



ACT Government Gazette

Gazetted Notices for the week beginning 28 February 2013

VACANCIES

Calvary Health Care ACT (Public)

Allied Health

Physiotherapy

Outpatients Department

Senior Musculoskeletal Physiotherapist

Health Professional Level 3 \$77,710 - \$86,165, Canberra (PN: 8033)

Gazetted: 28 February 2013

Closing Date: 5 March 2013

Full-time permanent appointment. This is an opportunity to join a friendly department with high staff morale and a focus on providing exemplary services. The Physiotherapy department at Calvary Health Care ACT seeks staff who foster evidence-based practice as well as values-based practice; Are self-motivated and committed to risk management, continuous quality improvement and/or research; Practice self-reflection with a desire to continually learn; Can work both independently and collaboratively as part of a multidisciplinary team. A full-time permanent position is available as the Senior Musculoskeletal Physiotherapist in Outpatients. The successful applicant will provide clinical expertise in both musculoskeletal physiotherapy and hand therapy, supervision to junior physiotherapy staff and students and perform administrative duties appropriate to the position. This is a recently established permanent position. Applicants are expected to respond in writing and include the following: Current curriculum vitae with names and contact details of two referees; Response against each of the selection criteria.

For inquiries and to obtain the selection criteria and duties for the position, contact: Gemma Arnold Acting Senior Outpatient Physiotherapist and Student Coordinator Phone (02) 6201 6190

Applications can be sent to: gemma.arnold@calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Gemma Arnold (02) 6201 6190 gemma.arnold@calvary-act.com.au

Applications can be forwarded to: recruitment@calvary-act.com.au

Nursing and Midwifery

Nursing

Various

Enrolled Nurse

Enrolled Nurse \$50,160 - \$54,667, Canberra (PN: Various)

Gazetted: 28 February 2013

Closing Date: 11 March 2013

The opportunity exists for a dynamic, motivated people to fill the positions available for the Endorsed Enrolled Nurse Level at Calvary Health Care Public Hospital Bruce. The successful applicant will have demonstrated skills and knowledge in Acute General Medical Nursing. The successful applicant will be contributing to the provision of nursing care to the Medical team to provide excellence in nursing care to inpatients at our hospital. Positions are available in Wards 4 East, 5 West and 5 East.

Note: Both part-time and full time applicants are encouraged to apply. To complete your application please forward your current CV and the names of two referees. This process may also be used to appoint acting positions of short term leave or other positions that may become vacant in the next six months. This is a permanent position so applicants must hold permanent residency or be Australian Citizens.

Eligibility/Other Requirements: Selection Criteria.

Contact Officers: Warren Rivett, Medical Manager, (02) 6264 7098 Lucy Liu Clinical Nurse Consultant, Ward 4E, (02) 6201 6368 Merja Keski-Nummi, Clinical Nurse Consultant, Ward 5E, (02) 6201 6858 Annette Dahler, Clinical Nurse Consultant, Ward 5W, (02) 6201 6849

Applications can be forwarded to: recruitment@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**

Centres

CIT Corporate Services

Banner Team

Senior Business/Functional Analyst

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 55171)

Gazetted: 01 March 2013

Closing Date: 8 March 2013

Details: Desirable skills and demonstrated experience for the position include: Capacity to develop business processes, procedures, and rules for Student Information Management and to develop business requirements and usage models to support CIT's Student Administration System. Ability to plan, prioritise and achieve complex team workloads within tight timeframes. Understanding and demonstrated practical experience with: Operation of a large computerised records keeping system; application development, user testing and change management processes; user security profiles, audit controls and processes; production of standard and ad hoc reports, and data interrogation for business intelligence. Demonstrated high level oral and written communication skills including liaison and negotiation skills.

Notes: This is a temporary position initially from 12 March 2013 to 11 September 2013 with possibility of extension.

Contact Officer: Karl Caig (02) 6207 3363 karl.caig@cit.edu.au

Centre

CIT Health Community and Wellbeing

Human Services

Human Services Teacher

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 51685)

Gazetted: 04 March 2013

Closing Date: 19 March 2013

Details: Demonstrated professional knowledge and practical skills appropriate to the teaching of Aged Care to the level of Certificate III, Certificate IV and Diploma.

Eligibility/Other Requirements: Mandatory Qualifications: All Teacher Band 1 teachers will hold: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment; and appropriate industry competencies demonstrated by one or more of the following qualifications: Diploma of Community Development and/or Diploma of Case Management and/or Diploma of Community Services (Aged Care or Disability Work) and/or Bachelor of Community Education and/or Bachelor of Science (Gerontology/Psychology and/or Nursing) and/or Graduate Certificate in Gerontology and/or all Teacher Band 1.7 and Teacher Band 1.8 teachers, in addition to the above, are required to hold an: Advanced Diploma in Adult Vocational Education (or equivalent). Mandatory Industry Experience: All Teacher Band 1 teachers are required to have relevant industry experience.

Notes: This temporary position is offered for an initial period of two years. There is a possibility of extension up to a maximum of five years. Temporary employment offered as a result of this advertisement may lead to permanent appointment under CIT's Agreement 2011 - 2013.

Contact Officer: Lily Muthurajah (02) 6205 7381 lily.muthurajah@cit.edu.au

Centres

CIT Learning Centre

Learning Centre Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 21068)

Gazetted: 04 March 2013

Closing Date: 12 March 2013

Details: The Canberra Institute of Technology (CIT) Learning Centre is seeking a talented staff member with excellent communication and IT skills to coordinate flexible learning operations at CIT Gungahlin.

Eligibility/Other Requirements: Completion or partial completion of a Certificate IV or Diploma level qualification or higher in a relevant field is highly desirable.

Notes: This is a temporary position available until 15 September 2013 with the possibility of extension.

Contact Officer: Heather Jamieson (02) 6207 3375 heather.jamieson@cit.edu.au

Commerce and Works

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

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

Shared Services ICT

Executive

Security

Deputy Manager ICT Security Governance

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 31212)

Gazetted: 04 March 2013

Closing Date: 11 March 2013

Details: Shared Services ICT Security is looking for a policy writer to join our team. If you are interested in contributing to information security in the ACT Government, please apply.

Notes: This is a temporary position available until September 2013.

Contact Officer: Ben Dexter (02) 6207 0368 ben.dexter@act.gov.au

Shared Services ICT

Operations

Desktop and Applications Delivery

Identity Access Management (IDAM) Project Coordinator

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 30922)

Gazetted: 01 March 2013

Closing Date: 15 March 2013

Details: To assist with the management and oversight of the Identity Access Management (IDAM) Project in line with the Desktop Services Manager, as well as other related activities on behalf of Shared Services ICT (SSICT) for ACT Government directorates, ensuring that appropriate processes and resourcing are in place to achieve a quality outcome.

