



ACT Government Gazette

Gazetted Notices for the week beginning 19 November 2015

Chief Minister, Treasury and Economic Development Directorate

Engagement

Elizabeth Lopa – Executive Director, Urban Renewal (E823) Section 72 of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

Nurse Educator - Medical

Registered Nurse Level 3 Grade 1 \$96,756 - \$100,737, Canberra (PN: 7381)

Gazetted: 19 November 2015

Closing Date: 9 December 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: Noelyn Perriman (02) 6264 7262 noelyn.perriman@calvary-act.com.au

Canberra Institute of Technology

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

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

Health, Community and Science

Health Sciences

Senior Educator

Teacher Level 2 \$96,117, Canberra (PN: 35262)

Gazetted: 20 November 2015

Closing Date: 27 November 2015

Details: Canberra Institute of Technology (CIT) requires an experienced vocational education training teacher to work as a Senior Educator in the Department of Health Sciences. This role supports CIT's commitment to quality education through contextual and innovative approaches to competency-based learning and assessment. It involves the provision of advice and guidance to teaching staff in building capability in contemporary vocational education and training (VET) sector practice. This includes leadership in course design, facilitating skill development, compliance, quality assurance, continuous improvement and evaluation and research. CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Mandatory Qualifications and/or Registrations/Licensing: 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 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: Relevant higher level qualifications and professional registration in a field of Health Science.

Notes: 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. This

position is for temporary filling for a period of 12 months with the possibility of extension. 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.

Contact Officer: Emily Stewart-Reed (02) 6207 3471 emily.stewart-reed@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 Technology and Design

CIT Technology and Design Management

Commercial Projects Officer

Administrative Service Officer 5 \$70,844 - \$74,989, Canberra (PN: 31354)

Gazetted: 23 November 2015

Closing Date: 30 November 2015

Details: CIT College of Technology and Design is looking for a dynamic, organised and proactive person to join our team. The successful applicant will provide support to the seven Heads of Departments and the College Directors working on the development of commercial projects across a range of disciplines. The College's area of expertise cover the following disciplines; Design and Creative Industries, Building Surveying, Spatial and Engineering; Horticulture, Hair and Beauty; Music; ICT and Library. The successful applicant will be required to undertake the following tasks: Liaise with industry, government departments, private employers, departmental staff, teachers and the vocational education and training community to organise commercial, on-line, and structured workplace learning programs for students and industry. Provide high level administrative and clerical support in the area of industry commercial training programs and prepare reports, briefs, correspondence and submissions as directed. Negotiate and develop commercial vocational training opportunities in conjunction with employers and industry bodies. Organise and implement information sessions, events, conferences and activities to promote educational pathways and commercial programs in construction. Monitor and report to management and industry direction and government initiatives that impact on College business. Monitor and report on project financial expenditure, profit, funding and procurement. Prepare correspondence and reports as appropriate; undertaking any research or analysis as required. Provide high level customer service particularly in the areas of commercial industry program information and implementation. Undertake ad hoc and special projects as required.

Eligibility/Other Requirements: Experience with financial planning and project management would be an advantage.

Notes: This position is offered as a temporary filling for three years with the possibility of extension. "Temporary employment offered as a result of this advertisement may lead to permanent appointment under the Public Sector Management Standards Section 53A – Appointment after Temporary Engagement – Canberra Institute of Technology – non teaching offices". CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Contact Officer: Lucy Marchant (02) 6207 4956 lucy.marchant@cit.edu.au

CIT Technology and Design

CIT Technology and Design Management

Executive Assistant

Administration Services Officer 5 \$70,844 - \$74,989, Canberra (PN: 35417)

Gazetted: 23 November 2015

Closing Date: 30 November 2015

Details: A position exists for a highly motivated person to work in the Director's office of CIT's College of Technology and Design. This successful candidate must provide secretariat support to the various College committees. Other duties involve arranging and recording meetings, organising appointments, official functions, tabling papers, screening calls and keeping succinct records of and maintaining registers and documents as well as

undertake and prepare minor reports, HR, finance activities and arrange travel as required. The successful applicant will also coordinate and liaise with department administrative staff regarding a wide range of matters as well as participate in and organise college events such as expos, award ceremonies and open days. You will be required to also attend to complex and sensitive enquiries.

Eligibility/Other Requirements: Experience in a Director's Office would be desirable.

Notes: This position is offered as a temporary filling for three years with the possibility of extension. "Temporary employment offered as a result of this advertisement may lead to permanent appointment under the Public Sector Management Standards Section 53A – Appointment after Temporary Engagement – Canberra Institute of Technology – non teaching offices". CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Contact Officer: Lucy Marchant (02) 6207 4956 lucy.marchant@cit.edu.au

CIT Trade Skills and Vocational Learning

Culinary

Teacher

Teacher Level 1 \$67,439 - \$89,984, Canberra (PN: 51408)

Gazetted: 25 November 2015

Closing Date: 2 December 2015

Details: CIT Culinary is seeking an energetic and motivated person to teach Commercial Cookery across a range of training environments. Demonstrated vocational competencies, industry currency and the ability to contribute to the program's business plan and CIT strategic drivers in an inclusive manner are essential attributes. CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander Peoples and/or People with Disability.

Eligibility/Other Requirements: Mandatory qualifications and/or registrations/licensing: 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. Desirable: Trade Qualifications, and or equivalent vocational competence in the area of Commercial Cookery. Demonstrated experience in developing and enhancing strategic relationships in a user choice operating environment.

Note: This is a temporary position available for a period of two years from 27 January 2016 to 27 January 2018 with the possibility of extension up to five years subject to operational requirements. 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: Anthony Mudge (02) 6207 3228 tony.mudge@cit.edu.au

CIT Health, Community and Science

Community Work

Teacher

Teacher Level 1 \$67,439 - \$89,984, Canberra (PN: 15563, several)

Gazetted: 25 November 2015

Closing Date: 2 December 2015

Details: The Community Work Department at the Canberra Institute of Technology is seeking experienced people with professional knowledge and practical experience in the department and delivery appropriate to teaching a range of Community Work training programs with an emphasis on Mental Health/Alcohol and Other Drugs/Youth

Work/Community Services/Community Development competencies to the level of the Diploma qualification or above to adult learners. CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander Peoples and/or People with Disability.

Eligibility/Other Requirements: Mandatory Qualifications and/or registrations/licensing: All Teacher Level 1 teachers must hold or complete a must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) within twelve months of engagement. From 1 January 2016, no CIT teacher will be permitted to perform duties as a teacher unless they have successfully obtained at least one of the following skill sets: TAESS00007 Enterprise Trainer – Presenting Skill Set or its successor; or TAESS00008 Enterprise Trainer – Mentoring Skill Set or its successor; or TAESS00003 Enterprise Trainer and Assessor Skill Set or its successor. Teacher Level 1.7 teachers must also hold a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 teachers and above must also hold an Advanced Diploma in Adult Learning and Development (or equivalent). All qualification requirements above are consistent with the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013-2017 (Clause 40) and the Standards for Registered Training Organisations (RTO) 2015. 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.

Mandatory: A Diploma and preferably a degree with a specialisation in Mental Health, Alcohol and Other Drugs, Youth Work, and/or Community Services. Desirable: A minimum of five year experience in the Community Sector in Mental Health/Alcohol and Other Drugs/Youth Work/Community Services/Community Development. 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_wwvp.

Note: These positions are for temporary filling for a period of three years from 1 January 2016 to 31 December 2018 with the possibility of extension. 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: Veronique Gouneau (02) 6205 4724 veronique.gouneau@cit.edu.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

Corporate Support Officer

Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 32234)

Gazetted: 23 November 2015

Closing Date: 7 December 2015

Details: The Capital Metro Agency has responsibility for the design, procurement and delivery of a light rail service between Gungahlin and the City. Governance and Business Solutions is seeking an organised and highly motivated individual to fulfil the role of Corporate Support Officer. Duties include, but are not limited to; the provision of assistance on a range of support activities for the agency, including Human Resources, Information Technology (purchase and support), and facilities management, and contributing to the development and implementation of agency policies, procedures and processes.

