



ACT Government Gazette

Gazetted Notices for the week beginning 01 October 2015

VACANCIES

Calvary Health Care ACT (Public)

Staff Specialist or Senior Staff Specialist, Emergency Medicine

Staff Specialist or Senior Staff Specialist \$147,465 - \$199,231, Canberra (PN: 6626)

Gazetted: 06 October 2015

Closing Date: 16 October 2015

Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html?state=act>

Contact Officer: Tonia Alexander (02) 6264 7129 tonia.alexander@calvary-act.com.au

Capital Metro

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

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

Corporate Governance and Communications

Governance and Business Solutions

Senior Manager - Governance

Senior Officer Grade B \$111,478 - \$125,497 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$113,150 - \$127,379, Canberra (PN: 32261)

Gazetted: 07 October 2015

Closing Date: 21 October 2015

Details: The Capital Metro Agency has responsibility for the design, procurement and delivery of a Light Rail service between Gungahlin and the City. The Governance and Business Solutions branch is seeking an organised and highly motivated individual to fulfil the role of Senior Manager, Governance. Duties include, but are not limited to, ensuring the development and provision of well researched and balanced policy advice to meet statutory requirements and Agency priorities, and managing a team responsible for the co-ordination of all Capital Metro related ACT Legislative Assembly business.

Contact Officer: Nikki Pulford (02) 6205 5466 nikki.pulford@act.gov.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

Business Services

Partnership Services Group

Customer Services

Senior Manager Customer Service

Senior Officer Grade B \$111,478 - \$125,497 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$113,150 - \$127,379, Canberra (PN: 33916)

Gazetted: 07 October 2015

Closing Date: 14 October 2015

Details: The Senior Manager Customer Service will be required to provide high level strategic direction in the implementation and ongoing management of customer service principles, practices and processes within Shared Services. In undertaking this role, the successful applicant will exercise superior leadership and judgement and be responsible for facilitating and fostering a high level of value based professionalism across Shared Services and the ACT Public Service.

Note: This is a temporary vacancy available until 18 April 2018.

Contact Officer: Andrew Whale (02) 6205 3680 andrew.whale@act.gov.au

Access Canberra

Compliance – Office of Fair Trading

Advice and Complaints

Team Leader

Administrative Services Officer Class 6 \$75,209 - \$86,075 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$76,337 - \$87,366, Canberra (PN: 42689)

Gazetted: 07 October 2015

Closing Date: 14 October 2015

Details: Assist the Manager, Advice and Complaints to successfully manage the unit to ensure objectives are met and promote team understanding; As a Team Leader, manage staff including providing assistance to less senior officers in relation to investigations of less complex complaints, rostering and appraisal of written work; Advise consumers of their rights and traders/businesses of their obligations under the legislation administered by the Office with particular emphasis on: Access and equity principles, Promoting self help where possible and Identifying issues for education, compliance or legislative action; Investigate more complex complaints received by the Office and provide advice and guidance to consumers and traders; Where appointed, exercise the functions of an inspector/investigator under: *Classification (Publications, Films and Computer Games) (Enforcement) Act 1995, Fair Trading (Consumer Affairs) Act 1973, Liquor Act 1975, Sale of Motor Vehicle Act 1977*; Prepare correspondence, briefs and reports arising from the investigations of complex complaints including, where necessary, recommendations for further actions. Assist less senior officers with the preparation of correspondence and reports in relation to less complex matters; Provide advice to statutory office holders and participate in major investigations / compliance audit as required; Monitor and analyse consumer complaints and identify trends and responses; Where required, undertake inspections, either individually, or as a team member, under various pieces of legislation administered by the Office; Maintain records in accordance with the *Territory Records Act 2002*; Other duties as required.

Notes: This is a temporary position available until 30 October 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: Narelle Bramwell (02) 6205 3706 narelle.bramwell@act.gov.au

Shared Services

Finance

Tax and Salary Packaging

Team Supervisor – Salary Packaging

Administrative Services Officer Class 6 \$75,209 - \$86,075 From 8 October the salary for this vacancy will increase by 1.5% to \$76,337 - \$87,336, Canberra (PN: 09362, several)

Gazetted: 05 October 2015

Closing Date: 19 October 2015

Details: The Salary Packaging Team is looking for highly motivated Team Supervisors to lead a customer service focused team in a fast paced environment. The successful applicants will be responsible for delivering Salary Packaging services to ACT Government employees and demonstrated understanding of the relevant taxation legislation.

Eligibility/Other Requirements: Relevant Tertiary qualifications (Accounting and/or HR related) are highly desirable.

Contact Officer: Desley Croker (02) 6205 7634 desley.croker@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.

Access Canberra

Community, Business and Transport Regulation

Working with Vulnerable People

Investigator

Administrative Services Officer Class 5 \$69,797 - \$73,881 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$70,844 - \$74,989, Canberra (PN: 30737)

Gazetted: 07 October 2015

Closing Date: 14 October 2015

Details: Under the broad direction of the Manager, Compliance: Plan and conduct proactive compliance activities; Conduct investigations, either individually, or as a team member, under various pieces of legislation administered by the Office; Deal appropriately with confidential and sensitive information; Participate in fostering an environment of working together across the various disciplines within Access Canberra; Establish effective working relationships with stakeholders, both internal and external; Perform the functions of an authorised Inspector in accordance with relevant legislation; Prepare correspondence, reports, and briefings under the supervision of a Senior Investigator and Manager; Maintain records, including those relating to team activities and outcomes, in accordance with the *Territory Records Act 2002*. This position does not involve direct supervision of personnel.

Eligibility/Other Requirements: The successful applicant must also hold a General Registration under the ACT Working with Vulnerable People scheme, or be eligible to gain registration upon commencement. A current driver's licence is required. Preparedness to work after hours, or be on call. The completion of a police check is a mandatory requirement prior to engagement in all ACT Public Service positions.

Notes: This is a temporary position available until 31 January 2016.