Eligibility/Other Requirements: The possession of, or the ability to attain a Protected security clearance is required.

Contact Officer: Daniel Wurzer (02) 6205 2633 daniel.wurzer@act.gov.au

Shared Services, ICT

Customer Relations

Health ICT - Business Systems

Senior Pathology Technical Administrator

Senior Information Technology Officer Grade C \$89,786 - \$96,809, Canberra (PN: 19648)

Gazetted: 06 March 2013

Closing Date: 26 March 2013

Details: This position will provide technical lead in supporting ACT Pathology's critical business systems and other ongoing applications including software and hardware support for these systems and their related interfaces and peripherals such as database administration.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Possession of, or the ability to rapidly attain, a Protected Security clearance, is mandatory.

Completion of a tertiary qualification in Information Technology or Information Management would be advantageous.

Notes: Selection may be from application and referee reports.

Contact Officer: Mark Woodward (02) 6244 3067 mark.woodward@act.gov.au

Shared Services ICT

Infrastructure Services

Platform Systems

Senior Database and Systems Administrator

Senior Information Technology Officer Grade C \$89,786 - \$96,809, Canberra (PN: 14414, several)

Gazetted: 01 March 2013

Closing Date: 19 March 2013

Details: These positions are responsible for maintaining more than 150 UNIX servers across a complex business environment. The UNIX team delivers a stable platform for critical business systems to the ACT Government including payroll, Oracle Government Financial and medical records. Key to these roles is the ability to manage competing priorities across proactive maintenance, reactive fixes and project activities.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Relevant degree, diploma, vocational or industry certificate such as UNIX or Oracle certification is desirable and/or not less than five (5) years work experience in a UNIX or Oracle environment. Experience with Oracle applications and the Solaris ZFS file system product would be an advantage. Experience using EMC Storage Area Networks as the data storage infrastructure for LINUX and UNIX systems would be an advantage. The possession of, or the ability to attain, a Protected security clearance is mandatory.

Contact Officer: David Thomson (02) 6207 1274 david.thomson@act.gov.au

Shared Services

Shared Services ICT

Infrastructure Services/Desktop and Applications Delivery

Project Coordinator

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 20415)

Gazetted: 06 March 2013

Closing Date: 15 March 2013

Details: Under limited direction this Project Coordinator is expected to assist with the project outcomes through a high level of administrative functions. Represent the project at meetings and site implementations. Provide a high-level of customer service in accordance with the functions and responsibilities of the unit. Perform more complex applications in relation to asset configurations and identifications. Where required, conduct investigations and inquiries, asset records and mapping of targeted Business Units within ACT Government Directorates and assist in the management of the office to ensure objectives are met.

Eligibility/Other Requirements: The possession of, or the ability to attain a Protected security clearance is required.

Notes: This is a temporary position, available from 31st March 2013-30th September 2013.

Contact Officer: Larissa Wurzer (02) 6207 5929 Larissa.Wurzer@act.gov.au

Shared Services

Shared Services ICT

Strategic Finance

Mobile Services Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 28755)

Gazetted: 01 March 2013

Closing Date: 15 March 2013

Details: A permanent vacancy exists for a person with sound administrative and communication skills to join the Voice Services team within Shared Services. The successful applicant will be a key team member who will be responsible for providing a range of client service, administration and general support tasks. Excellent customer service skills and highly developed oral and written communication skills are desirable in this role as are the requirements to be flexible, adaptable, self starting and a team player. Other duties may be required from time to time for other finance and administrative functions within the area.

Contact Officer: Zoe Silec (02) 6207 5019 zoe.silec@act.gov.au

Shared Services

Business Services

Strategic Finance

Voice Services Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 14276)

Gazetted: 28 February 2013

Closing Date: 14 March 2013

Details: Permanent vacancies exist for a person(s) with sound administrative and communication skills to join the Voice Services team within Shared Services. The successful applicant(s) will be a key team member(s) who will be responsible for providing a range of client service, administration and general support tasks. Excellent customer service skills and highly developed oral and written communication skills are desirable in this role as are the requirements to be flexible, adaptable, self starting and a team player. Other duties may be required from time to time for other finance and administrative functions within the area.

Contact Officer: Zoe Silec (02) 6207 5019 zoe.silec@act.gov.au

Community Services

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

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

Disability ACT

Policy and Community Development

Facilitation and Planning Team Leader

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 31953)

Gazetted: 01 March 2013

Closing Date: 19 March 2013

Details: Disability ACT (DACT) is seeking a dynamic and experienced person to develop policies and procedures required to enable Disability ACT, on behalf of the ACT Government, to deliver an enhanced suite of supports and services to people with disability in the ACT prior to the phased launch of the National Disability Insurance Scheme (NDIS). The successful applicant will provide strong values based leadership to the development and operation of all elements of the delivery of supports and services valued at \$6.1m in 2013/14, primarily through a grants process. This includes the provision of information and support to people with disability and community providers, the application and allocation process, data management and reporting.

Eligibility/Other Requirements: Health Professional qualifications in Social Work, Psychology or related field and/or relevant experience will be an advantage.

Note: This is a temporary position for a period of up to eighteen months.

Contact Officer: Vanessa Sutton (02) 6205 0393 Vanessa.Sutton@act.gov.au

Office for Children, Youth and Family Support

Youth Services

Youth Justice Case Management

Assistant Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 07466 and 16901)

Gazetted: 05 March 2013

Closing Date: 12 March 2013

Details: The Office for Children, Youth and Family Support (OCYFS), is seeking to temporarily appoint two Assistant Managers in the Youth Justice Case Management team for an 8 week period, pending permanent and 12 month temporary recruitment to these positions. The successful applicants will be part of the Youth Justice Case Management leadership team and will have ability in the provision of leadership, management and staff supervision, preferably within the context of youth justice or related areas.

Eligibility/Other Requirements: Appropriate tertiary qualifications are desirable. Possession of a current drivers licence is essential. 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_peopleany

Notes: These are temporary vacancies, available asap for a period of 8 weeks.

Contact Officer: Ronia McDade (02) 6205 0416 ronia.mcdade@act.gov.au

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, Policy and Governance

Business Development

Business Development and Engagement

Project Manager, Business Development and Engagement

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 27827)

Gazetted: 01 March 2013

Closing Date: 19 March 2013

Details: The Economic Development Directorate is seeking a dynamic and enthusiastic person with demonstrated skills and expertise in a business development and engagement role. In this demanding and challenging role, you will be required to identify and promote business development opportunities; including those for indigenous business development. You will be required to liaise with NBN Co and its contractors to support the roll out of the NBN and work with stakeholders to promote Canberra as a regional hub for clean technology.