Contact Officer: Nadine Cumming (02) 6207 8679 nadine.cumming@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**

Economic Development

ACT Property Group

Portfolio Management

Senior Manager

Senior Officer Grade A \$131,412, Canberra (PN: 19059, expected vacancy)

Gazetted: 24 November 2015

Closing Date: 8 December 2015

Details: Lead the team delivering property ownership and tenancy services for 253 owned and 38 leased properties. The successful applicant will have extensive property management experience and demonstrated strategic skills in advising the senior executive on solutions on day to day property matters and longer term property planning.

Eligibility/Other Requirements: Relevant tertiary qualifications in Business or a related field is desirable.

Contact Officer: Daniel Bailey (02) 6205 2250 daniel.bailey@act.gov.au

Access Canberra

Customer Coordination Service

Customer Service Integration

Operations Manager

Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 21705)

Gazetted: 20 November 2015

Closing Date: 27 November 2015

Details: Demonstrated experience in implementing and managing customer-focused services/initiatives and re-engineered business processes, particularly those involving internet-based services and CRM databases. Demonstrated experience in web design, usability, accessibility, mobile and desktop interfaces and web standards. Demonstrated project management experience, contract management skills, strong analytical skills and a high-level of motivation and initiative. Demonstrated strong problem-solving skills and experience in effectively coordinating, collaborating, consulting and negotiating with stakeholders and providers about complex projects, business and service level issues to achieve desired, timely outcomes. Demonstrated strong oral and written communication skills and ability to represent the team at meetings, working groups, committees and events. Demonstrated experience managing and supporting staff in a multi-functional team and ability to develop and monitor efficient workflows and processes. Demonstrated commitment to the implementation of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

Eligibility/Other Requirements: Competency in PHP, CSS3, HTML5 and JavaScript (Jquery library).

Contact Officer: Adam Pitt (02) 6205 0735 adam.pitt@act.gov.au

Economic Development

Events ACT

Marketing and Communication

Public Relations and Media Officer

Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 43248)

Gazetted: 25 November 2015

Closing Date: 9 December 2015

Details: Events ACT is seeking an experienced and motivated Public Relations and Media Officer to manage a range of national public relations, social and traditional media projects in consultation with the Marketing and Communications Manager for the suite of ACT Government managed events. The successful candidate will assist in the development, coordination and delivery of Events ACT national marketing campaigns. Specific tasks include: writing, editing and providing quality assurance for Events ACT publications, media kits, marketing collateral, e-newsletters, releases, draft speeches and social and traditional media communications, working with PR and

media agencies and other media outlets to develop and deliver targeted public relations activities securing and evaluating media placements by successfully pitching story ideas to key TV, radio, print, online and social media outlets, building and maintaining relationships with key media in the identified target markets including the delivery of in market media events, working with the Marketing and Communications Manager to coordinate and manage a mix of advertising, public relations, online, publishing and promotional activities, and assisting the Marketing and Communications Manager with the management, coordination and delivery of brand, tactical and event marketing campaign.

Eligibility/Other Requirements: A degree in Marketing or a related discipline, or experience working in a similar role is mandatory. The position requires a current Australian driver's licence and the willingness to work flexible hours and outside of normal business hours as required by events programs and activities, and to travel interstate.
Contact Officer: Helena Cataldo (02) 6205 0659 helena.cataldo@act.gov.au

**Shared Services ICT
Business Development
Program Office
Project Officer**

Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 35875)

Gazetted: 20 November 2015

Closing Date: 4 December 2015

Details: Shared Services ICT is seeking a Project Officer to manage project related activities on behalf of ACT Government agencies and direct and manage the quality and progress of those projects. Strong administrative skills are essential and previous project experience will be an advantage.

Note: A merit list will be created as a result of this process to fill future vacancies at level within the coming 12 months.

Contact Officer: Gordon White (02) 6205 5407 gordon.white@act.gov.au

**Business Enterprise
ACT Property Group
Tenancies Section
Tenancy Officer**

Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 26181, expected vacancy)

Gazetted: 25 November 2015

Closing Date: 2 December 2015

Details: ACT Property Group is seeking an experienced and enthusiastic person to fill the role of Tenancy Officer. We are looking for a team player with strong communication and organisational skills, who will be responsible for supporting the Tenancy team as well as working independently. The successful applicant will have experience in commercial and/or community property related management.

Eligibility/Other Requirements: Applicants must hold a current driver's licence. Relevant tertiary qualifications are desirable.

Notes: This is an expected vacancy.

Contact Officer: Carmen Ryan (02) 6207 0692 carmen.ryan@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
Licence Registration
Medical Supervisor
Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 12565)**

Gazetted: 19 November 2015

Closing Date: 2 December 2015

Details: Under the general direction of the Manager, Licence and Registration; Provide leadership in delivering high quality service to customers when assessing and investigating medical issues of licence holders and other licence and motor vehicle registration matters; Liaise with medical professionals as needed via phone or in writing in a

proactive and timely manner; Produce and process correspondence in an accurate, timely manner; Enter and retrieve information from databases in an accurate, timely manner; Supervise a small team and provide on the job training in processes and procedures, operation of on-line computer systems and office software; Manage the resolution of difficult or complex enquiries and complaints with tact and discretion, and escalate matters as necessary; This position does involve direct supervision of personnel

Contact Officer: Peter Gibbs (02) 6207 9729 peter.gibbs@act.gov.au

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

Revenue Management

Revenue Accounts

Administrative Officer

Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 55057, several)

Gazetted: 19 November 2015

Closing Date: 26 November 2015

Details: The Property, Payroll and Debt Section is responsible for the assessment and collection of various taxes, the processing of applications for concessions, and the delivery of high level advice to taxpayers. The eligible applicant would be required under general direction to provide professional customer service to clients and undertake operational and administrative tasks as required. This may include the following; processing assessments, concessions and applications in accordance with policy and legislation; attending to telephone enquiries in the ACT Revenue Office Call Centre; general office duties as directed including filing, directing and supervising allocated staff and answering written correspondence; and other functions as directed.

Note: This is a temporary position, available for a period of six months with the possibility of extension. Selection may be based on written application and referee reports only. Occupants can be rotated to other positions at the same level within the Revenue Management Division as required.

Contact Officer: Paul Pomazak (02) 6205 4578 paul.pomazak@act.gov.au

Community, Business and Transport Regulation

Transport Regulation

Parking Operations

Parking and Information Officer

Administrative Services Officer Class 2 \$50,676 - \$55,957, Canberra (PN: 25861, several)

Gazetted: 25 November 2015

Closing Date: 9 December 2015

Details: As an authorised person in uniform, patrol designated areas within the ACT, administered under the *Road Transport (General) Act 1999* and attend to parking matters as required. This will require working in difficult weather conditions and often patrolling up to 20 kilometres on foot per day; Provide information on matters effecting, or likely to effect, parking enforcement control measures in the ACT; Attend the ACT Magistrate's Court on prosecution matters arising from parking infringements; Assist in on-the-job training; Undertake other duties as directed; Maintain records in accordance with the *Territory Records Act 2002*. This position does not involve direct supervision of personnel.

Eligibility/Other Requirements: The positions will require staggered starts, possible rotating shifts and overtime; Required to participate in the CMTEDD Personal Performance plan; Required to wear uniform and Personal protection equipment (PPE) including sun protection.

Note: Selection may be based on application and referee reports only. Referee reports must be submitted with the application.