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: Mardi Cleggett (02) 6207 2358 mardi.cleggett@act.gov.au

Procurement and Capital Works

Executive Officer

Financial Services

Financial Systems Officer

Administrative Services Officer Class 4 \$62,802 - \$68,002 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$63,744 - \$69,022, Canberra (PN: 01930)

Gazetted: 07 October 2015

Closing Date: 14 October 2015

Details: This position is part of a small team responsible for wide variety of accounting roles including management accounting, financial accounting, project accounting and supporting Oracle Project Module as system administrators.

Eligibility/Other Requirements: Relevant formal qualifications and/or working towards a professional qualification would be well regarded.

Notes: This is a temporary position available until 31 January 2016.

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.

Please note that the selection process for this role may be based on one or all of the following; an assessment of the application against the selection criteria or an interview and referee reports.

Applications should be sent to the contact officer.

Contact Officer: Gaurav Bhatia (02) 6207 0990 gaurav.bhatia@act.gov.au

ACT Property Group

Property Facilities Maintenance

Apprentice Locksmith and HVAC

Apprentices \$20,816 - \$45,307 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$21,128 - \$45,987, Canberra (PN: 11575, several)

Gazetted: 02 October 2015

Closing Date: 16 October 2015

Details: ACT Property Group undertakes repairs, maintenance and minor new works to assets across Canberra and is seeking interested applicants for apprenticeship opportunities in locksmithing and Heating, Ventilation and Air Conditioning (HVAC).

Note: Successful applicants will need to have the ability to attend CIT or equivalent and be prepared to undertake and complete study, on the job training and rotation for a period of four years with possibility of permanency upon completion.

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

Office for Children, Youth and Family Support

Child and Youth Protection Services (Practice and Performance)

Senior Director, Child and Youth Protection Services (Practice and Performance)

Executive Level 2.4 \$245,200 to \$256,966 depending on current superannuation arrangements, Canberra (PN: E737)

Gazetted: 07 October 2015

Closing Date: 20 October 2015

Details: An exciting opportunity exists for an experienced Executive to lead the functions in accordance with the priorities of the ACT Government and the ACT Public Service values and behaviours. The Senior Director, Child and Youth Protection Services (Practice and Performance) will be responsible for child protection and youth justice services to ACT children and young people and their families. The successful candidate will require extensive experience in the delivery of human services and program management, and an understanding of the relationships between the Directorate, Government, portfolio Ministers, community agencies and peak bodies. The position requires superior management and leadership capabilities and the ability to think strategically as well as excellent interpersonal, organisational and communication skills.

Remuneration: The position attracts a remuneration package ranging from \$245,200 - \$256,966, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$196,091.

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

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

Contact Officer: Dr Mark Collis (02) 6205 6922 mark.collis@act.gov.au

Office for Children, Youth and Family Support

Child and Youth Protection Services

Child and Youth Protection Services Practice and Performance

Audit and Compliance Officer

Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade) From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$83,445 - \$87,925 (up to \$92,287), Canberra (PN: 27439)

Gazetted: 07 October 2015

Closing Date: 14 October 2015

Details: The Audit and Compliance Officer role is focussed on supporting the operation, or continuous improvement, of Child and Youth Protection Services (CYPS). This will be done primarily through conducting case reviews, practice reviews and audits to identify gaps in policies and procedures and develop strategies and processes to improve CYPS practice and maintain legislative compliance.

Eligibility/Other Requirements: Essential qualifications and experience: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. Two years experience working with children, youth and/or families in a social work/case management role. Current driver's licence. Desirable qualifications and experience: Relevant tertiary qualifications in project management or related discipline. Position may be filled from application only. Twelve month merit list may be used to fill future vacancy.

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp.

Contact Officer: Larissa Sellars (02) 6207 6643 cypsrecruitment@act.gov.au

Disability ACT

People Management

People Management and Workforce Planning

Case Manager/Administrative Support

Administrative Services Officer Class 6 \$75,209 - \$86,075 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$76,337 - \$87,366, Canberra (PN: 36177, several)

Gazetted: 01 October 2015

Closing Date: 8 October 2015

Details: The People and Workforce Planning team is seeking to fill up to two Case Manager/Administrative Support positions. The successful applicants will require excellent interpersonal and administrative skills. The duties of the positions involve working with individuals to provide case management services, the provision of information, strategic analysis of information and high level administrative support and undertaking secretariat support and management of information technology services.

Note: There are two temporary positions available for a period of six months with the possibility of extension.

Contact Officer: Nedra Playford (02) 6205 9094 nedra.playford@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

Operations

Head Audio and Visual

Level 4 Head Technician \$59,769, Canberra (PN: 024)

Gazetted: 06 October 2015

Closing Date: 13 October 2015

This position requires someone experienced in the provision of a professional level of technical services and facilities to hirers and users of professional arts theatre venues.

Note: 12 month temporary position with the possibility of ongoing employment. Applicants must provide a written statement addressing the selection criteria.

Contact Officer: Rohan Cutler (02) 6243 5736 rohan.cutler@act.gov.au

Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email CFC.HR@act.gov.au

Education and Training

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

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

Office for Schools

Belconnen Network

Latham Primary School

Business Manager

Administrative Services Officer Class 5 \$69,797 - \$73,881 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$70,844 - \$74,989, Canberra (PN: 00582)

Gazetted: 06 October 2015

Closing Date: 20 October 2015

Details: Latham Primary School is seeking a highly experienced Officer for the position of Business Manager. The successful candidate will manage a busy work environment with high level competing demands including but not limited to Human Resource, Finance, Risk and Compliance Management. The ideal candidate will have demonstrated high level management skills, ability to communicate effectively with colleagues, executive teams, major client groups and external stakeholders ensuring high quality customer service is delivered. The position is

required to liaise with the Principal to ensure continuity in the delivery of key programs across the school, participate as a member of the Executive Team, respond to and provide current, accurate and detailed reporting to both the Principal and School Board. Further duties include developing policies and procedures relating to facilities management, responsibility for the preparation of budgets, expenditure reviews, statements and monitor estimates and financial returns. The Business Manager has supervision responsibility for eight Administrative Support Officers engaged in various designated roles. The successful candidate will be required to plan, direct and supervise their overall duties, assisting each with personal performance and professional development. Eligibility/Other Requirements: Applicants are strongly encouraged to contact the Principal for further information regarding this position. This position requires a high understanding of Financial and Human Resource Management, computer systems and an understanding of the school environment. Asbestos Awareness Training is mandatory. 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/Notes:

Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp.