Contact Officer: Ian Cox (02) 6207 2004 ian.cox@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

Learning, Teaching and Student Engagement

Learning and Teaching

Vocational Education in Schools

Senior Manager

Senior Officer Grade A \$123,208, Canberra (PN: 31884)

Gazetted: 28 February 2013

Closing Date: 7 March 2013

Details: Applications are sought from a dynamic, high performing leader to join the Learning, Teaching and Student Engagement Division. As a pivotal member of the Division Leadership Team the successful applicant will lead the Vocational Education in Schools section, provide strategic advice to the Directorate Executive and undertake high level liaison, negotiation and coordination within the Directorate in the area of Vocational Education. This position requires extensive experience at a high level in the VET sector with detailed knowledge of the current Australian VET reform agenda.

Notes: This is a temporary position available asap until the 31 December 2013, with the possibility of an extension.

Contact Officer: Stephen Gniel (02) 6205 9172 stephen.gniel@act.gov.au

Office for Schools

North/Gungahlin School

Harrison School

Deputy Principal - Harrison School

School Leader B \$116,751, Canberra (PN: 11946)

Gazetted: 01 March 2013

Closing Date: 15 March 2013

Details: Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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

Contact Officer: Dennis Yarrington (02) 6142 2200 dennis.yarrington@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

Melba Copland Secondary School

SLC Pastoral Care and Wellbeing - Melba Copland Secondary School

School Leader C \$100,271, Canberra (PN: 32695)

Gazetted: 01 March 2013

Closing Date: 15 March 2013

Details: Provide educational leadership for the Pastoral Care Program and the student wellbeing responsibilities shared across the executive team. Support the Principal to develop and achieve whole-school goals and implement the school plan in conjunction with the leadership team.

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

Contact Officer: Michael Battenally (02) 6205 6711 michael.battenally@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.

Corporate Services

Finance and Corporate Support

Financial Services

Senior Finance Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 31955)

Gazetted: 04 March 2013

Closing Date: 18 March 2013

Details: The School Resourcing Team is looking for a suitable Senior Finance Officer. The successful applicant will assist in preparing financial and management accounting reports for internal and external clients including monthly reports and advice, fortnightly casual pay reports, acquittals and annual financial statements. This position also includes, liaising with Directorate's stakeholders to obtain information for effective financial operations and assisting in the preparation and correspondence on budgets, other financial matters and administrative issues.

Eligibility/Other Requirements: Knowledge of School Resource Allocation and School Human Resource procedures is desirable.

Notes: This is a temporary position available until 1 March 2014 with the possibility of extension.

Contact Officer: Karen Jones (02) 6205 4528 karen.jones@act.gov.au

Corporate Services

Finance and Corporate Support

Corporate Support

Administration Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 19712)

Gazetted: 04 March 2013

Closing Date: 18 March 2013

Details: Provide administrative support in relation to resource and facilities management matters, analyse and assess complex budget and financial issues, evaluate and monitor performance of services provided by contractors, undertake formal procurement processes, oversee building repairs and maintenance activities, provide well-considered advice to senior management and prepare written correspondence.

Eligibility/Other Requirements: Knowledge of financial management software desirable.

Note: This is a temporary position available until 11 August 2013 with the possibility of an extension.

Contact Officer: Alan Henderson (02) 6205 3916 alan.henderson@act.gov.au

Environment and Sustainable Development

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

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

Office of the Director-General, Policy, Corporate and Regulation

Executive Assistant

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 26945)

Gazetted: 01 March 2013

Closing Date: 15 March 2013

Details: The Environment and Sustainable Development Directorate is seeking a motivated individual to fill the role of Executive Assistant to the Deputy Director-General, Policy, Corporate, and Regulation. The successful applicant will have high level oral and written communication skills and high level interpersonal skills, an ability to manage competing priorities and be able to contribute effectively in a multi-disciplinary team environment.

Notes: Previous experience as an Executive Officer or Assistant would be desirable.

Contact Officer: Elizabeth Jolley (02) 6205 8791 elizabeth.jolley@act.gov.au

Policy

Nature Conservation Policy

Natural Environment

Assistant Ecologist

Professional Officer Class 1 \$49,452 - \$69,377, Canberra (PN: 16017)

Gazetted: 28 February 2013

Closing Date: 7 March 2013

Details: An opportunity exists to join a small, dynamic scientific research group responsible for undertaking a range of programs primarily focused on ecological survey and research, preparing scientific advice on ecological and natural resource management, conducting ecological surveys, biodiversity monitoring, and preparing and guiding implementation of threatened species recovery plans. The position includes undertaking less difficult projects and assisting with survey and research and ecological investigations, focussed primarily on native and introduced animals but also including plants and vegetation communities. Support for other ecology programs, may also be required, eg aquatic projects.

Eligibility/Other Requirements: Tertiary qualifications in a field of environmental management or biological science, preferably including studies in ecology, zoology or conservation of terrestrial fauna and ecosystems. A current manual driver's licence. A willingness and demonstrated ability to work independently in the field, outside normal hours in remote locations and in adverse weather conditions.

Notes: This is a temporary position available 10 April 2013 until 05 March 2014. Recruitment to this position may be determined by written application only.

Contact Officer: Don Fletcher (02) 6207 21043 don.fletcher@act.gov.au

Health

Selection documentation for the following positions may be downloaded from <http://www.health.act.gov.au/employment>.

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

Canberra Hospital and Health Services
Women Youth and Children
Child Youth and Women's Health Program
Community Paediatrician
Staff Specialist Band 1-5 \$147,465 - \$181,976, Canberra (PN: 24938)

Gazetted: 07 March 2013

Closing Date: 21 March 2013

The Position: The successful applicant will join the Community Paediatric and Child Health Service and provide developmental paediatric services to the community from various the community health centres. The position holder will also be required to participate on the Child Protection after hours forensic roster. The Infectious Diseases Unit is well-established with 6 consultant medical staff and Advanced Trainees.

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%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9% superannuation, ranges from \$240,332 - \$292,953.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and College of Physicians or an equivalent higher specialist qualification.

Note: This position is permanent part-time at 16 hours per week.

Contact Officer: Catherine Furner (02) 6244 2712

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
Medicine
Infectious Disease Specialist
Staff Specialist Band 1-5 \$147,465 - \$181,976, Canberra (PN: 30727)

Gazetted: 07 March 2013

Closing Date: 21 March 2013

The Position: Applicants should have high level training and experience in all aspects of Infectious Diseases. The successful applicant will be expected to contribute to curriculum leadership, teaching and assessment within the Discipline of Medicine and to be involved with teaching of the ANU medical students. They will also be expected to be active in clinical and/or basic research pertinent to the specialty and in quality assurance activities and continuing medical education. The successful applicant will also be required to work in a team of nursing and medical staff, including advanced trainees in Infectious Diseases. An antimicrobial Stewardship (AMS) Program has been established at Canberra Hospital and Health Services and this position will take a lead role, as well as contribute to the Infection Prevention and Control Unit, including the Hand Hygiene program. The Infectious Diseases Unit is well-established with 6 consultant medical staff and Advanced Trainees.