Contact Officer: Chris Seddon (02) 6207 7205 christopher.seddon@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**

Service Strategy and Community Building

Service Strategy

Regulation, Oversight and Quality Services

Senior Regulatory Assessor

Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 34173, several)

Gazetted: 20 November 2015

Closing Date: 2 December 2015

Details: The Senior Regulatory Assessor is part of a team responsible for delivering a risk responsive regulatory framework for the ACT Human Services Registrar.

Eligibility/Other Requirements: Leadership experience in the delivery of human services in one of the three regulatory areas: Community Housing; Community Care and Protection; or Specialist Disability Services.

Notes: This is a temporary position available until 30 June 2017. 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: Sally Gibson (02) 6205 5202 sally.gibson@act.gov.au

Service Strategy and Community Building

Service Strategy

Regulation, Oversight and Quality Services

Senior Regulatory Assessor (Governance and Financial Analysis)

Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 25995)

Gazetted: 20 November 2015

Closing Date: 2 December 2015

Details: The Senior Regulatory Assessor (Governance and Financial Analysis) is part of a team responsible for delivering a risk responsive regulatory framework for the ACT Human Services Registrar.

Eligibility/Other Requirements: Experience at a senior level in assessing financial and governance structures in community service organisations, and tertiary qualifications in business management, finance or related discipline are desirable.

Notes: This is a temporary position available until 30 June 2017. 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: Sally Gibson (02) 6205 5202 sally.gibson@act.gov.au

Housing and Community Services

Asset Management

Facilities Management Team

Occupational Therapist

Health Professional Level 4 \$94,653 - \$101,888, Canberra (PN: 14905)

Gazetted: 20 November 2015

Closing Date: 4 December 2015

Details: Asset Management is seeking an enthusiastic and motivated person to provide leadership and management to the Housing ACT Occupational Therapy Team. The position sits within the Contract Management Team, reporting to the Manager, Service Delivery and is primarily responsible for the identification and implementation of environmental modifications within HACT properties. The successful applicant should demonstrate strong leadership skills and the ability to coordinate and oversee a range of functions including management and supervision of Occupational Therapists within the Contract Management Team; coordination and liaison with the Contract Management Team, and other internal and external stakeholders, ensuring that services align with the business objectives and outcomes of the unit; provide technical/clinical advice to the

Contract Management Team; and manage and oversee the professional development and training requirements for all occupational therapy staff within the Contract Management Team.

Eligibility/Other Requirements: Prescribed Eligibility Requirements: Tertiary qualification or equivalent in Occupational Therapy. Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA). Eligibility for Membership with the Australian Occupational Therapy Association. At least five years of experience in human service delivery. Current driver's licence. Preferred knowledge and/or experience in the delivery of Occupational Therapy Services with the Housing ACT portfolio. 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_wwvp.

Note: There is one full-time permanent position available, however a part-time job share arrangement will be considered. Commencement is anticipated to be 4 January 2016.

Contact Officer: Jacquie Daniel (02) 6207 0932 jacquie.daniel@act.gov.au

Housing and Community Services

Asset Management

Contract Management Team

Occupational Therapist

Health Professional 3 \$82,212 - \$90,923, Canberra (PN: 25191)

Gazetted: 20 November 2015

Closing Date: 4 December 2015

Details: Asset Management is seeking an Occupational Therapist to work within the Contract Management Team within Housing ACT. The individual in this position will provide Occupational Therapy services involving Environmental Modifications for clients who are tenants of Housing ACT. This may include advising Housing ACT on matters such as home modifications needs of individual tenants, the purchase or building of modified housing, and the selection and allocation of housing properties for people with disabilities. The Occupational Therapy Team sits with the Contract Management Team and this position will report to the HP4 Clinical Leader, who in turn reports to the Manager, Service Delivery.

Eligibility/Other Requirements: Prescribed Eligibility Requirements: Tertiary qualification or equivalent in Occupational Therapy. Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA). Preferred knowledge and/or experience in the delivery of Occupational Therapy Services with the Housing ACT portfolio. 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_wwvp.

Note: There is one full-time permanent position available, however a part-time job share arrangement will be considered. Commencement is anticipated to be the 4 January 2016.

Contact Officer: Jacquie Daniel (02) 6207 0932 jacquie.daniel@act.gov.au

Service Strategy and Community Building

Service Strategy

Regulation, Oversight and Quality Services

Regulatory Assessor

Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 36436)

Gazetted: 20 November 2015

Closing Date: 2 December 2015

Details: The Regulatory Assessor is part of a team responsible for delivering a risk responsive regulatory framework for the ACT Human Services Registrar.

Notes: This is a temporary position available until 30 June 2017. 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: Sally Gibson (02) 6205 5202 sally.gibson@act.gov.au

Disability ACT

Direct Service Delivery

Adults with a Disability

Senior Manager Services for Adults with a Disability

Senior Officer Grade A \$131,412, Canberra (PN: 29129)

Gazetted: 20 November 2015

Closing Date: 27 November 2015

Details: An exciting opportunity has arisen for someone who has demonstrated strong values based leadership and change management skills in the strategic and operational management of a human service entity. The position incumbent will motivate and manage staff in the development of operations for services for adults with a disability and liaise closely with service users and key stakeholders.

Eligibility/Other Requirements: Current unrestricted Class CA driver's licence. Tertiary qualifications in a human services discipline are desirable.

Notes: This is a temporary position available asap for a period of 12 months. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp.

Contact Officer: Rex O'Rourke (02) 6205 1522 rex.orourke@act.gov.au

Office for Children, Youth and Family Support

Early Intervention and Prevention Services

Tuggeranong Child and Family Centre

Child and Family Worker

Health Professional 3 \$83,445 - \$92,287, Canberra (PN: 11461, several)

Gazetted: 24 November 2015

Closing Date: 1 December 2015

Details: Tuggeranong Child and Family Centre is seeking two motivated professionals to fill the positions of Child and Family Worker. The positions are responsible for providing support and services for children and families, including group programs. As part of an integrated team, the Child and Family workers will identify, develop, implement and evaluate community development initiatives that work to strengthen the community to improve outcomes for children and families.

Eligibility/Other Requirements: Applicants must possess a relevant degree such as Social Work, Psychology, Early Childhood Education or a related field and a current driver's licence. 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 and

http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Note: There are two positions available. One position is temporary and is available from 4 January 2016 for a period of up to eight months. The second position is permanent and is available asap.

Contact Officer: Josephine O'Hanlon (02) 6207 4540 josephine.o'hanlon@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

Tuggeranong Network

Calwell High School

Executive Teacher - Arts/Technology

School Leader C \$109,084, Canberra (PN: 25345)

Gazetted: 20 November 2015

Closing Date: 7 December 2015

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 teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to www.ors.act.gov.au

Contact Officer: Bruce McCourt (02) 6205 6833 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

Tuggeranong Network

Richardson Primary School

Executive Teacher

School Leader C \$109,084, Canberra (PN: 02061)

Gazetted: 20 November 2015

Closing Date: 4 December 2015

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 teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to www.ors.act.gov.au

Contact Officer: Jason Borton (02) 6142 3630 jason.borton@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.

Deputy Director-General

Governance and Assurance

Media and Communications

Communications Officer

Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 36215)

Gazetted: 20 November 2015

Closing Date: 4 December 2015

Details: An exciting opportunity exists in the office of Media and Communications. The successful applicant will: Design, develop and maintain Directorate public and internal communications materials, including marketing, media, print and digital publications; Develop and maintain program management strategies, communications strategies and projects plans, including provision of recommendations based on data and evaluation; Conduct monitoring and reporting on relevant projects; and prepare complex briefs, correspondence, articles, reports, procedures, policies and guidelines relevant to projects.

Eligibility/Other Requirements: Desirable experience or qualifications in marketing, communications or media.

Note: This is a temporary position available for a period of six months with the possibility of extension.