Contact Officer: Liz Bobos (02) 6142 0077 liz.bobos@ed.act.edu.au

Education Strategy

Student Engagement

Disability Education

Special Needs Transport Administrator

Administrative Services Officer Class 4 \$62,802 - \$68,002 (From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$63,744 - \$69,022), Canberra (PN: 34458)

Gazetted: 01 October 2015

Closing Date: 8 October 2015

Details: The Disability Education Section is seeking applications for the Special Needs Transport Administrator position. The successful applicant's duties will include: Work as part of a team managing special needs transport, including: liaising with schools, transport providers and members of the public to provide information and determine transport requirements for students with disability; processing transport applications and variations; tracking and recording clients requests and arrangements; filing and records management and ensuring and maintaining data integrity for reporting purposes. Actively contribute to the effectiveness and efficiency of a customer focus team, delivering a high standard of service in a timely manner. Provide quality administrative support, demonstrating sound communication, organisation and prioritising skills and the proficient use of appropriate IT systems. Managing and resolving phone inquiries and complaints by clarifying issues; researching and exploring answers and alternative solutions; implementing solutions; escalating unresolved problems. Work in accordance with, and uphold the ACT Government Respect, Equity and Diversity Framework and the Directorate's Work Health and Safety System.

Note: This is a temporary position available for a period of six months with the possibility of extension and/or permanency from this process. Selection to this position may be based on application and referee reports only.

Contact Officer: Kim Bryant 6205 9383 Kim.Bryant@act.gov.au

Health

Selection documentation for the following positions may be downloaded from

<http://www.health.act.gov.au/employment>.

Apply online at <http://www.health.act.gov.au/employment>

Canberra Hospital and Health Services

Women, Youth and Children

Department of Neonatology

Specialist/Senior Specialist - Neonatology

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

Senior Specialist \$199,231, Canberra (PN: 25835)

Gazetted: 08 October 2015

Closing Date: 22 October 2015

The Position: A temporary part time specialist position is available in Neonatology commencing from 4th January 2016- 2nd January 2017. The Neonatal Department at Canberra Hospital provides neonatal care to the ACT and surrounding regions. Canberra Hospital has more than 3500 deliveries per year and is a principal referral centre for high risk pregnancies. It is the only tertiary care neonatal unit in the region, which has a delivery population of 8000. Canberra Hospital's Centre for Newborn Care has 700 admissions per year with eight intensive care beds. The Hospital has recently undergone a redevelopment, which included the build of a new, state of the art facility with the potential to increase the 25 cots to 34 cots over the next years. The department is supported by five Neonatologists, eight Neonatal Registrars two fellows and one CMO. The Department has a busy developmental follow up clinic and forms the ACT branch of the NSW Emergency Transport Service. Involvement in Neonatal teaching and research is recommended and highly encouraged by Canberra Hospital's management. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 Senior Specialist: \$199,231 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries.

Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$242,052 - \$320,753 Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). FRACP (SAC in Neonatology) or an equivalent higher specialist qualification accepted by the Royal Australasian College of Physicians (SAC in Neonatology). Contribute to the on call requirements in the area of Neonatology. Participate on the ACT NETS retrieval roster. Note: This is a temporary part time position for 12 months. Contact Officer: SEE SPECIAL CONDITIONS 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

Population Health

Health Improvement

Senior Project Officer

Senior Officer Grade C \$94,653 - \$101,888 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$96,073 - \$103,416, Canberra (PN: 34722)

Gazetted: 08 October 2015

Closing Date: 22 October 2015

Details: The Health Improvement Branch of Population Health, ACT Health is seeking an enthusiastic officer to deliver on the Food Environment component of the ACT Government Healthy Weight Initiative (HWI). Duties will include managing stakeholder consultation and engagement including government, non-government, industry and community sectors, preparation of high level reports, briefings and other communication materials. The successful applicant will demonstrate strong project management skills and the ability to work independently.

Eligibility/Other Requirements: A post graduate qualification and experience in a field relevant to public/population health, project management and/or public health nutrition is highly desirable.

Notes: This is a temporary position for a period of 12 months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria 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.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Yvonne Poels (02) 6207 4439

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Justice Health Services
Therapy Manager

Health Professional Level 4 \$94,653 - \$101,888 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$96,073-\$103,416, Canberra (PN: 36052)

Gazetted: 08 October 2015

Closing Date: 22 October 2015

Details: Imagine walking through the door of a brand new building, knowing that you and your team will be the first to work in this state-of-the-art facility. The first to set the template of how the place will run. The first to build a team environment of collaboration, professionalism and dedication. Imagine working with like minded colleagues who are passionate and committed to the difference they can make all day, every day. Imagine working for an organisation that values and demonstrates best practice, who offer recognition and awards. Well, imagine no more! We are excited to be opening an exceptional new Secure Mental Health Unit in Canberra. Located in a scenic and calming setting in South Canberra and operating within an innovative and modern model of care, the new Secure Mental Health Unit is designed to ensure the best outcomes for our clients. The Secure Mental Health Unit, opening in late 2016, will provide people with access to inpatient mental health services. It is a first for Canberra and will be based on a therapeutic and recovery-based approach.

We are looking to recruit to a key position, the Therapy Manager (HP4). We are looking for someone who believes: That the client's needs are our priority; that collaboration and teamwork is key to success; in keeping up to date with modern day practice and ideology; in flexibility and adaptability; in compassion and seeing the client's journey and in person-centred practice. We offer competitive salaries, great access to professional development and enviable opportunities for career advancement.