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%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9% superannuation, ranges from \$240,332 - \$292,953.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australasian College of Physicians (FRACP) in Infectious Diseases.

Note: This position is permanent part-time at 20 hours per week.

Contact Officer: Enquires about the (research or clinical role) may be directed to Professor Peter Collignon Director of Infectious Diseases (02) 6244 2105 peter.collignon@act.gov.au

For academic enquiries: Professor Frank Bowden (02) 6244 2063 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

Medicine

Pharmacy - TCH

Pharmacist

Health Professional Level 5 \$106,086 - \$119,426, Canberra (PN: 26201)

Gazetted: 07 March 2013

Closing Date: 21 March 2013

Details: Fast-track your career with a Pharmacy Management position at The Canberra Hospital. The Canberra Hospital is the region's major public hospital, with over 600 beds. We provide specialist and acute care to more than 500,000 people, including a full range of medical, surgical, obstetric and paediatric and neonatal services. The Canberra Hospital is a tertiary level health facility and a teaching hospital of the Australian National University (ANU) Medical School and The University of Canberra Nursing and Allied Health Schools. The Canberra Hospital Pharmacy Department employs approximately 70 staff, including 35 FTE Pharmacist and 20 FTE Pharmacy Technician positions. The Department provides a full range of contemporary Pharmacy Services including clinical pharmacy services, specialised compounding services, investigational drug support, medicines information, medicines safety, and corrections health services. Our core values are excellence in clinical services, education, and team work. We have a dynamic, talented team and are currently recruiting to the Deputy Director of Pharmacy Operations position. This position is responsible for the provision of professional, leadership and managerial services within The Canberra Hospital Pharmacy Department. Applicants should be experienced pharmacists with extensive hospital experience and demonstrable management skills. The position will be responsible for operational functioning and resource control within the Department. The successful applicant will be required to provide high level oversight and management of staffing, rosters, drug inventory, IT, policy, strategy and finances.

Eligibility/Other Requirements: Possession of an appropriate qualification in Pharmacy and eligibility to practice Pharmacy in the ACT. Relevant postgraduate qualifications in pharmacy or management fields; administrative management experience and skills relevant to the efficient operation of a pharmacy department, including expertise in financial management; demonstrated professional leadership skills and; commitment to improving the quality use of medicines and medication safety are desirable.

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

Contact Officer: Natalie Bula (02) 6244 2118

Director General Reports

Population Health

Health Protection Service

Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 24750)

Gazetted: 07 March 2013

Closing Date: 21 March 2013

Details: A permanent vacancy is available with the ACT Government Health Directorate's Health Protection Service. This position is responsible for on-going monitoring of budgets, forecasts, accounting standards and the ability to deliver effective financial management, advice and reports to support the Chief Health Officer and all branches of the Population Health Division. The successful candidate will be required to identify significant financial issues and risks and provided advice that will develop effective budget management.

Eligibility/Other Requirements: A tertiary qualification in accounting or financial management is essential.

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

Contact Officer: John Woollard (02) 6205 1722

Canberra Hospital and Health Services

Operational Support

Nursing Administration

Assistant Director

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 24840)

Gazetted: 07 March 2013

Closing Date: 14 March 2013

Details: Canberra Hospital and Health Services is seeking a motivated and dynamic person for the position - Senior Officer Grade B Assistant Director, Ward Services. The Assistant Director is responsible for the overall strategic leadership, management and the delivery of a high quality, customer focussed service. Ward Services provides a 24 hours, seven day a week service to support clinical areas. This support is provided by staff employed as Wardspersons, Ward Clerks and Hospital Assistants. A Central Equipment Service also provides the supply, tracking, cleaning and maintenance of selected clinical equipment.

Eligibility/Other Requirements: Demonstrated knowledge and experience in managing a 24/7 diverse workforce, financial planning and budget management and roster management for a 24/7 workforce.

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

Contact Officer: Judith Gosper (02) 6244 3642 judith.gosper@act.gov.au

Canberra Hospital and Health Services

Capital Region Cancer Services

Radiation Oncology

Senior Radiation Therapist

Radiation Therapist Grade 4.1 \$103,327 - \$106,767, Canberra (PN: 12109)

Gazetted: 07 March 2013

Closing Date: 21 March 2013

Details: The Radiation Oncology Department at the Capital Region Cancer Service seeks an enthusiastic, responsible and committed Radiation Therapist to join their team in Canberra. The successful applicant will need to have high level skills and knowledge that will allow them to manage and supervise the operation of a section, undertake complex radiation therapy duties and assist in the supervision, teaching and leadership of teams of Radiation Therapists. There will be opportunity to work in both the planning and treatment areas and contribute to an active teaching and quality improvement program within a dynamic multidisciplinary environment. The department is currently equipped with the latest technology including four state of the art Varian linear accelerators with IGRT/IMRT/Stereotactic options, two dedicated CT Simulators, SXRT, Pinnacle 3D RTTPS, HDR brachytherapy and ARIA. A stereotactic radiation therapy service and LDR brachytherapy service are currently being commissioned. Active participation in professional development is encouraged. Opportunities exist for inclusion on multidisciplinary teams involved in research and development within the department.

Canberra is a picturesque city offering outstanding living conditions, with a relaxed country lifestyle combined with high quality city amenities. It is approximately two hours from the ski fields and the coast, and an easy three hour drive from Sydney. The city is ideal for families as well as offering a good lifestyle for single people. Canberra's schools and educational institutions are amongst the best in Australia.

Eligibility/Other Requirements: A tertiary qualification in Radiation Therapy. Unconditional registration as a Radiation Therapy Practitioner with the AHPRA Medical Radiation Practice Board of Australia. ACT Radiation Council License to operate radiation emitting apparatus used for Radiation Therapy purposes.

Note: Selection may be based on application and referee reports only. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Applicant's experience will be considered in the determination of the salary range shown above. Salary packaging with a fringe benefits tax-free threshold is available. Payment of appropriate relocation expenses for successful interstate applicants may be considered.

Contact Officer: Brett Fittler (02) 6244 2218 brett.fittler@act.gov.au

Canberra Hospital and Health Services

Mental, Justice, Alcohol and Drug Services

Adult Community and Older Persons

Registered Nurse

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 24364)

Gazetted: 07 March 2013

Closing Date: 21 March 2013

Details: The Belconnen Mental Health team provides recovery-focused clinical services for mental health consumers in the ACT and is strongly focused on the provision of timely and effective interventions for our consumers. The successful applicant will be required to complete mental health assessments and work as a member of a multi disciplinary team, to provide assessment and clinical management of consumers with major mental illnesses. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers and Consultant Psychiatrists.