Contact Officer: Gareth Williams (02) 6205 4196 gareth.williams@act.gov.au

Education Strategy

Student Engagement

Student Wellbeing

School Psychologist

School Psychologist \$72,107 - \$103,481, Canberra (PN: 13759, several)

Gazetted: 19 November 2015

Closing Date: 3 December 2015

Details: The Education and Training Directorate is seeking Psychologists who will provide appropriate counselling services to students (K – 12) to address developmental, educational, mental health, emotional and behavioural needs, individually or in groups, with emphasis on early intervention and prevention. Identify needs, assess and make recommendations to access appropriate supports so that students maximise their learning and wellbeing outcomes. Prepare reports, policies and protocols as directed in order to provide an effective school counselling service. Work collaboratively in multi-disciplinarian teams within schools and the counselling service to provide the best outcomes for students. School Psychologists attract similar working conditions as Teachers.

Eligibility/Other Requirements: Applicants must have registration/eligibility for registration as a Psychologist with the Psychology Board of Australia; or registration/eligibility for registration as a Psychologist with the Psychology Board of Australia and Teacher registration with ACT Teacher Quality Institute. Mandatory: 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_wwvp.

Note: Several permanent and temporary vacancies are available with commencement anticipated from the 27 January 2016. All applications need to be sent to: ETDStudentWellBeing@act.gov.au.

Contact Officer: Billieann Bambrick (02) 6207 6986 billieann.bambrick@act.gov.au

Office for Schools

Belconnen Network

Melba Copland Secondary School

EALD, Spanish or French

Classroom Teacher \$59,790 - \$94,517, Canberra (PN: 16859)

Gazetted: 20 November 2015

Closing Date: 4 December 2015

Details: Spanish or French language educator with EALD teaching certification. International Baccalaureate certification desirable however training will be available to the successful applicant.

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 teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to www.ors.act.gov.au

Notes: This is a temporary position available from 27 January 2016 to 26 January 2017.

Contact Officer: Suzanne Langshaw (02) 6142 0300 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

Belconnen Network

Canberra High School

French

Classroom Teacher \$59,790 - \$94,517, Canberra (PN: 06227)

Gazetted: 20 November 2015

Closing Date: 4 December 2015

Details: Canberra High School is Year 7-10 School and operates a traditional structure. We are seeking a highly motivated and dynamic French Teacher to join our experienced team. Another subject area is desirable.

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 teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to www.ors.act.gov.au

Contact Officer: Phil Beecher (02) 6205 7000 phil.beecher@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

Wanniassa School

Deputy Principal

School Leader B \$127,012, Canberra (PN: 36385)

Gazetted: 25 November 2015

Closing Date: 2 December 2015

Details: Wanniassa School is a P to 10 school that operates within the Wanniassa Cluster in the Tuggeranong Network of Schools. 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 teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to www.ors.act.gov.au.

Note: This is a temporary position available 27 January 2016 to 26 January 2017 with the possibility of permanency from this process.

Contact Officer: Shane Gorman (02) 6205 6200 shane.gorman@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

South/Weston Network

Narrabundah College

Executive Teacher - International Baccalaureate and Library

School Leader C \$109,084, Canberra (PN: 08371)

Gazetted: 20 November 2015

Closing Date: 4 December 2015

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 teaching registration with the ACT Teacher Quality Institute (or eligibility for Teacher registration with the ACT Teacher Quality Institute). Mandatory: 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: Kerrie Grundy (02) 6142 3200 kerrie.grundy@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.

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

Planning Delivery

Territory Plan

Project Manager

Senior Officer Grade B \$113,150 - \$127,379, Canberra (PN: 14056)

Gazetted: 19 November 2015

Closing Date: 26 November 2015

Details: An opportunity exists in the Territory Plan Section for a Project Manager who will be responsible for the review of development policies in the Territory Plan. The successful candidate will possess outstanding project management, conceptual, research and communications skills, plus an excellent understanding of the ACT Planning system and the Territory Plan.

Eligibility/Other Requirements: Tertiary qualifications in Urban and Regional Planning, Architecture, Social Sciences, Geography, other related discipline or significant work experience in urban planning are essential.

Note: This is a temporary position available until 24 December 2017 with the possibility of extension.

Contact Officer: Alix Kaucz (02) 6205 0864 alix.kaucz@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

Pathology

Anatomical Pathology

Anatomical Pathologist

Staff Specialist Band 1-5 \$147,465 - \$181,976, Canberra (PN: 29849)

Gazetted: 26 November 2015

Closing Date: 3 December 2015

The Position: Applications are invited for the above position from qualified medical graduates who have or are eligible for specialist medical registration with Australian Health Professionals Registration Authority (AHPRA). Fellowship of the Royal College of Pathologists of Australasia (FRCPA) or equivalent is essential. This position is a temporary expected vacancy for 6 months with the possibility of an extension or becoming permanent. The Department of Anatomical Pathology is part of ACT Pathology, the supplier of pathology services to Canberra Hospital, Calvary Hospital and the community in the ACT region. The Department provides pathology services to ACT Breast Screen. There are 9 other Anatomical Pathologists and 6 registrar positions. The Department promotes a collegial and flexible work environment. There are over 24,000 surgical pathology and 10,000 cytopathology accessions. Facilities for a wide range of immunohistochemistry, electron microscopy, flow cytometry, molecular pathology and liquid cytology are present on site. As well as Anatomical Pathology there are departments of Microbiology, Haematology, Chemical Pathology and Immunopathology within ACT Pathology, which are directed by Specialist Pathologists and a molecular genetics laboratory. The locum will be involved in providing perinatal autopsy service and Registrar training in addition to surgical pathology diagnostic work.

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976. Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9.5%-10.5% 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 - \$294,520.

Eligibility/Other Requirements: Registered as a specialist medical practitioner with the Australian Health Practitioner Regulation Agency (AHPRA). Fellowship of the Royal College of Pathologists of Australasia (FRCPA) or equivalent.

Note: This position is a temporary expected vacancy for 6 months with the possibility of an extension or becoming permanent.

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

Surgery and Oral Health

Medical Staff

ENT Surgeon

Staff Specialist Band 1-5 \$147,465 - \$181,976, Canberra (PN: 19527)

Gazetted: 26 November 2015

Closing Date: 10 December 2015

Conjoint Appointment: Canberra Hospital and the Australian National University Medical School. The Position: A position is available for an Ear Nose and Throat surgeon to join the Department of ENT Surgery at Canberra Hospital in the Australian Capital Territory. The Department of ENT Surgery provides a comprehensive range of emergency and elective ENT services. An opportunity also exists for a concurrent academic appointment through the Australian National University (ANU). The ENT Unit at Canberra Hospital is a busy service and has access to excellent imaging and diagnostic facilities. The current service manages a large number of patient separations per annum. The unit is currently serviced by 5 Visiting Medical Officers and supported by 2 ENT Registrars. The preferred applicant will be able to provide the current comprehensive range of emergency surgery and elective surgery with a special interest in Head and Neck surgery.

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976. Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9.5%-10.5% 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 - \$294,520.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of Royal Australasian College of Surgeons in the specialty of ENT or equivalent.

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

Critical Care

Intensive Care Unit

Intensive Care

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

Senior Specialist \$199,231, Canberra (PN: 12389)

Gazetted: 26 November 2015

Closing Date: 10 December 2015

The Position: Applications are invited for a specialist in Intensive Care Medicine from suitably qualified medical graduates with Fellowship of the relevant Australian Medical Specialist College (FCICM) who are eligible for medical specialist registration with the Australian Health Practitioner's Regulation Agency. The permanent position will commence from February 2016. The successful applicant will join the current closely working team of 13 Intensive Care Specialists providing intensive care, high dependency care and critical care outreach service. Applicants will be expected to have a strong commitment to teaching and echocardiography skills and some paediatric experience. This tertiary Intensive Care Unit has 31 bed spaces fully equipped with state of the art equipment and admits approximately 2000 patients per year. Throughput includes postoperative cardiac and neurosurgery with an increasing workload in trauma associated with the Aero-Medical Retrieval Service. The unit also provides care for critically ill children in the region, either for short term organ support or as a bridge to retrieval to a Paediatric Intensive Care Unit. The Intensive Care Unit is accredited for training in Intensive Care and has six Intensive Care advanced trainees providing after hours cover. There are also 14 other trainees either as ICU basic trainees or rotating from other specialties. The unit has a strong commitment to teaching at undergraduate and postgraduate level and research (performing unit based, ANZICS clinical trial group and company sponsored studies) with excellent opportunities for multidisciplinary and collaborative research.