Eligibility/Other Requirements: Essential: Approved tertiary qualifications in Psychology, Social Work [overseas applicants must have their qualification favourably assessed by the AASW] or Occupational Therapy. Eligibility for registration with the National Health Professions Registration Board through Australian Health Practitioner Regulation Agency (AHPRA) for Psychology and Occupational Therapist applicant or membership of the Australian Association of Social Workers for Social worker applicants. Completed a minimum of 12 months paid professionally relevant workplace experience and all relevant professional requirements for progression from Level 1. 12 months leadership/management experience.

Desirable: Relevant post graduate qualifications in mental health or forensic mental health. Extensive professional experience within a mental health or forensic mental health setting. Current driver's licence.

Notes: Prior to commencement the successful candidate will be required to undergo a National Police History Check. 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: Jon Ord (02) 6205 5030 jon.ord@act.gov.au

Canberra Hospital and Health Services
Women, Youth and Children
Women and Babies
Senior Registered Nurse/Midwife -Birthing Unit
Registered Nurse Level 2 \$84,394 - \$89,447, Canberra (PN: 22495)

Gazetted: 08 October 2015

Closing Date: 22 October 2015

Details: The Birthing Unit of the Centenary Hospital for Women and Children is seeking an experienced Midwife to fill a Senior Registered Nurse/Midwife Level 2 position. The Birthing Unit is a dynamic environment and this position requires established team leader skills and excellent clinical knowledge. The position may be full-time or part-time and works a 7 day a week rotating roster.

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

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: Wendy Alder (02) 6174 7660

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

**Rapid Assessment of the Deteriorating Aged at Risk Nurse
Registered Nurse Level 2 \$84,394 - \$89,447, Canberra (PN: 23934)**

Gazetted: 08 October 2015

Closing Date: 22 October 2015

Details: An exciting opportunity exists for a Registered Nurse Level 2 to work full-time with Rapid Assessment of the Deteriorating Aged at Risk (RADAR). The RADAR team is a multidisciplinary team, based at the Canberra Hospital, and provides short term assistance to GPs in their clinical management of older adults in the community. This is a wonderful opportunity to expand your practice and work with an enthusiastic team dedicated to providing care and support to the elderly in their place of residence with the aim of preventing hospitalisation. The Registered Nurse undertakes comprehensive nursing assessments of the older person and will be required to have an understanding of the common aetiology and clinical manifestations within this aged client group.

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Current driver's licence. Desirable: Post Graduate tertiary Nursing qualification in Aged Care or similar. Experience in working with the aged care client group in the acute and community settings and/or dementia specific experience would be an advantage.

Notes: This is a full-time position however part-time job share arrangements may be considered. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria 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: Kathryn Judge (02) 6174 7757

Canberra Hospital and Health Services

Surgery, Oral Health and Imaging

Medical Staff

P.A.R.T.Y. Coordinator

Registered Nurse Level 2 \$84,394 - \$89,447, Canberra (PN: 27626)

Gazetted: 08 October 2015

Closing Date: 15 October 2015

Details: Applications are sought from an enthusiastic and motivated Registered Nurse to join the Shock Trauma team as a Registered Nurse Level 2, Prevent Alcohol and Risk-related Trauma in Youth (P.A.R.T.Y.) Coordinator. The Program is an established and successful trauma prevention program delivered in a hospital setting. The successful P.A.R.T.Y. Coordinator's role is pivotal to the continuing operations of the program delivered through ACT Health; reporting to the Trauma Nurse Practitioner.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Three (3) years nursing experience at an advanced level and two years in relevant specialty would be advantageous.

Notes: This is a part-time position at 32:00 hours per week. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the selection criteria 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: Rebekah Ogilvie (02) 6244 2793 rebekah.ogilvie@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation, Aged and Community Care Nursing

Registered Nurse Level 1 - Ward 11A

Registered Nurse Level 1 \$60,772 - \$81,180, Canberra (PN: 21864)

Gazetted: 08 October 2015

Closing Date: 22 October 2015

Details: Rehabilitation, Aged and Community Care (RACC) are offering the opportunity for a motivated, experienced Registered Nurse who is passionate about caring for the elderly, to join the Acute Care of the Elderly Unit (Ward 11A).

Applicants should have well-developed interpersonal skills, an ability to work collaboratively within a multidisciplinary team and the capacity to provide support and direction to ENs and AIN's.

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

Notes: This position requires working a 24/7 rotating roster including weekends and nightshift. 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: Maria Trudinger (02) 6244 2431

Canberra Hospital and Health Services

Women, Youth and Children's

Women and Babies

Registered Midwife

Registered Nurse Level 1 \$60,772 - \$81,180, Canberra (PN: C06920)

Gazetted: 08 October 2015

Closing Date: 22 October 2015

Details: The Centenary Women's and Children's Hospital is seeking experienced Midwives to fill casual positions on our casual pool. The casual pool provides backfill to all areas of maternity including, Post Natal, Antenatal and the Birthing unit. We are looking for flexible staff to be available for a range of shifts.

Eligibility/Other Requirements: Be registered or have applied for registration as a Midwife with the Australian Health Practitioner Regulation Agency (AHPRA).

Notes: These positions are casual positions. Selection for this process may be based on application and referee reports only. 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 regina.ginich@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women's and Babies

Registered Midwife

Registered Nurse Level 1 \$60,772 - \$81,180, Canberra (PN: 31413, several)

Gazetted: 08 October 2015

Closing Date: 22 October 2015

Details: The Centenary Hospital for Women and Children, as part of ACT Health, have temporary full-time and part-time positions available in their Birthing Unit, Postnatal Unit and Antenatal and Gynaecology Unit. We are seeking experienced Midwives with a good team spirit to fill these positions.

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

Notes: These are temporary positions available at either full-time or part-time hours for a period of 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

Women, Youth and Children

Women's and Babies

2016 new Graduate Midwife Program

Registered Nurse Level 1 \$60,772 - \$81,180, Canberra (PN: 20207, several)

Gazetted: 08 October 2015

Closing Date: 5 November 2015

Details: Maternity Services at the Centenary Hospital for Women and Children, is offering a structured development program for Midwifery Graduates, who are enthusiastic and committed to providing evidence based woman-centred midwifery care. These positions are developmental, with graduate midwives being well supported to consolidate clinical practice through rotations to the birthing areas, antenatal and postnatal services; as well as several placements in continuity of care models. Graduate midwives will be offered clinical and educational support throughout their progression, as well as support for their personal development plan.