Eligibility/Other Requirements: Current registration or eligibility for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Demonstrated mental health knowledge and practice. Current driver's licence.

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

Contact Officer: Peter Sheils (02) 6205 1110

Director General Reports

Population Health

Health Promotion

Senior Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 24489, several)

Gazetted: 07 March 2013

Closing Date: 14 March 2013

Details: Health Promotion requires two Senior Officers with demonstrated experience in developing innovative health promotion programs. The successful applicants will have high level communication skills in establishing effective partnerships and the ability to think strategically to meet current policy objectives, both nationally and locally.

Eligibility/Other Requirements: A tertiary qualification or equivalent experience in a field relevant to health promotion or community development is desirable.

Note: There are two temporary part-time positions available at 29:24 hours per week/four days per week. One position is available from 1 May 2013 for 12 months with the possibility of extension. The other is available from 1 July 2013 for a period of 12 months. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Applicants may be chosen based on written application alone. Two referee reports must be submitted with applications.

Contact Officer: Yvonne Poels (02) 6207 4439

Canberra Hospital and Health Services

Mental, Justice, Alcohol and Drugs

Access and Acute Mental Health

Nurse Mental Health

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 18513, several)

Gazetted: 07 March 2013

Closing Date: 14 March 2013

Details: The Mental Health Assessment Unit (MHAU) provides 24-hour acute mental health services in the ACT and is strongly focused on the provision of timely and effective interventions for our consumers. The successful applicant will be required to complete mental health assessments in the MHAU within the Canberra Hospital Emergency Department. They will be required to work as a member of a multi disciplinary team, to provide assessment and short-term management of consumers in acute distress and with major mental illnesses. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies. These positions are supported by a cohesive multi-disciplinary team of Nurses, a Consultant Psychiatrist and Psychiatry Registrar.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Applicants must have a minimum of 12 months experience in a related/relevant organisation or service. Current driver's licence. This position involves shift work including evenings, weekends and overnight.

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

Contact Officer: Fiona Keddie (02) 6174 5406

Canberra Hospital and Health Services

Operational Support

Acute Care

Outpatient Physiotherapist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 27123)

Gazetted: 07 March 2013

Closing Date: 14 March 2013

Details: An exciting opportunity exists for a permanent Outpatient Physiotherapist to join the dynamic Acute Support Physiotherapy Department based at the Canberra Hospital. The successful applicant will provide high quality direct patient care to physiotherapy and hospital clinic outpatients, including orthopaedic, hands and hydrotherapy.

Eligibility/Other Requirements: An appropriate Degree or Diploma in Physiotherapy, or recognised equivalent qualification and eligibility for AHPRA registration. Lymphoedema experience is highly desirable. Current driver's licence essential.

Note: This position(s) may be required to participate in an overtime, on call, and/or rotation roster. This process may be used to fill expected additional upcoming temporary vacancies. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Lisa Gilmore (02) 6244 2154

Canberra Hospital and Health Services

Operational Support

Acute Support

Cardio Respiratory Physiotherapist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 20647)

Gazetted: 07 March 2013

Closing Date: 14 March 2013

Details: An exciting opportunity exists for a permanent part-time Cardio Respiratory Physiotherapist to join the dynamic Acute Support Physiotherapy Department based at the Canberra Hospital. The successful applicant will provide high quality direct patient care to cardio respiratory patients in specialty units and/or general medical and surgical areas of the Canberra Hospital.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy or equivalent qualifications. Eligible for AHPRA Physiotherapy Registration.

Note: This is a part-time position working 22.03 hours per week. This position may be required to participate in overtime, on call, and/or rotation roster. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. This process may be used for expected additional upcoming temporary vacancies.

Contact Officer: Lisa Gilmore (02) 6244 2154

Canberra Hospital and Health Services

Medicine

Pharmacy - TCH

Pharmacist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade) (for total remuneration package please contact the contact officer), Canberra (PN: 26227)

Gazetted: 07 March 2013

Closing Date: 21 March 2013

Details: Fast-track your career with a Pharmacist position at The Canberra Hospital.

The Canberra Hospital is the region's major public hospital, with over 600 beds. We provide specialist and acute care to more than 500,000 people, including a full range of medical, surgical, obstetric and paediatric and neonatal services. Canberra Hospital is a tertiary level health facility and a teaching hospital of the Australian National University (ANU) Medical School and The University of Canberra Nursing and Allied Health Schools. The Canberra Hospital Pharmacy Department employs approximately 70 staff, including 35 FTE Pharmacist positions. The department provides a full range of contemporary Pharmacy Services including clinical pharmacy services, specialised manufacturing services, investigational drug support, drug information, and corrections health services. Our core values are excellence in clinical services, education, and team work. We have a dynamic, talented team of 35 Pharmacists, and are currently recruiting a variety of permanent and temporary Pharmacist positions. Duties include provision of clinical pharmacy services to inpatients as part of a multi-disciplinary team, and provision of pharmacy services from the dispensary, sterile and chemotherapy production, and medicines information services on a rotational basis. We are also looking for Pharmacists with an interest in eHealth for a number of projects commencing mid to late 2013. Pharmacists employed in permanent or temporary positions will subsequently be considered for these roles. Please indicate your interest in future eHealth projects in your application.

Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Current clinical experience is essential at the Grade 3 level. It is preferred that applicants have at least three years experience as a registered Pharmacist, preferably in a hospital pharmacy. Relevant postgraduate qualifications and/or demonstrated advanced practice are essential at the grade 3 level.

Note: For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$9,095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items. Additional salary packaging benefits are also available such as meal and accommodation entertainment. Pharmacists outside Australia will be considered for these positions. Contact the National Pharmacy Board of Australia to enquire about your eligibility for registration <http://www.pharmacyboard.gov.au/>
Contact Officer: Natalie Bula (02) 6244 2118 natalie.bula@act.gov.au

Director General Reports

Population Health

Health Promotion

Administrative Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 31987)

Gazetted: 07 March 2013

Closing Date: 21 March 2013

Details: In 2008 the ACT Government made a commitment to reduce smoking rates which led to the development of the ACT Government Health Directorate's Aboriginal and Torres Strait Islander Tobacco Control Strategy 2010/11-2013/14. A key component of the Strategy was the development of a social marketing campaign which would encourage the uptake of healthy lifestyles and smoking cessation among the Aboriginal and Torres Strait Islander population. In 2012 this campaign, *'Beyond Today...it's up to you'*, was launched through strong support with a number of local ACT community organisation partners. This is a newly created position and is responsible for developing, implementing and evaluating this campaign in partnership with key internal and external stakeholders. It would be suited to someone with relevant social marketing and/or marketing communications experience interested in working in a health promotion setting. Candidates with excellent communication skills, the ability to prioritise and meet deadlines whilst demonstrating accuracy and attention to detail, will be highly regarded.

