary position available for a period of 12 months. Please note this is a part-time position at 18 hrs per week, applicants who have previously applied will be considered.

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

## **APPOINTMENTS**

### **Capital Metro**

#### **Administrative Services Officer Class 3 \$55,732 - \$59,980**

Samantha Patch 843-98748, Section 68(1), 26 November 2014

### **Chief Minister, Treasury and Economic Development**

#### **Administrative Services Officer Class 5 \$68,766 - \$72,789**

Matthew John Carmona 827-48046, Section 68(1), 19 November 2014

#### **Administrative Services Officer Class 5 \$68,766 - \$72,789**

Jamie Kingham 844-81808, Section 68(1), 24 November 2014

#### **Administrative Services Officer Class 2 \$49,189 - \$54,315**

Corinne Thompson 843-90930, Section 68(1), 21 November 2014

**Community Services**

**Senior Officer Grade A \$127,557**

Craig Leon 835-15519, Section 68(1), 24 November 2014

**Education and Training**

**School Assistant 4 \$56,823 - \$61,529**

Donald Bemrose 843-25418, Section 68(1), 19 November 2014

**Environment and Planning**

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

Jeffrey Brown 844-81517, Section 68(1), 24 November 2014

**Health**

**Registered Nurse Level 1 \$58,989 - \$78,799**

Canaan Bryson 840-51779, Section 68(1), 21 November 2014

**Health Professional Level 2 \$57,352 - \$78,731**

Susitha Gunasekara 836-54199, Section 68(1), 18 November 2014

**Registered Nurse Level 1 \$58,989 - \$78,799**

Sarah Norman 844-75344, Section 68(1), 1 December 2014

**Registered Nurse Level 1 \$58,989 - \$78,799**

Antony Panthappallil Mathew 844-76857, Section 68(1), 17 November 2014

**Territory and Municipal Services**

**EGSO4.2 - Workshop Staff \$57,477**

Pajok Deng 827-60213, Section 68(1), 20 November 2014

**Administrative Services Officer Class 3 \$55,732 - \$59,980**

Stacey Morton 844-81787, Section 68(1), 20 November 2014

**Administrative Services Officer Class 3 \$55,732 - \$59,980**

Joshua Thomson 844-81779, Section 68(1), 20 November 2014

**EGSO4.2 - Workshop Staff \$57,477**

Daniel Tuckwell 835-82084, Section 68(1), 20 November 2014

## TRANSFERS

### Health

**Antonia Gwynn-Jones: 771-93672**

From: Senior Officer Grade C \$93,254 - \$100,382

Health

To: Registered Nurse Level 2 \$81,918 - \$86,823

Health, Canberra (PN. 03943) (Gazetted 4 September 2014)

**Amanda Husselbee: 834-53848**

From: Registered Nurse Level 2 \$81,918 - \$86,823

Health

To: Registered Nurse Level 2 \$81,918 - \$86,823

Health, Canberra (PN. 29949) (Gazetted 2 October 2014)

## PROMOTIONS

### Chief Minister, Treasury and Economic Development

**Long Service Leave Authority**

**Onny Ivy: 817-34603**

From: Administrative Services Officer Class 4 \$61,874 - \$66,997

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$68,766 - \$72,789

Chief Minister, Treasury and Economic Development, Canberra (PN. 32086) (Gazetted 3 April 2014)

### Education and Training

**Office for Schools**

**North Canberra/Gungahlin Network**

**Lyneham High School**

**Leanne Claridge: 787-71374**

From: Classroom Teacher \$57,169 - \$90,388

Education and Training

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 02635) (Gazetted 27 October 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.

### Environment and Planning

**Construction and Client Services**

**Construction Services**

**Construction Occupations and Licensing**

**Benjamin Green: 772-38033**

From: Senior Officer Grade C \$93,254 - \$100,382

Environment and Planning

To: †Senior Officer Grade B \$109,831 - \$123,642  
Environment and Planning, Canberra (PN. 15452) (Gazetted 25 September 2014)

## Health

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

**Sean Hambrook: 752-15022**

From: Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade)  
Health

To: †Health Professional Level 4 \$93,254 - \$100,382  
Health, Canberra (PN. 22007) (Gazetted 6 November 2014)

### **Canberra Hospital and Health Services Medicine Clinical**

**Marie Janea: 821-58759**

From: Registered Nurse Level 1 \$58,989 - \$78,799  
Health

To: Registered Nurse Level 2 \$81,918 - \$86,823  
Health, Canberra (PN. 29532) (Gazetted 21 August 2014)

### **Canberra Hospital and Health Services Medicine Pharmacy**

**Cathy Leary: 835-92813**

From: Technical Officer Level 1 \$47,953 - \$50,376  
Health

To: Technical Officer Level 2 \$52,078 - \$59,939  
Health, Canberra (PN. 21733) (Gazetted 9 October 2014)

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

**Bernadette Miller: 844-32512**

From: Registered Nurse Level 1 \$58,989 - \$78,799  
Calvary Health Care ACT (Public)

To: Registered Nurse Level 2 \$81,918 - \$86,823  
Health, Canberra (PN. 15848) (Gazetted 3 July 2014)

## Justice and Community Safety

### **Office of the Director-General Dolores Hropic: 771-12107**

From: Administrative Services Officer Class 5 \$68,766 - \$72,789  
Justice and Community Safety

To: Administrative Services Officer Class 6 \$74,098 - \$84,803  
Justice and Community Safety, Canberra (PN. 25225) (Gazetted 1 October 2014)

**Corporate**

**Governance**

**Ministerial Services Unit**

**Joseph Robson: 827-32810**

From: Administrative Services Officer Class 2 \$49,189 - \$54,315

Justice and Community Safety

To: Administrative Services Officer Class 3 \$55,732 - \$59,980

Justice and Community Safety, Canberra (PN. 16411) (Gazetted 3 October 2014)

**ACT Corrective Services**

**Workforce Development and Training Unit**

**Business Support**

**Daniel Walshe: 816-80262**

From: Administrative Services Officer Class 4 \$61,874 - \$66,997

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$68,766 - \$72,789

Justice and Community Safety, Canberra (PN. 43039) (Gazetted 23 September 2014)

**RETIREMENT and DISMISSALS**

**Environment and Planning**

Section 143 Public Sector Management Act 1994 – Gerardo Gagliardi AGS 527-77364