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

Note: These are temporary part-time positions available for a period of one year at 28 hours a week. Please send a statement addressing the selection criteria, your Curriculum Vitae and two references. This program will commence March 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: Raelene Garret-Rumba (02) 6174 7561

Canberra Hospital and Health Services

Critical Care

Intensive Care Unit

Nurse Intensive Care Unit

Registered Nurse Level 1 \$60,772 - \$81,180, Canberra (PN: 21891, several)

Gazetted: 08 October 2015

Closing Date: 22 October 2015

Details: An opportunity is available for suitably qualified Registered Nurses to apply for permanent positions within ICU at the Canberra Hospital.

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

Note: Successful applicants will be required to work a 24 hour rotating roster, full-time and part-time hours available. Selection may be based on written application and referee reports only.

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 (maximum two pages), current curriculum vitae and two professional referees.

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Contact Officer: Narelle Comer (02) 6174 5094 narelle.comer@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Community Care Program

Podiatrist

Health Professional Level 2 \$58,212 - \$79,912 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$59,085-\$81,111, Canberra (PN: 33249)

Gazetted: 08 October 2015

Closing Date: 22 October 2015

Details: There is an exciting opportunity for a suitably qualified Podiatrist to join the Rehabilitation, Aged and Community Care (RACC) Podiatry Team. This position will provide patient centred care from Community Health Centres. Scope of practice includes screening and evaluation of risk, general podiatry treatment, nail surgery, biomechanical assessment and orthotic therapy, wound management and health promotion. We pride ourselves on our continual drive for high quality patient care. In this role you will be part of a friendly and engaging interprofessional program. The podiatry team has strong peer support and supervision structures.

Eligibility/Other Requirements: Appropriate Degree in Podiatry or recognised equivalent qualifications. Registered with the Podiatry Board of Australia. Current driver's licence is desirable.

Notes: This is a temporary position available for a period of approximately four months with the possibility of extension. This position may be required to participate in an overtime, on call, and/or rotation roster.

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

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Employees of ACT Health have available to them salary packaging with fringe benefits, a tax-free threshold up to \$9095 is available.

Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items.

ACT Health also provides employees with the opportunity to utilise tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards.

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

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Contact Officer: Kerryn Maher (02) 6205 1496

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

Health Professional Level 2 \$58,212 - \$79,912 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$59,085 - \$81,111, Canberra (PN: 25530, several)

Gazetted: 08 October 2015

Closing Date: 22 October 2015

Details: An opportunity is immediately available for suitably qualified physiotherapist's to join the Rehabilitation, Aged and Community Care (RACC) Physiotherapy Team in Canberra, ACT. RACC Physiotherapists treat and manage patients requiring rehabilitation with a range of conditions, including neurological disorders, amputations, musculoskeletal injuries, and the elderly. There are a wide variety of working environments across this service including the hospital setting, community health centres, and a transitional rehabilitation unit. Successful applicants will be required to work at any of these centres. Regular education sessions and journal clubs offer ongoing professional development opportunities which are often shared with other local physiotherapy services. A close partnership with acute support physiotherapy services ensures opportunities for close collaboration, professional support, and social networks. Opportunities for Quality Improvement activities and evaluation/audit of physiotherapy interventions are plentiful.

Eligibility/Other Requirements: Degree or diploma in Physiotherapy or equivalent qualifications. Applicants must be registered with Australian Health Practitioner Regulation Agency (AHPRA) (either full or limited registration) or the Physiotherapy Board of Australia. Applicants must have a current driver's licence. Applicants must have at least one year of experience as a qualified physiotherapist.

Notes: This recruitment round will be used to fill future full-time, part-time, temporary and casual physiotherapy vacancies at this level across the division of Rehabilitation, Aged and Community Care (RACC). Most contracts will be for a six month duration and hours are negotiable. Applicants are preferred to have had at least 12 months experience as a physiotherapist. This position(s) may be required to participate in overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

Selection may be made on written applications alone. All applicants must provide contact details for 2 referees, a written response addressing the 5 selection criteria and a current CV as part of their written application.

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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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: Judy Stone (02) 6174 5662 judy.stone@act.gov.au

Health, Planning and Infrastructure

Health Planning and Infrastructure Support

Administration Support Officer

Administrative Services Officer Class 4 \$62,802 - \$68,002 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$63,744 - \$69,022, Canberra (PN: 31561, several)

Gazetted: 08 October 2015

Closing Date: 15 October 2015

Details: The Administration Support Team, within the Health Planning and Infrastructure (HP&I) Group of ACT Health, provides administrative support to the Health Infrastructure Program and is currently looking for suitably experienced Administration Officers to fill the role of Administration Support Officer. The Health Infrastructure Program (HIP) is a response to the need to expand and develop facilities to meet the future health care needs of the ACT and regional population. The program links infrastructure development to changes in the way services are delivered, harnessing new technologies and planning the workforce of the future to deliver services planned around our patients and in the most safe and efficient way. The administration support officer within HP&I provides administration support to project teams and other staff within the Group, with a focus on duties such as: High level secretariat support to HIP project governance committees.

- o Liaising with internal and external stakeholders, including ACT Health Executives and their PA's, consumer representatives and other external organisations.
- o Arranging meetings, booking facilities and ordering catering.
- o Maintaining records in accordance with project requirements.
- o Other administrative duties as required.

Eligibility/Other Requirements: Experience working in a busy office environment is desirable. Previous experience providing secretariat support to a committee or committees would be an advantage.