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%-10.5% 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 College of Intensive Care Medicine.

Contact Officer: Dr Bronwyn Avard, Director of Intensive Care (02) 6244 3305 Bronwyn.avard@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
Office of the Chief Medical Administrator
Medical Officers Support, Credentialing, Employment and Training Unit
Prevocational Medical Education Officer
Senior Specialist \$199,231, Canberra (PN: 31543, various)

Gazetted: 26 November 2015

Closing Date: 3 December 2015

The Position: ACT Health is seeking applications from experienced senior medical officers to take up fractional appointments (0.2FTE each) as Prevocational Medical Education Officers (PMEO). These appointments are temporary for 2 years. These positions represent an exciting opportunity for senior medical officers to support the training and clinical supervision of junior medical officers (JMO) in their first two years following graduation (PGY1 and 2). From 2013, medical graduates in PGY1 and 2 have been rostered in a 'pod' system that provides 24 hour, 7 day-a-week JMO cover for the Canberra Hospital. Pods are small clusters of clinical units which work together to improve the after-hours and weekend clinical care offered by the hospital. JMOs are still responsible to individual units and supervisors but after-hours they work within their pod as a team. Each pod roster includes normal hours, evening and night rosters, leave and provision for relief. The PMEOs report to the Director of Prevocational Education and Training (DPET) at the Canberra Hospital. The PMEOs require a weekly commitment of 8 hours, which is distributed across the week.

Salary, Remuneration and Conditions: 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%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation is a total of: \$320,753.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Experience with, or qualifications in, medical education is highly desirable.

Contact Officer: Professor Frank Bowden (02) 6244 3596 frank.bowden@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
Surgery, Oral Health and Imaging
Medical Imaging
Quality and Safety Officer
Registered Nurse Level 3.1 \$96,756 - \$100,737, Canberra (PN: 31573)

Gazetted: 26 November 2015

Closing Date: 3 December 2015

Details: The Canberra Hospital Medical Imaging Department is looking for an energetic and proactive person to be our Patient Safety and Quality Officer. The Department is a complex and busy service offering a wide range of diagnostic and procedural imaging services to both inpatients and outpatients drawn from the ACT and surrounding NSW communities. The successful person will have sophisticated communication skills, a commitment to excellence in Medical Imaging and the ability to solicit, facilitate and nurture patient safety and service quality improvement projects.

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.

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: Kellie Lang (02) 6174 5881

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health

CAMHS Mental Health Nurse - STEPS

Registered Nurse Level 3.1 \$96,756 - \$100,737, Canberra (PN: 18243)

Gazetted: 26 November 2015

Closing Date: 10 December 2015

Details: The Child and Adolescent Mental Health Service (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health problems. The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment, treatment and clinical management within a recovery focused framework. We currently have a permanent vacancy for a senior Registered Nurse in our STEPS facility. STEPS is a voluntary Youth mental health residential program which offers accommodation, 24 hour support staff and an alternative to hospitalisation. Located in Watson, the program combines case management and clinical management to assist residents to stabilise their presenting mental health issues and to develop personal resources to manage their mental health and emotional well being in the future. This position works closely with CAMHS clinical managers, families and external support services such as education or support programs. The position will also be required to undertake nursing, assessment, intake and triage duties within the CAMHS Community Teams as required.

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

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Contact Officer: Rochelle Morrison (02) 6205 1469 rochelle.morrison@act.gov.au

Population Health

Health Protection Service

Environmental Health Policy and Projects

Senior Policy Officer

Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 29623)

Gazetted: 26 November 2015

Closing Date: 3 December 2015

Details: The Health Protection Service is seeking an experienced Senior Policy Officer for the Environmental Health Policy and Projects section. The position holder is responsible for the development of public and environmental health policies and programs. The position requires a person with demonstrated policy and/or legislation development skills. The successful applicant will have high-level written and oral communication skills and an understanding of ministerial and Cabinet processes. Experience in public health activities will be an advantage.

Notes: This is a temporary position available until 23 December 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.

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: Vojkan Stefanovic (02) 6205 1727 vojkan.stefanovic@act.gov.au

Population Health

Health Protection Service

Environment Health Management

Senior Policy and Support Officer

Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 12596)

Gazetted: 26 November 2015

Closing Date: 10 December 2015

Details: The Health Protection Service has a temporary Senior Policy and Support Officer available in the Environmental Health team. The position offers an opportunity to provide high level policy development relating to environmental health issues and provide strategic advice and support to the Manager, Environmental Health.

Notes: This is a temporary position available for seven 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.

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Contact Officer: Lyndell Hudson (02) 6205 0956 lyndell.hudson@act.gov.au

Strategy and Corporate

**Business and Infrastructure
Security and Emergency Preparation
Security Operations Manager**

Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 11723)

Gazetted: 26 November 2015

Closing Date: 3 December 2015

Details: Reporting to the Senior Manager Protective Security, this position is a multi-disciplinary management role responsible for ACT Health/Canberra Hospital operational security requirements. This role is responsible for the management of the Security Operations and sub-units, including the Security Administration Office, Switchboard Services and Main Reception/Patient Enquiries by: Developing and managing all aspects of daily operational security activities across ACT Health including guarding services and electronic security systems. Developing and managing the operational activities of the sub-units through effective management of human resources and change management practices for the delivery of high level customer service to ACT Health services and clients. Effective contract management of all sub-unit contracts and effective financial management of the unit's budget and expenses.

Eligibility/Other Requirements: Ability to hold a Class 'A' security licence in accordance with ACT legislation.

Current driver's licence. Tertiary qualifications in one of the following security disciplines is essential: Security and Risk Management, Protective Security, or an industry equivalent.

Notes: This is a temporary position for three months and the successful applicant must be available to start immediately. Selection may be based on written applications and referee reports only and criteria responses should be no more than three pages. In accordance with the ACT Government PSPF, this is a Security Designated Assessed Position (DSAP) and the successful applicant must be capable of holding a Negative Vet 1 Security Clearance.

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: Peter Butler (02) 6244 4070 peter.j.butler@act.gov.au

**Strategy and Corporate
Policy and Government Relations
Multicultural Health Policy
Policy Officer**

Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 25104)

Gazetted: 26 November 2015

Closing Date: 10 December 2015

Details: A skilled policy officer, with experience and an understanding of broader Gay, Lesbian, Bisexual, Transgender and Intersex (GLBTI) health issues, you will contribute to the work of the Multicultural and Diversity Health Policy Unit. The Unit supports all ACT Health Divisions in delivering appropriate and inclusive services to: people from culturally and linguistically diverse (CALD) backgrounds, GLBTI people and people with disabilities.

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: Daniel Coase (02) 6205 1011 daniel.coase@act.gov.au

Canberra Hospital and Health Services

Medicine

Infectious Diseases

Sexual Health - Registered Nurse

Registered Nurse Level 2 \$84,393 - \$89,447, Canberra (PN: 17072, several)

Gazetted: 26 November 2015

Closing Date: 3 December 2015

Details: Several temporary positions are now available for experienced and motivated Registered Nurses to work with the Canberra Sexual Health Centre (CSHC) team. If you are motivated, able to demonstrate well-developed interpersonal skills and have an ability to work collaboratively within a multidisciplinary team, this is an opportunity not to be missed.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Authority (AHPRA). Current driver's licence. Holds or is progressing towards qualification in Sexual and Reproductive Health Nursing Certificate.