Eligibility/Other Requirements: A tertiary qualification or experience in social marketing, marketing communications, public health and/or related disciplines is desirable. Aboriginal and/or Torres Strait Islander descent is also desirable.

Note: This is a part-time temporary position working three days a week at 22:03 hours and is available until 30 June 2013 with the possibility of permanent filling from this process. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Susie Scott (02) 6205 1422 susie.scott@act.gov.au

Canberra Hospital and Health Services

Medicine

Chronic Disease

Research and Project Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 31983)

Gazetted: 07 March 2013

Closing Date: 14 March 2013

Details: Applications are sought for a Research and Project Officer to join the Chronic Disease Management team and manage the ACT component of National Broadband Network enabled telehealth pilot program. The successful applicant will work with clinicians in The Canberra Hospital and Health Services and liaise with the project lead investigators located at the CSIRO. The Research and Project Officer will be responsible for coordinating the identification, recruitment and management of trial participants and the data collection for the project which is the first multistate, multisite randomly controlled telehealth trial performed in Australia.

Note: This is a part-time temporary position available at 18.38 hours per week for 18 months. To complete your application, prepare responses to the Selection Criteria and provide your curriculum vitae with your application.

Contact Officer: Tanelle Raines (02) 6205 3545

Canberra Hospital and Health Services

Operational Support

Support Services

Assistant Operations Manager – Ward Clerks

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 15331)

Gazetted: 07 March 2013

Closing Date: 14 March 2013

Details: Are you looking for an exciting and rewarding management opportunity to lead support staff in a Health care setting? Ward Services is a diverse and multi-skilled group of dedicated staff comprising of Ward Clerks, Hospital Assistants, Central Equipment Service and Wardpersons who deliver invaluable Operational Support services to clinical areas of the Canberra Hospital. An opportunity exists for a self-motivated person looking for a challenging and rewarding role to become our Assistant Ward Clerk Operations Manager. The Assistant Ward Clerk Manager is responsible for assisting in the Management of Ward Clerk Services throughout the hospital campus which includes service design and delivery, rostering, and performance management.

Note: The successful applicant will participate in the Ward Services department's rotating on-call after hours' roster and will be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Selection may be based on application and referees reports only which should address the selection criteria. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Gail Slater (02) 6244 3277

Canberra Hospital and Health Services

Women, Youth and Children

Child, Youth and Women's Health Program

Registered Nurse

Registered Nurse Level 1 \$55,567 - \$75,084, Canberra (PN: C04989)

Gazetted: 07 March 2013

Closing Date: 21 March 2013

Details: The Division of Women, Youth and Children, Paediatric Services are seeking a Registered Nurse, Level 1, looking for something different and interested in providing night time care in a client's home in the ACT. The client is a 20 year old youth who requires a nurse to monitor and attend to his care while he is ventilated in his home overnight.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Ventilator care experience is desirable but full training and support will be provided.

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

Contact Officer: Fiona Cameron (02) 6174 7496 CaringForKids@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Access and Acute Mental Health

Health Professional

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 23743, several)

Gazetted: 07 March 2013

Closing Date: 14 March 2013

Details: The Crisis Assessment and Treatment Team provides 24-hour acute mental health services in the ACT and is strongly focused on the provision of timely and effective interventions for our consumers. The successful applicant will be required to complete mental health assessments and work as a member of a multi-disciplinary team, to provide assessment and short-term management of consumers in acute distress and with major mental illnesses. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies. The position is supported by a cohesive multi-disciplinary team of Nurses, Social Workers, Psychologists, a Consultant Psychiatrist and Psychiatry Registrar. Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy with current unconditional ACT registration where applicable and/or eligibility for membership of the appropriate professional organisation. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence.

Note: This position involves shift work including evenings, weekends and overnight. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Deborah Plant (02) 6205 1979

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Administration

Administrative Services Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 14118)

Gazetted: 07 March 2013

Closing Date: 14 March 2013

Details: A training position is available in the Surgical Bookings Department at the Canberra Hospital. The successful applicant will undertake training in the duties of a surgical bookings clerk in order to provide cover during periods of leave and will be required to work effectively as a member of a diverse team as well as an individual for the Surgical Bookings Department. Training will include the maintenance of the surgery waiting lists for the Canberra Hospital, co-ordination of theatre bookings and associated equipment requirements for individual surgical specialists, the utilisation of policies, procedures and audit processes to ensure data integrity of ACTPAS and the provision of high quality customer service to patients and stakeholders who contact the Surgical Bookings Department is required.

Eligibility/Other Requirements: Sound communication skills, knowledge and understanding of medical terminology are highly desirable.

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

Contact Officer: Tara Ross (02) 6244 4175

Canberra Hospital and Health Services

Medicine

Pharmacy - TCH

Pharmacist

Health Professional Level 2 - Pharmacist \$50,796 - \$70,459 (for total remuneration package please contact the contact officer), Canberra (PN: 28928)

Gazetted: 07 March 2013

Closing Date: 21 March 2013

The Canberra Hospital is the region's major public hospital, with over 600 beds. We provide specialist and acute care to more than 500,000 people, including a full range of medical, surgical, obstetric and paediatric and neonatal services. Canberra Hospital is a tertiary level health facility and a teaching hospital of the Australian National University (ANU) Medical School and The University of Canberra Nursing and Allied Health Schools. The Canberra Hospital Pharmacy Department employs approximately 70 staff, including 35 FTE Pharmacist positions. The department provides a full range of contemporary Pharmacy Services including clinical pharmacy services,

specialised manufacturing services, investigational drug support, drug information, and corrections health services. Our core values are excellence in clinical services, education, and team work. We have a dynamic, talented team of 35 Pharmacists, and are currently recruiting a variety of permanent and temporary positions at the HP2 and HP3 levels.

Duties include provision of clinical pharmacy services to inpatients as part of a multi-disciplinary team, and provision of pharmacy services from the dispensary, sterile production, chemotherapy production, and medicines information services on a rotational basis. We are also looking for Pharmacists with an interest in eHealth for a number of projects commencing mid to late 2013. Pharmacists employed in permanent or temporary positions will subsequently be considered for these roles. Please indicate your interest in future eHealth projects in your application.

Qualifications/Eligibility Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current clinical experience is desirable for this position.