Notes: Two temporary positions are available until 30 June 2016, with the possibility of extension. Selection may be based on written applications and referee reports only. A merit list will be developed from this recruitment, and may be used to fill vacancies over the next 12 month. 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: Alice Fawcett (02) 6174 8010 alice.fawcett@act.gov.au

**Canberra Hospital and Health Services
Cancer Ambulatory and Community Health Support
Ambulatory Care Outpatients
Outpatient Services Enrolled Nurse**

Enrolled Nurse Level 1 \$55,118 - \$58,888, Canberra (PN: 20704)

Gazetted: 08 October 2015

Closing Date: 15 October 2015

Details: Ambulatory Care Outpatients are seeking applications for a suitably qualified Enrolled Nurse Level 1. This position is nominally Monday – Friday full-time, rostered within the operating hours of the Department although there is the possibility of weekend day shifts.

The Central Outpatient Department provides multi-disciplinary consultation and procedural ambulatory care services within a variety of specialties. These specialties include Orthopaedics, Plastics, Ear, Nose and Throat, Urology, Vascular, Endocrinology, General Surgery, Ophthalmology and Neurology.

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

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: Anne Wilson (02) 6174 5386

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

Occupational Therapy Assistant

Allied Health Assistant 2 \$47,147 - \$54,052, Canberra (PN: 03393)

Gazetted: 08 October 2015

Closing Date: 22 October 2015

Details: Applications are sought from a suitably qualified and experienced candidate to fill a part-time (four days per week), permanent vacancy in the Rehabilitation Occupational Therapy team. This position will provide clinical services to clients undergoing active rehabilitation to implement occupational therapy treatment programs. The position will work as part of a multi-disciplinary team and has the potential to work across both inpatient and community settings. The successful applicant will work under direction and supervision of an experienced Occupational Therapy team. There is also potential for this position to rotate across the services within the rehabilitation and aged care Occupational Therapy team.

Eligibility/Other Requirements: Certificate IV in Allied Health Assistance, or recognised equivalent. Must hold a current driver's licence.

Notes: This position(s) may be required to participate in an overtime, on call, and/or rotation roster. Applicants are strongly encouraged to discuss the position with the Contact Officer prior to submitting an application.

Applications that do not provide any response to the selection criteria will not be considered.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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Contact Officer: Tegan Reid (02) 6244 2904 tegan.reid@act.gov.au

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

Corporate

People and Workplace Strategy

Change and Communication Manager

Senior Officer Grade A \$129,470 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$131,412, Canberra (PN: 18579)

Gazetted: 07 October 2015

Closing Date: 21 October 2015

Details: An opportunity exists for the role of a Change and Communication Manager with the Directorate's strategic human resource area. Reporting to the Executive Director People and Workplace Strategy, the successful applicant will develop and coordinate projects and associated engagement strategies to support the delivery of key change programs in the Directorate. The successful applicant must have sound capacity to foster effective working relationships with stakeholders and deliver change programs. This role will provide a central coordination point for all program-related communication activities.

Notes: This is a temporary position available for six months.

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: Lana Junakovic (02) 6205 2544 lane.junakovic@act.gov.au

Emergency Services Agency

Risk and Planning

Emergency Management Officer

Senior Officer Grade C \$94,653 - \$101,888 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$96,073 - \$103,416, Canberra (PN: 03598)

Gazetted: 07 October 2015

Closing Date: 21 October 2015

Details: An opportunity exists within the Emergency Services Agency (ESA) for an enthusiastic Officer to be considered for this Emergency Management Officer role. The successful applicant will be part of the Emergency Management, Risk and Spatial and Digital Services Section of the ESA. Reporting to the Senior Manager, the successful applicant will be responsible for supporting the whole of government emergency coordination arrangements under the ECC Operations Plan, including Duty Officer arrangements and emergency activation and notification arrangements. The role will also be required to work closely with emergency management partners, including external organisations and ESA operational services to promote cross government coordination during emergencies. This role will develop and implement joint planning and coordination arrangements between ESA,

ACT Government and external stakeholders, and will be required to represent the ESA at various government fora. In the event of an emergency the occupant of this role may also be involved in emergency management response and recovery actions as part of the ACT Emergency Coordination Centre. The position will be required to undertake out of hours Duty Officer roles. The successful applicant for this role will have experience in Emergency Management and demonstrated communication and liaison skills and the ability to build and maintain relationships with a variety of key stakeholders.

Contact Officer: Nick Lhuede (02) 6207 8606 nick.lhuede@act.gov.au

ACT Corrective Services

Administration

Compliance, Evaluation and Statistics Unit

Compliance Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$76,337 \$87,366, Canberra (PN: 13889)

Gazetted: 07 October 2015

Closing Date: 21 October 2015

Details: ACT Corrective Services (ACTCS) is seeking a suitably skilled and highly motivated person to join the Compliance, Evaluation and Statistics Unit as a Compliance Officer. The Unit provides a range of services to ACTCS including, data analysis and reporting, risk management, compliance reviews, project management/business improvements, records and information management. As a member of the team, and under limited direction of the manager, the successful applicant will be responsible for undertaking compliance activities to ensure that the Agency is meeting its legislative obligations and national and international standards in Correctional Practice, and prepare reports on the outcomes. The successful applicant will also assist in the delivery and monitoring of key objectives to ensure they are delivered on time, and will be required to work collaboratively with all business units to ensure effective and efficient service delivery. To be successful, you will display high-level research and analytical skills and a capacity to conduct compliance inspections. You will also demonstrate an ability to develop and compose complex workplace documents. Key to your success in this role will be your excellent communication skills and proven ability to develop and maintain client/stakeholder services.

Eligibility/Other Requirements: Relevant tertiary qualifications in Public Administration, Criminal Justice, Risk Management and Compliance are highly desirable but not essential. Eligible persons will be required to undergo a police check. Current driver's licence desirable.

Note: To apply, applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement addressing the selection criteria (maximum of one A4 page per criteria); (3) a current resume; (4) the names and contact details of two referees; and (5) a copy of their Driver's Licence. Please ensure you submit all five items. Ideally, one of the referees should be a current supervisor.