Note: Positions will be offered on a temporary basis for six months initially. Selection may be based on application and referee reports alone. Applicants are requested to submit their applications in writing. Please submit your application in support of the Selection Criteria along with a cover letter, current curriculum vitae and two professional referees report as documents to be uploaded. A merit list will be established to fill identical vacancies (temporary or permanent) in the next 12 months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. 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: Rendry Del Rosario (02) 6244 3758 rendry.delrosario@act.gov.au

Canberra Hospital and Health Services

Medicine

Chronic Disease

Chronic Care Nurse

Registered Nurse Level 2 \$84,393 - \$89,447, Canberra (PN: 10553)

Gazetted: 26 November 2015

Closing Date: 10 December 2015

Details: The Chronic Care Program is looking for a dynamic and experienced Registered Nurse to join their multidisciplinary team. Services provided by the Chronic Care Program include Home Telemonitoring, Heart Failure, Chronic Obstructive Pulmonary Disease, Parkinson's Disease and Obesity Management. You should have excellent communication and interpersonal skills and a sound knowledge of issues and self management principles surrounding patients with a chronic disease. This is an exciting role within a vibrant team and includes: Provision of care coordination and complex case management for patients with chronic conditions; Establishment of effective working relationships with GP's, specialists and other chronic disease management partners involved in the patient's care in and across all care environments including home, community, primary and acute settings. Eligibility/Other Requirements: Be registered or have applied for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Experience in Chronic Disease Management and/or care of the obese patient is desirable. Current driver's licence.

Notes: This is a permanent, part-time position working 3 days per week. Additional hours over the 24 hours per week may be offered if finances become available. An order of merit will be created to fill future vacancies that may occur in the next 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.

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Contact Officer: Elizabeth Forbes (02) 6174 5289 elizabeth.forbes@act.gov.au

Canberra Hospital and Health Services

Medicine

Chronic Disease

Clinical Psychologist - Obesity Management Service

Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade), Canberra (PN: 33458)

Gazetted: 26 November 2015

Closing Date: 3 December 2015

Details: The Obesity Management Service (OMS) is looking to recruit to the position of Clinical Psychologist. This is a permanent full-time position is located in the Belconnen Community Health Centre (BCHC), the (OMS) is a community based service which aims to support adults with class three obesity to improve their health and wellbeing. The OMS is lead by a physician and the team includes registered nurses, dietitians, psychologists and exercise physiologists.

The successful applicant will have proven experience in chronic disease management, excellent communication skills and experience in multidisciplinary work, and may have experience with eating disorders. The position reports to the OMS Coordinator. Senior discipline specific allied health professional support will be provided as appropriate.

Eligibility/Other Requirements: Masters/Doctoral Degree in Clinical Psychology, and be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Area of Practice Endorsement in Clinical Psychology and AHPRA Board approved Psychology supervisor for Higher Degree students, Secondary supervisor for Area of Practice Endorsement and Principal supervisor for Clinical Psychology Area of Practice Endorsement is highly desirable. Current driver's licence is essential.

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: Ana O'Rourke (02) 6205 5297 ana.o'rourke@act.gov.au

Population Health

Health Protection Service

Environmental Health Policy and Projects

Policy Officer

Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 04441)

Gazetted: 26 November 2015

Closing Date: 3 December 2015

Details: Environmental Health Policy and Projects, Health Protection Service (HPS), is looking for an appropriately skilled officer to work in a small highly motivated team with a diverse range of responsibilities. We are seeking an officer with sound communication skills, analytical skills, and demonstrated ability to prepare correspondence and reports. The successful applicant will work as part of the team to develop environmental health policy and legislation. The HPS is a part of the Population Health Division of ACT Health, and is located in Holder, Weston Creek. The HPS manages risks and implements strategies regarding the protection of public health.

Notes: This is a permanent full-time 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: Vojkan Stefanovic (02) 6205 1727 vojkan.stefanovic@act.gov.au

Strategy and Corporate

Business and Infrastructure

Business Support and Development

Assistant Manager, Sterilising Services

Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 29392)

Gazetted: 26 November 2015

Closing Date: 3 December 2015

Details: Expressions of interest are sought for an experienced individual to fill the position of Assistant Manager - Sterilising Services, Business Support and Development within the Business and Infrastructure Branch. This

position has a direct impact on insuring high-level patient care. You will work as part of an experienced team in a production area across all sites. The primary role of the position is to rostering, day to day operations of production areas, catalogue instruments and sets in electronic tracking system (T-Doc) and validates new sets/instruments and ensures processes are in line with manufacturers' recommendation and meet AS/NZ 4187.

Eligibility/ Other Requirements: Relevant tertiary qualification or Certificate in Sterilising is highly desirable.

Notes: This position is based at Mitchell and available for an immediate start until end of January 2016 with the possibility of extension.

Applicants are required to submit two-page application addressing the Selection Criteria, a current CV and two recent referees. Selection may be based on the selection criteria 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: Kavitha Kugathas (02) 6213 3299 kavitha.kugathas@act.gov.au

Strategy and Corporate

Business and Infrastructure

Security and Emergency Preparation

Switchboard Operations Supervisor

Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 20122)

Gazetted: 26 November 2015

Closing Date: 3 December 2015

Details: The Client Services Security and Emergency section is responsible for provision of a range of services to ACT Health, including switchboard and front reception, fire safety and emergency, security operations, mail and courier services, residential accommodation and fleet management.

Eligibility/Other Requirements: Possession of a current driver's licence is important (ACT Government Class C or equivalent). Certificate IV in Workplace Assessment and Training, or the ability and willingness to obtain highly desirable.

Notes: This temporary position is available for a period of 12 Months.

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

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Rob Swain (02) 6244 4040 rob.swain@act.gov.au

Officer of Director General

Administration Support

Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 24325)

Gazetted: 26 November 2015

Closing Date: 10 December 2015

Details: Under general direction of the Director-General provide broad administrative duties to the Director-General's Office.

Notes: 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: Elizabeth Webster (02) 6207 2111 elizabeth.webster@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Child, Youth and Women Program

Registered Nurse – School Health Team

Registered Nurse Level 1 \$60,772 - \$81,180, Canberra (PN: 31304)

Gazetted: 26 November 2015

Closing Date: 10 December 2015

Details: Are you are interested in working in a community setting? We are looking for a Registered Nurse to join the School Health Team in delivering the national schedule of vaccines to high school students in Year 7 and completing the Kindergarten health check. The position is based at 1 Moore Street and on most days you would be out with your colleagues at a school. The team is friendly and welcoming and you will be well supported clinically as you learn the role. As the majority of work is undertaken during school term time we are in a unique position where you can purchase additional leave to take during the school holidays. Please feel free to phone the Contact Officer if you would like to discuss this opportunity.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (APRAH). Current driver's licence. Immunisation qualifications are highly desirable.

Notes: This is a permanent part-time position, Monday to Wednesday 8:00am - 4:30pm or 8:30am - 5:00pm, commencing 1 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: Carolyn Thomas (02) 6205 1575 carolyn.thomas@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Biomedical Engineering

Biomedical Engineering Technician

Health Professional Level 2 \$59,085 - \$81,111, Canberra (PN: 21093)

Gazetted: 26 November 2015

Closing Date: 10 December 2015

Details: Applications are invited from experienced candidates to join the Canberra Hospital Biomedical Engineering Department in the role of Biomedical Engineering Technician. To be considered for this role you will need to demonstrate you have the ability and experience to repair and maintain a wide range of medical devices. You will also have experience, knowledge and understanding of Biomedical Engineering practices and Australian standards which are relevant to our field, in particular AS3551 and AS3200.