Note: For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$9,095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items. Additional salary packaging benefits are also available such as meal and accommodation entertainment. Pharmacists outside Australia will be considered for these positions. Contact the National Pharmacy Board of Australia to enquire about your eligibility for registration <http://www.pharmacyboard.gov.au/>. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Natalie Bula (02) 6205 2649

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

Activity Officers

Technical Officer Level 1 \$47,953 - \$50,376, Canberra (PN: C07372, several)

Gazetted: 07 March 2013

Closing Date: 14 March 2013

Details: Are you an enthusiastic, fun loving person with excellent communication skills and looking to work in a community setting providing social and recreational activities for the frail aged and people with dementia? The ACT Health Directorate Aged Day Care Program has vacancies for Activity Officers to work on a casual basis with its Still Ticking Men's group and Kirra Aged Day Care Centre based in Belconnen.

Eligibility/Other Requirements: Cert III in Aged Care or recognised equivalent (or currently working towards qualification) or extensive proven Aged Care experience.

Current driver's licence.

Note: These are casual positions providing relief for staff on leave. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Lisa Wilson (02) 6205 1558

Canberra Hospital and Health Services

Medicine

Pharmacy

Pharmacy Technician

Technical Officer Level 1 \$47,953 - \$50,376, Canberra (PN: 28632)

Gazetted: 07 March 2013

Closing Date: 21 March 2013

Details: Fast-track your career with a Pharmacy Technician position at The Canberra Hospital. The Canberra Hospital is the region's major public hospital, with over 600 beds. We provide specialist and acute care to more than 500,000 people, including a full range of medical, surgical, obstetric and paediatric and neonatal services. The Canberra Hospital Pharmacy Department employs approximately 70 staff, including 20 FTE Pharmacy Technician positions. We have a dynamic, talented team of Technicians, and are currently recruiting a variety of permanent and temporary positions at the TO1 level.

The successful applicant will be required to undertake duties such as dispensing, compounding and distribution of medications.

Eligibility/Other Requirements: Experience in a hospital or community Pharmacy, or a Certificate III or IV in Pharmacy Support is highly desirable.

Notes: Your application should include: A cover letter; A current CV; Statement on how you meet each selection criteria; Contact details for two referees. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$9095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items. Additional salary packaging benefits are also available such as meal and accommodation entertainment.

Contact Officer: Natalie Bula (02) 6244 2118

Canberra Hospital and Health Services

Operational Support

Support Services

Wardsperson

Health Service Officer Level 3 \$42,160 - \$43,599, Canberra (PN: 11156, several)

Gazetted: 07 March 2013

Closing Date: 14 March 2013

Details: Would you like to work in a challenging and rewarding environment? Do you enjoy the excitement of working in a variety of areas that provide you with the opportunity to broaden your skills? If the answer is "yes", then an excellent opportunity is available as a Wardsperson to work within Ward Services Operational Support, The Canberra Hospital. Ward Services plays a vital role in the delivery of essential support services to all areas of The Canberra Hospital. Ward Services offers: Ongoing training and education through Staff Development Unit (SDU); Rotating Rosters; Permanent full-time or part-time positions available. Ward Services is looking for an energetic, motivated, committed person with strong interpersonal and communication skills.

Eligibility/Other Requirements: Knowledge of Wardsperson duties and understanding of the Ward Services commitment to client services and outcomes. Excellent interpersonal skills, ability to lead and train staff.

Note: Applications should include a supporting statement of no more than three pages addressing the selection criteria outlining experience and/or ability in the areas, contact details of two referees and a current curriculum vitae. Ability to work Monday to Friday or shift work as required. There are full-time and part-time positions available.

Selection may be based on application and referee reports only. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Michael Crilly (02) 6244 2610

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

Transport Regulation

Road User Services

Business Development and Information

Business Support and Training Manager

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 20042)

Gazetted: 04 March 2013

Closing Date: 11 March 2013

Details: Under the limited direction of the Manager, Business Development and Information lead a team in the analysis, development and implementation of new procedures including rego.act system enhancements as a result of legislation and policy changes; offer high level advice and assistance to end users in the functionality of the rego.act system, including monitoring existing procedures, performance and functions and reviewing and/or amending as required to achieve maximized quality; lead a team in the ongoing development and delivery of training of Road Transport business rules and rego.act functionality; provide assistance to all team members and assess and recommend on individual staff development and training needs; investigate and approve corrections to the rego.act system transactions and authorise refunds within prescribed limits; facilitate stakeholder meetings

and participate in working groups to ensure the ongoing operational efficiency of the rego.act system; manage the preparation and distribution of communication plans, staff instructions and other notices to ensure that end users and stakeholders are kept updated and informed of changes to road transport policies and procedures; maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Appropriate tertiary qualifications and relevant experience are highly desirable.

Notes: This is a temporary position available until 28 February 2014.

Contact Officer: Indran Naidoo (02) 6205 1573 indran.naidoo@act.gov.au

Office of Regulatory Services

Transport Regulation

Road User Services

Assistant Manager, Traffic Camera Office

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 19911)

Gazetted: 28 February 2013

Closing Date: 14 March 2013

Details: Under the general direction of the Assistant Manager, Traffic Camera Office; manage a team responsible for the adjudication and administration of traffic camera infringement notices. Deal with more complex customer enquiries and ministerial correspondence. Assist in Monitoring Traffic Camera System operations to ensure optimal operational performance. Perform delegated responsibilities under ACT road transport legislation and prepare court certificates and other evidence for matters before the ACT Magistrates Court. Prepare Traffic Camera Office statistics and reports. Liaise with the Australian Federal Police, other agencies and external organisations to achieve the objectives of the Traffic Camera Office. Monitor and assist with ongoing staff development. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Ability to be on-call outside normal business hours.

Contact Officer: Gordon Stone (02) 6207 5770 gordon.stone@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

Directorate Services

Governance

Communications

Communications Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 46120)

Gazetted: 04 March 2013

Closing Date: 18 March 2013

Details: The Territory and Municipal Services (TAMS) Directorate plans, develops and ensures delivery of a range of government services and commercial enterprises for the people of the ACT. The Communications team supports the TAMS Director-General and provides services to the Directorate across a range of activities. The team is responsible for media and issues management, marketing campaigns, communication strategies, publication approvals, community engagement strategies, customer research and internal communication strategies. The Communications Officer works with the Senior Manager to implement the team's array of activities to ensure the Directorate's communication and engagement activities are appropriate and accurate. The position is responsible for internal communication activities, media relations, issues management, marketing campaigns, communication strategies, social media, community engagement campaigns and general communication activities. The position is responsible for liaising daily with the Minister's office, senior management within the Directorate and key stakeholder groups. The position is expected to be on close call for routine media in a roster arrangement with other members of the team.