Contact Officer: Ximena Nikias (02) 6207 3979 ximena.nikias@act.gov.au

ACT Corrective Services

Business Policy and Coordination

Policy and Government

Indigenous Services and Cultural Diversity Senior Policy Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$76,337 - \$87,366, Canberra (PN: 43036)

Gazetted: 01 October 2015

Closing Date: 27 October 2015

Details: The Justice and Community Safety Directorate is seeking a motivated, hard-working person to undertake a key Policy Officer position in ACT Corrective Services. The person will assist with the development of policies and programs and provide advice in addressing issues of Aboriginal and Torres Strait Islander and broader cultural diversity in the delivery of corrective services. The successful applicant will have a demonstrated understanding of the issues faced by Aboriginal and Torres Strait Islander people in the criminal justice system and have strong and accepted links with the Aboriginal and Torres Strait Islander communities in the ACT. The successful applicant must also demonstrate strong writing skills as the preparation of briefs, correspondence and policy papers is central to the position. The relative size of both the ACT Government and its Corrective Services agency means that the successful applicant will have a real influence in service delivery to Aboriginal and Torres Strait Islander clients.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field, eg: Law, Criminology, Social Sciences would be an advantage. The successful candidate will be required to undergo a criminal record check. This is a designated position and is only open to Aboriginal and Torres Strait Islander people.

Notes: Applicants must identify as an Aboriginal or Torres Strait Islander person (*s42, Discrimination Act 1991*). 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.

Contact Officer: Anthony Malone (02) 6207 0023 anthony.malone@act.gov.au

Human Rights Commission

Review Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$76,337 - \$87,366, Canberra (PN: 09944)

Gazetted: 06 October 2015

Closing Date: 20 October 2015

Details: The Health Services Commissioner is seeking to fill a permanent full-time position within the ACT Human Rights Commission. The Commission is seeking an analytical, solutions-focused and resilient person to be responsible for the handling of an investigation caseload of health complaints. This process involves collecting and analysing information, negotiating informal resolutions, preparing reports and recommendations for further action and effectively managing competing priorities. Strong written and oral communication skills are essential. The position also involves giving information, advice and referral to users of health services and services for older people about rights, responsibilities and complaint handling options. The successful applicant will be required to maintain accurate records of enquiries, complaints and actions taken, and undertake other administrative and operational tasks. The Health Services Commissioner's team is small and relies on a strong sense of teamwork in order to achieve shared goals. The successful applicant will be able to demonstrate their ability to develop and maintain positive workplace relationships.

Eligibility/Other Requirements: Appropriate tertiary qualifications in a health, human services or legal field would be desirable.

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.

Applications addressing the selection criteria are sought from potential candidates, along with contact details of at least two referees and a current curriculum vitae.

Contact Officer: Mary Durkin (02) 6205 2222 mary.durkin@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

Infrastructure Roads and Public Transport

Asset Information and Management Services

Manager, Policy Co-ordination

Senior Officer Grade C \$94,653 - \$101,888 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$96,073 - \$103,416, Canberra (PN: 36259)

Gazetted: 07 October 2015

Closing Date: 21 October 2015

Details: We are looking for a motivated and dynamic team member with experience in the development and implementation of policy documents across a diverse organisation. You will also have a strong background in working with others to positively influence behaviour and drive change. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Ability to deliver a range of information sessions on policy matters with consideration of the needs of work areas.

Note: This is a temporary vacancy available for six months. Selection may be based on application and referee reports only.

How to Apply: Expressions of interested are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability against the selection criteria, contact details of at least two referees and a current CV.

Applications should be sent to the Contact Officer

Contact Officer: Richard Matto (02) 6206 4821 richard.matto@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.

Corporate and Business Enterprises

Finance Branch

Assistant Manager Finance

Senior Officer Grade C \$94,653 - \$101,888 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$96,073 - \$103,416, Canberra (PN: 05131)

Gazetted: 01 October 2015

Closing Date: 15 October 2015

Details: Territory and Municipal Services (TAMS) Finance is looking for a flexible all rounder who can work with stakeholders and as part of a team to achieve outcomes within prescribed timeframes. This person will take carriage of a range of financial management projects which may include taxation or asset related functions, preparation of Directorate responses to external information requests, development of Directorate policies and procedures, and internal management related activities. The role may also involve management accounting to support one or more businesses in TAMS with their budgeting, reporting and other financial management needs. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Tertiary qualifications in accounting and professional membership or progress towards CPA/CA or comparable bodies are highly desirable.

Note: This position is temporary, available until 30 April 2016 with the possibility of extension or permanency.

Contact Officer: Diana Jackson (02) 6207 2211 diana.jackson@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.

Contact Officer: Diana Jackson (02) 6207 2211 diana.jackson@act.gov.au

Parks and Territory Services

Libraries ACT

Public Libraries

Library Service Officer

Administrative Services Officer Class 3 \$56,568 - \$60,880 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$57,417 - \$61,793, Canberra (PN: 22184, several)

Gazetted: 01 October 2015

Closing Date: 15 October 2015

Details: Do you have a passion beyond books? Are you enthusiastic, demonstrate innovation, have a strong customer focus and relish a busy and changing environment? Are you willing to try new things? Libraries ACT is looking for people who are enthusiastic and dynamic change champions. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply. Eligibility/Other Requirements: Libraries ACT is a seven day service and applicants will be required to work weekends.

Note: There are two positions available, one part-time at 18 hours per week and the other at 36.75 hours per week. Good physical fitness and stamina and the ability and willingness to undertake physical and repetitive tasks requiring pushing, lifting and bending and being on your feet for long periods.

Contact Officer: Melina Gannon (02) 6207 5721 melina.gannon@act.gov.au

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

Parks and Territory Services

Birrigai

Facilities Officer

General Service Officer Level 5/6 \$49,180 - \$54,124 From 8 October the salary for this vacancy will increase by 1.5% to \$49,918 - \$54,936, Canberra (PN: 30615)

Gazetted: 06 October 2015

Closing Date: 13 October 2015

Details: This position is based at Birrigai Outdoor School and will provide basic facilities maintenance at Birrigai. This will include enhancing the presentation of the buildings and facilities for the experience of visitors to the property. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Medium Rigid Manual Drivers Licence, Senior First Aid Certificate, Skid Steer Certificate, All Terrain Vehicle Certificate (side by side vehicle). Asbestos Awareness, ChemCert, Basic Chainsaw Certificate, Forklift Licence, Front End Loader Licence. Be prepared to obtain Hepatitis A and B Vaccination.