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

Notes: This is a temporary full-time position available for 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.

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Contact Officer: Alan Ringland (02) 6244 3816 alan.ringland@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Community Care Program

Physiotherapist

Health Professional Level 2 \$59,085 - \$81,111, Canberra (PN: 24267)

Gazetted: 26 November 2015

Closing Date: 10 December 2015

Details: There is an exciting opportunity for a Physiotherapist to join the Rehabilitation, Aged and Community Care (RACC) Physiotherapy Team. This is a full-time, permanent position.

Community Care physiotherapists assess and treat a diverse range of musculoskeletal conditions and provide care to the frail elderly and disabled. Interventions are provided on an individual basis, in group settings, health centres and in patient homes. We are a friendly team with strong supportive links across ACT Health. Staff meet regularly to share knowledge and foster team culture, striving for continual quality improvement and excellent patient

outcomes. Our physiotherapists work alongside other health professionals to deliver multidisciplinary, patient centred care.

Eligibility/Other Requirements: Degree in Physiotherapy, and registration with the Physiotherapy Board of Australia. Current driver's licence is essential.

Note: These positions may be required to participate in overtime, on call, and/or rotation roster. This recruitment round may be used to fill future full time and part time physiotherapy vacancies at this level across the Division of Rehabilitation, Aged and Community Care. 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: Dominic Furphy (02) 6205 3808 dominic.furphy@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Business Support Mental Health

Administration Support

Administrative Services Officer Class 3 \$57,417 - \$61,793, Canberra (PN: 19389)

Gazetted: 26 November 2015

Closing Date: 3 December 2015

Details: Reporting to the Executive Officer, this position will provide administrative support to the Executive Office and to the activities to support for release of personal health information in respect to legal statute and in accordance with the *ACT Health Records (Privacy and Access) Act 1997*. This position includes the provision of high quality customer service to the people who contact Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS).

Eligibility/Other Requirements: Previous experience and a working knowledge of Medical Records and an understanding of medical terminology would be an advantage. Current driver's licence.

Notes: 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: Michelle Hemming (02) 6205 5142 michelle.hemming@act.gov.au

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Community Care Program
Enrolled Nurse**

Enrolled Nurse Level 1 \$55,118 - \$58,888, Canberra (PN: 24260)

Gazetted: 26 November 2015

Closing Date: 10 December 2015

Details: The Community Care Program is seeking applications from Medication Endorsed Enrolled Nurses to fill pending full-time and part-time permanent positions. Enrolled Nurses interested in working in community nursing should have a wide range of clinical experience and be committed to high quality customer service with a multidisciplinary focus. These positions require an ability to work autonomously with a high level of problem solving skills. This is an exciting opportunity to work in a progressive and rewarding program, providing community nursing services to the residents of Canberra, in their homes and in health centre clinics. Interested nurses are encouraged to speak with the contact officer to discuss these positions.

Eligibility/Other Requirements: Registered as an Enrolled Nurse with the Australian Health Practitioner Regulation Agency. Current driver's licence. Recent experience in a wide range of clinical hospital and/or community health settings is highly 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 with a current CV and upload this as part of your application. Please arrange to have two referee contacts available (including one from a current supervisor).

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Contact Officer: Wendy Woodman (02) 6205 2717 wendy.woodman@act.gov.au

**Canberra Hospital and Health Services
Medicine
Neurology**

Trainee Neurophysiology Scientist

Trainee Technical Officer \$48,450 - \$53,472, Canberra (PN: 31027)

Gazetted: 26 November 2015

Closing Date: 3 December 2015

Details: This is a temporary Trainee Neurophysiology Scientist position. The successful applicant will be in their final year of a Bachelor of Medical Science with Clinical Neurophysiology subject(s) and have shown an interest in performing routine and sleep deprived EEGs on both children and adults in the outpatient setting, and also NCS and EPs on adults in the outpatient setting. To provide the most efficient service possible, the successful applicant must be prepared to work hours which will fall between 7am and 7pm. The successful applicant should enjoy working with numbers and graphs, but also enjoy working with people in a health care setting.

Eligibility/Other Requirements: Applicants must be enrolled in their final year (2016) of a Bachelor of Medical Science with Clinical Neurophysiology subject(s) and complete it within the training period. Both practical and theoretical components must be completed successfully.

Notes: This is a temporary position available for period of 14 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: Angela Borbelj (02) 6244 4577 angela.borbelj@act.gov.au

Canberra Hospital and Health Services

Surgery, Oral Health and Imaging

Dental Health Program

Dental Assistant - Unqualified and Qualified

Dental Assistant - Unqualified and Qualified \$42,526 - \$59,258, Canberra (PN: 25872, several)

Gazetted: 26 November 2015

Closing Date: 3 December 2015

Details: The ACT Dental Health Program is seeking applications from interested experienced Dental Assistants at the qualified and unqualified levels. These positions involve general dental assisting, sterilisation of instruments and administrative support.

Eligibility/Other Requirements: Qualified Dental Assistant (Dental Assistant 2) – Dental Assistant Certificate recognised by the Dental Education Council of Australia or equivalent and previous experience as a chair side Dental Assistant. Unqualified Dental Assistant (Dental Assistant 1) – Previous experience in a dental environment, sound knowledge of infection control and computer skills are required.

Notes: These are temporary positions available until 30 June 2016 with the possibility of extension. These positions will be filled at either the Dental Assistant Unqualified or Dental Assistant Qualified classification dependant on skills and qualifications of successful applicants. Selection may be based on application and referee reports only. The successful applicants are 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: Kathy Zagar (02) 6205 1510 kathy.zagar@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

Legislation, Policy and Programs

Civil Law

Policy Officer

Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 43823)

Gazetted: 23 November 2015

Closing Date: 7 December 2015

Details: The Civil Law group in Legislation, Policy and Programs is seeking an enthusiastic and motivated Policy Officer to contribute to the work of the team. The Civil Law group offers a wide variety of interesting work on property and commercial law, human rights, access to justice, and the courts system. The successful applicant will undertake legal policy work, including the review and development of legislation; prepare general reports, submissions and correspondence and represent the Branch in its dealings with other agencies and stakeholders. Eligibility/Other Requirements: Tertiary qualifications in Law will be highly regarded.

Note: This is a temporary position available until 30 June 2016.

Contact Officer: Julie Beddoe (02) 6207 4264 julie.beddoe@act.gov.au

Legislation, Policy and Programs

Civil Law

Policy Officer

Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 43766)

Gazetted: 25 November 2015

Closing Date: 9 December 2015

Details: The Civil Law group in Legislation, Policy and Programs is seeking an enthusiastic and motivated Policy Officer to contribute to the work of the team. The Civil Law Group offers a wide variety of interesting work on property and commercial law, human rights, access to justice, and the courts system. The successful applicant will undertake legal policy work, including the review and development of legislation, prepare general reports, submissions and correspondence and represent the Branch in its dealings with other agencies and stakeholders. Eligibility/Other Requirements: Relevant tertiary qualifications, or significant study towards gaining qualifications, or experience within a justice environment would be highly desirable.

Contact Officer: Julie Beddoe (02) 6207 4264 julie.beddoe@act.gov.au

Legislation, Policy and Programs

Civil Law

Senior Legal Policy Officer

Legal 1 \$59,086 - \$119,000, Canberra (PN: 03208)

Gazetted: 24 November 2015

Closing Date: 1 December 2015

Details: An opportunity exists for a Legal 1 (Salary increment 1.8 to 1.10 \$96,073-\$119,000) in Civil Law. The Civil Law group offers a wide variety of interesting work on property and commercial law, human rights, access to justice, and the courts system. This position is responsible for the day-to-day management of legal policy responsibilities relating to courts and tribunal administration.

Eligibility/Other Requirements: Applicants must hold a degree in Laws of 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. High level experience in a legal policy area is highly desirable, together with experience working with courts administration.