Eligibility/Other Requirements: Degree or Diploma in communications, public relations, journalism or related discipline and/or demonstrated experience in a public relations, newspaper, television or public affairs environment is essential. A current driver's licence is also required.

Contact Officer: Kelly Ashcroft (02) 6207 6882 kelly.ashcroft@act.gov.au
Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Business Enterprise Division
ACT Property Group
Property Projects and Services
Project Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 18974)

Gazetted: 04 March 2013

Closing Date: 19 March 2013

Details: As a building works project officer, oversee the delivery of capital, minor works programs, maintenance and repairs to customer assets in accordance with client's programs and expectations and relevant industry legislation, standards and guidelines.

Eligibility/Other Requirements: Trades Certificate, current driver's licence.

Note: It is desirable that prospective applicants have obtained Certificate IV in Project Management, Certificate IV in Workplace Health and Safety and have a knowledge of hazardous materials management and removal.

Contact Officer: Robert Schaidreiter (02) 6213 0746 robert.schaidreiter@act.gov.au

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

Roads and Public Transport

ACTION

Service Planning

Vehicle and Crew Scheduler

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: A20245)

Gazetted: 06 March 2013

Closing Date: 26 March 2013

Details: Applicants are required to have experience in efficiently scheduling bus services using Hastus, or equivalent, computerised vehicle and crew scheduling system. Ability to prepare bus schedules for new or amended networks is highly desirable.

Contact Officer: Stephen Colbert (02) 6207 8010 stephen.colbert@act.gov.au

APPOINTMENTS

Commerce and Works

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

Joanne Darnell 835-92434, Section 68(1), 4 March 2013

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

Kimberley-Anne Reilly 835-99206, Section 68(1), 28 February 2013

Community Services

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

Toby Stewart Pearson 827-41389, Section 68(1), 27 February 2013

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

Nicola Therese Vaughan 835-98780, Section 68(1), 4 March 2013

Economic Development

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

Douglas Magendanz 833-82400, Section 68(1), 28 February 2013

Health

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

Laura Alderman 835-91976, Section 68(1), 4 March 2013

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

Harriett Downing 835-98596, Section 68(1), 4 March 2013

Senior Specialist, \$199,231

Jeffrey Fletcher 829-56304, Section 68(1), 4 March 2013

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

Deborah Gibbs 835-92020, Section 68(1), 4 March 2013

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

Kylie Gore 831-23232, Section 68(1), 28 February 2013

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

Jennifer Gray 834-52650, Section 68(1), 7 March 2013

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

Celia Hindmarsh 835-92098, Section 68(1), 4 March 2013

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

Elissa Hoang 835-91968, Section 68(1), 4 March 2013

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

Dinah Jackson 835-91933, Section 68(1), 4 March 2013

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

Kanchana Marasinghe 835-93074, Section 68(1), 1 March 2013

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

Matthew Martens 835-98609, Section 68(1), 4 March 2013

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

Katrina Melville 834-54226, Section 68(1), 27 February 2013

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

Peter James Mews 829-56216, Section 68(1), 1 March 2013

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

Fiona Sgroi 835-92194, Section 68(1), 4 February 2013

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

Natasha Synnott 834-52570, Section 68(1), 18 February 2013

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

Julie Taylor 835-92012, Section 68(1), 4 March 2013

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

Kim Warren 838-53884, Section 68(1), 11 March 2013

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

Christine Whittall 836-54420, Section 68(1), 27 February 2013

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

Emma Michelle Wooldridge 838-51838, Section 68(1), 4 March 2013

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

Ying-Li Yin 835-92127, Section 68(1), 4 March 2013

PROMOTIONS

Canberra Institute of Technology

Centres

Marketing and National Positioning Centre

Marketing

Tenille Piagno: 799-85155

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

Canberra Institute of Technology

To: Public Affairs Officer 2 \$73,865 - \$83,973

Canberra Institute of Technology, Canberra (PN. 54934) (Gazetted 10 February 2012)

Chief Minister and Treasury

Policy and Cabinet

Cabinet and Intergovernmental Relations

Intergovernmental Relations

Jan Horley: 773-03253

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

Chief Minister and Treasury

To: †Senior Officer Grade A \$123,208

Chief Minister and Treasury, Canberra (PN. 55594) (Gazetted 28 November 2012)

Commerce and Works

Revenue Management Division

Advice and Assessments Section

Dennis Duermeier: 835-94644

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 00098) (Gazetted 18 December 2013)

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

Community Services

Therapy ACT

Holder

Jacqueline Etherington: 821-26079

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

Community Services

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

Community Services, Canberra (PN. 09299) (Gazetted 28 June 2012)

Office of the Chief Executive

Executive

Donna Hosie: 827-36942

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

Community Services

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

Community Services, Canberra (PN. 19415) (Gazetted 18 January 2013)

Disability ACT

Hayford Otchere: 827-61064

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

Community Services

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

Community Services, Canberra (PN. 26038)

Note: This promotion is to a non advertised vacancy.

Health

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Erin Chancellor: 813-01816

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

Health

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

Health, Canberra (PN. 21028) (Gazetted 31 January 2013)

Director General Reports

Population Health

Michael Fitzsimons: 827-41848

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

Health

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

Health, Canberra (PN. 26047) (Gazetted 24 January 2013)

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation

Catherine Gallagher: 828-67344

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

Health

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

Health, Canberra (PN. 21490) (Gazetted 31 January 2013)

Canberra Hospital and Health Services

Surgery and Oral Health

Operating Room

Michelle Wright: 749-68030

From: Registered Nurse Level 1 \$55,567 - \$75,084
Health

To: †Registered Nurse Level 3.1 \$89,834 - \$93,531
Health, Canberra (PN. 14825) (Gazetted 7 February 2013)

Justice and Community Safety

Office of Regulatory Services

Transport Regulation

Parking Operations

Richard Siddall: 817-52721

From: WorkCover Officer 6 \$70,913 - \$81,460
Justice and Community Safety

To: †Senior Officer Grade C \$89,786 - \$96,809
Justice and Community Safety, Canberra (PN. 21707) (Gazetted 16 January 2013)

Territory and Municipal Services

Parks and City Services

Libraries ACT

Administration

Philip Roderick Ashmore: 827-09354

From: Professional Officer Class 1 \$49,452 - \$69,377
Territory and Municipal Services

To: †Professional Officer Class 2 \$70,913 - \$81,460
Territory and Municipal Services, Canberra (PN. 00516) (Gazetted 22 January 2013)

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

Directorate Services

Human Resources

Dione Nair: 835-89112

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

To: †Administrative Services Officer Class 4 \$58,870 - \$63,917
Territory and Municipal Services, Canberra (PN. 22807) (Gazetted 4 January 2013)

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