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.

Contact Officer: Cindy Samuel (02) 6205 6748 cindy.samuel@act.gov.au

Selection may be based on application and referee reports only.

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Senior Officer Grade A \$131,412

Amanda Fitzpatrick 846-93034, Section 68(1), 1 October 2015

Information Technology Officer Class 2 \$76,337 - \$87,366

Shifu Xin 836-07878, Section 68(1), 29 September 2015

Community Services

Health Professional Level 2 \$59,085 - \$81,111

Marianne Kemp 843-99337, Section 68(1), 8 October 2015

Health Professional Level 2 \$59,085 - \$81,111

Katia Petrusic 844-00561, Section 68(1), 8 October 2015

Health Professional Level 2 \$59,085 - \$81,111

Leonie Joy Woodland 836-14912, Section 68(1), 8 October 2015

Administrative Services Officer Class 5 \$70,844 - \$77,578

Syed Obaidullah Zaidi 827-31172, Section 68(1), 30 September 2015

Health

Allied Health Assistant 2 \$47,854 - \$54,863

Darlene Grace 847-26158, Section 68(1), 29 September 2015

Administrative Services Officer Class 6 \$76,337 – \$87,366

Helen Prentice 846-93640, Section 68(1), 6 October 2015

Senior Officer Grade C \$96,073 - \$103,416

Christina Rose 844-32256, Section 68(1), 2 October 2015

Administrative Services Officer Class 6 \$76,337 – \$87,366

Helen Skeat 845-19335, Section 68(1), 1 October 2015

Justice and Community Safety

Legal 1 \$59,086 - \$119,000

Victoria Linabury 844-02110, Section 68(1), 1 October 2015

Administrative Services Officer Class 6 \$76,337 – \$87,366

Philip Moore 846-87179, Section 68(1), 8 October 2015

Territory and Municipal Services

Veterinary Officer Level 2 \$80,727 - \$107,969

Kyeelee Jane Driver 846-91899, Section 68(1), 12 October 2015

General Service Officer Level 3/4 \$45,030 - \$49,173

Danielle McMahon 844-77083, Section 68(1), 7 October 2015

TRANSFERS

Hayley Maree Roll: 846-91303

From: Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade)

Calvary Health Care ACT (Public)

To: Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade)

Health, Canberra (PN. 18203) (Gazetted 9 July 2015)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Arts, Business, Events, Sport and Tourism

Sport and Recreation Services

Sport and Recreation Facilities

Samuel Croser: 799-84881

From: Administrative Services Officer Class 6 \$76,337 – \$87,366

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$96,073 - \$103,416

Chief Minister, Treasury and Economic Development, Canberra (PN. 36046) (Gazetted 24 August 2015)

Finance and Budget

Social Policy

Elizabeth Kirkham 797-61055

From: Administrative Services Officer Class 6 \$76,337 – \$87,366

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$96,073 - \$103,416

Chief Minister, Treasury and Economic Development, Canberra (PN. 33517) (Gazetted 29 June 2015)

Economic Development

Office of the Director-General/Chief Executive Officer Branch

Ministerial, Assembly and Cabinet Coordination

Narelle Anne Cross: 799-84128

From: Administrative Services Officer Class 6 \$76,337 – \$87,366

Chief Minister, Treasury and Economic Development Directorate

To: †Senior Officer Grade C \$96,073 - \$103,416

Chief Minister, Treasury and Economic Development, Canberra (PN. 33778) (Gazetted 31 July 2015)

Land Development and Corporate

ACT Property Group

Leanne Feltham: 817-50304

From: Administrative Services Officer Class 5 \$70,844 - \$77,578

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$76,337 – \$87,366

Chief Minister, Treasury and Economic Development, Canberra (PN. 07747) (Gazetted 14 August 2015)

Education and Training

Office for Schools

South and Weston Network

Hughes Primary School

John Shaw: 779-17079

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

Education and Training

To: General Service Officer Level 8 \$61,383 - \$64,862

Education and Training, Canberra (PN. 35041) (Gazetted 13 August 2015)

Office for Schools

North and Gungahlin Network

Cranleigh School

Susan Patricia Roche: 033-39974

From: School Leader B \$125,135

To: † School Leader A \$137,434 - \$165,022

Education and Training, Canberra (PN. 02175) (Gazetted 10 August 2015)

Health

Population Health

Health Protection Service

Kate Martin: 795-50645

From: Administrative Services Officer Class 5 \$70,844 - \$77,578

Health

To: Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade)

Health, Canberra (PN. 20399) (Gazetted 4 June 2015)

Justice and Community Safety

Office of Regulatory Services

Business and Development Unit

Sharon Christie: 827-60678

From: Administrative Services Officer Class 2 \$50,676 - \$55,957

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 3 \$57,417 - \$61,793

Justice and Community Safety, Canberra (PN. 43878) (Gazetted 7 August 2015)

ACT Corrective Services

Custodial Operations

Corrections Psychological Support Services Unit

Ahu Kocak: 827-82172

From: Senior Professional Officer Grade B \$113,150 - \$127,379

Justice and Community Safety

To: †Senior Professional Officer Grade A \$131,412

Justice and Community Safety, Canberra (PN. 34902) (Gazetted 28 July 2015)

Territory and Municipal Services

Infrastructure, Roads and Public Transport

Public Transport

Network and Systems

Paul Skidmore: 711-81363

From: Senior Officer Grade C \$96,073 - \$103,416

Territory and Municipal Services

To: †Senior Officer Grade B \$113,150 - \$127,379

Territory and Municipal Services, Canberra (PN. 35989) (Gazetted 21 August 2015)

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.