Note: This is a temporary position available 4 January 2016 to 29 June 2016 with the possibility of extension.

Selection may be based on application and referee reports only.

Contact Officer: Pam Jenkins (02) 6207 0595 pam.jenkins@act.gov.au

Office of the Legislative Assembly

Governance and Communications

Chief Finance Officer

Senior Officer Grade B \$113,150 - \$127,379, Canberra (PN: 602)

Gazetted: 19 November 2015

Closing Date: 7 December 2015

The Office of the Legislative Assembly (OLA) is seeking an experienced public sector finance professional to fill the key role of Chief Finance Officer (SOG B). OLA's statutory function is to provide impartial advice and support to the Legislative Assembly, its committees and to MLAs; the CFO plays a central role in advising the Clerk and the Speaker on all aspects of financial management across organisation. The CFO is supported by a Financial Accountant and a Finance and Administration Officer and reports to the Director, Governance and Communications. The CFO is responsible for all aspects of the Office's financial management including: o maintenance of the Office's General Ledger and associated accounts (MYOB) o payables and receivables o internal and external budgeting (developing the Office's appropriation) o financial reporting (internal and Treasury reporting) o insurance o taxation management o meeting Audit Office requirements (particularly as part of the end of year process) o the development and maintenance of internal financial controls o asset management. Eligibility/Other Requirements: Tertiary qualifications in accounting are a requirement of this position.

Contact Officer: David Skinner (02) 62050018 david.skinner@parliament.act.gov.au

Applications can be forwarded to: OLARecruitment@parliament.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

Parks and Territory Services

Parks and Conservation Service

Urban Reserves - South

Field Supervisor

General Service Officer Level 8 \$61,383 - \$64,862, Canberra (PN: 41757)

Gazetted: 20 November 2015

Closing Date: 4 December 2015

Details: 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. Parks and Conservation Service (PCS) is a Branch within Parks and Territory Services Division responsible for planning and management of parks and reserves. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves. This role represents an exciting opportunity to assist in the maintenance and on ground land management activities as part of the General Service Officer (GSO) maintenance team within PCS Urban Reserves. The successful applicant will be required to work with minimal supervision and as part of a small team. The position calls for a high degree of self motivation, drive and enthusiasm.

Eligibility/Other Requirements: All applicants are required to address the Selection Criteria as well as provide an updated resume. All applicants must submit two written referee reports addressing the Selection Criteria using the stipulated rating scale, with their written application. Selection may be based solely on consideration of written application and referee reports. Applicants would be expected to communicate effectively with park visitors and refer public enquiries as necessary and undergo regular structured training. This position is classified as a Designated Fire Position under the TAMS Collective Agreement. Willingness to undertake incident management duties, work a shift roster, work at any location throughout the reserve estate, wear a uniform and hold manual driver's licence is essential.

Contact Officer: Scott Seymour (02) 6205 3179 scott.seymour@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

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

Elena Dimcevska 846-87865, Section 68(1), 16 November 2015

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

Anurag Tripathi 844-85382, Section 68(1), 30 November 2015

Senior Officer Grade A \$131,412

Robyn White 846-95398, Section 68(1), 23 November 2015

Community Services

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

Sandeep Bhupendra Patel 778-70434, Section 68(1), 18 November 2015

Education and Training

Administrative Services Officer Class 4 \$63,744 - \$69,022

Emma Devine 843-39318, Section 68(1), 23 November 2015

Health

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

Karen Coburn 844-34905, Section 68(1), 24 November 2015

Health Service Officer Level 3 \$46,272 - \$47,776

Patricia Dardenne 838-54537, Section 68(1), 24 November 2015

Enrolled Nurse Level 1 \$55,118 - \$58,888

Louise McCabe 846-96008, Section 68(1), 16 November 2015

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

Duncan McLean 842-89218, Section 68(1), 20 November 2015

Facilities Service Officer Level 7 \$56,643 - \$59,817

Sugath Perera 846-95486, Section 68(1), 4 January 2016

Registered Nurse Level 2 \$84,393 - \$89,447

Robyn Porteous 843-91458, Section 68(1), 19 November 2015

Registered Nurse Level 3.1 \$96,756 - \$100,737

Elissa Frances Rogers 846-95849, Section 68(1), 23 November 2015

Registered Nurse Level 1 \$60,772 - \$81,180

Maria Santos 834-45100, Section 68(1), 24 November 2015

Registered Nurse Level 1 \$60,772 - \$81,180

Indu Sreekumar 846-95582, Section 68(1), 19 November 2015

Registered Nurse Level 1 \$60,772 - \$81,180

Biji Thomas 834-45418, Section 68(1), 23 November 2015

Registered Nurse Level 1 \$60,772 - \$81,180

Yang Yang Wu 846-96040, Section 68(1), 23 November 2015

Territory and Municipal Services

General Service Officer Level 5 \$49,918 - \$52,549

Christopher Corbin 843-98238, Section 68(1), 24 November 2015

Administrative Services Officer Class 4 \$63,744 - \$69,022

Andrew Clement Horton 838-51133, Section 68(1), 24 November 2015

General Service Officer Level 7 \$56,643 - \$59,817

Jonathan Love 836-08619, Section 68(1), 23 November 2015

Note: This Permanent Appointment has been made to a non-advertised vacancy under Section 53F of Public Sector Management Standards 2006.

TRANSFERS

Chief Minister, Treasury and Economic Development

Naomi Fallon: 836-01839

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 36430) (Gazetted 8 September 2015)

Health

Lloyd Estomata: 825-49442

From: Registered Nurse Level 1 \$71,911

Health

To: Registered Nurse Level 1 \$60,772 - \$81,180

Health, Canberra (PN. 23132) (Gazetted 27 August 2015)

Cheryl Hastie: 834-53258

From: Registered Nurse Level 2 \$84,394 - \$89,447

Health

To: Registered Nurse Level 2 \$84,394 - \$89,447

Health, Canberra (PN. 22702) (Gazetted 1 October 2015)

PROMOTIONS

Canberra Institute of Technology

Health, Community and Science

Human Services

Karen Anne Noble: 767-73392

From: Technical Officer Level 1 \$52,329 - \$54,863

Canberra Institute of Technology

To: †Teacher Level 2 \$96,117

Canberra Institute of Technology, Canberra (PN. 35607) (Gazetted 18 September 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.

Chief Minister, Treasury and Economic Development

Shared Services

Partnership Services Group

Business Application Development

Ray Pemberton: 761-21271

From: Administrative Services Officer Class 4 \$63,744 - \$69,022

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 24049) (Gazetted 17 July 2015)

Community Services

Office for Children, Youth and Family Support

Early Intervention and Prevention Services (EIPS)

EIPS Project Team

Anna RUSSELL: 786-89055

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

Community Services

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

Community Services, Canberra (PN. 22611) (Gazetted 4 November 2016)

Health

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Christina Celeska: 844-33523

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

Health

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

Health, Canberra (PN. 12650) (Gazetted 30 July 2015)

Canberra Hospital and Health Services

Pathology

Immunoassay

Candice Li: 261-52264

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

To: †Health Professional Level 4 \$96,073 - \$103,416
Health, Canberra (PN. 29251) (Gazetted 1 October 2015)

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Ward

Amanda McCarthy: 820-90088

From: Registered Nurse Level 2 \$84,394 - \$89,447
Health

To: †Registered Nurse Level 3.2 \$109,381
Health, Canberra (PN. 22380) (Gazetted 10 September 2015)

Canberra Hospital and Health Services

Anthony Summerfield: 786-50601

From: Registered Nurse Level 1 \$60,772 - \$81,180
Health

To: Registered Nurse Level 2 \$84,393 - \$89,447
Health, Canberra (PN. 26776) (Gazetted 8 October 2015)