



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 16 May 2013**

## VACANCIES

### Calvary Health Care ACT (Public)

#### **Nursing and Midwifery**

##### **Nursing**

##### **Clare Holland House**

##### **Nurse level 2**

##### **Registered Nurse level 2 \$78,157-\$82,990, Canberra (PN: Various)**

Gazetted: 22 May 2013

Closing Date: 5 June 2013

Clare Holland House provides specialist palliative care services to the ACT and the surrounding district. The service includes a 19 bed Inpatient Unit, and Home Based Palliative Care. Clare Holland House provides high quality, skilled and compassionate care to patients with an advancing illness who are no longer responding to curative treatment. It is located in beautiful parkland settings on the shores of Lake Burley Griffin, with views to the surrounding Brindabella Mountains. Clare Holland House is looking for a n experienced Palliative Care Registered Nurse leader to fill the position of Registered Nurse Level 2. Applicants to this position will be expected to provide leadership through the promotion of best practice palliative care nursing directly undertake comprehensive and coordinated patient focussed care (acknowledging the patient and their significant others as the unit of care) utilising processes of continuous assessment, negotiated support and evaluation. Support the ongoing development of excellence in specialist palliative care nursing by: Empowering patients and their families to be active participants in their plan of care. Actively fostering knowledge and provision of specialist palliative care with new and less experienced staff using the framework of the National Palliative Care Standards. Act as a professional role model and resource person in the provision of active, compassionate patient centred care as a member of the interdisciplinary team. The successful candidate will be supported in their role development by the CNC, Palliative Care Educator, Palliative Care Nurse Practitioner and the Calvary Centre for Palliative Care Research. Clare Holland House has generous Education Fund to assist staff in their professional development. For further enquires please contact Lynne O'Callaghan on (02) 6264 7300 For selection documentation and further information about Calvary Health Care ACT visit our website at [www.calvary-act.com.au](http://www.calvary-act.com.au) All applications must provide a response to the selection criteria.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Jane Etchells (02) 6264 7320 [jane.etchells@calvary-act.com.au](mailto:jane.etchells@calvary-act.com.au) Applications can be forwarded to: [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au)

#### **Nursing and Midwifery**

##### **Nursing**

##### **Clare Holland House**

##### **Registered Nurse Level 1**

##### **Registered Nurse Level 1 \$55,567 - \$75, 084, Canberra (PN: 7078)**

Gazetted: 22 May 2013

Closing Date: 19 June 2013

Clare Holland House provides specialist palliative care services to the ACT and the surrounding district. The service includes a 19 bed Inpatient Unit, and Home Based Palliative Care. Clare Holland House provides high quality, skilled and compassionate care to patients with an advancing illness who are no longer responding to curative treatment. It is located in beautiful parkland settings on the shores of Lake Burley Griffin, with views to the surrounding Brindabella Mountains. Clare Holland House is looking for a Registered Nurse to fill the position of Registered Nurse with the Inpatient Unit. If you have tried other areas of nursing and found them different to what your original intent for becoming a nurse may have been, perhaps now is the time to try palliative care nursing. This is a growing specialty that really is patient and family focused a specialty where nursing makes a difference and caring for the whole person is the

real goal. Clare Holland House offers a comprehensive 8 week orientation to palliative care and you will be mentored by another RN. You will have access to a Palliative Care Educator who can support your learning and assist you with accessing ongoing learning at a post graduate level if you choose. You will also have support from senior nursing and medical staff including the Palliative Care Nurse Practitioner and the Calvary Centre for Palliative Care Research. If that is not enough attraction for you let me tell you about the people at Clare Holland House, we have a highly motivated multidisciplinary team who genuinely care for one another as well as for the patients. Coming to work is a positive experience and laughter is commonly heard throughout the day. Applications close: COB Friday. For further enquires please contact Lynne O'Callaghan on (02) 6264 7300. For selection documentation and further information about Calvary Health Care ACT visit our website at [www.calvary-act.com.au](http://www.calvary-act.com.au). All applications must provide a response to the selection criteria. Eligibility/Other Requirements: Selection Criteria. Contact Officer: Lynne O'Callaghan (02) 6264 7300 [lynne.ocallaghan@calvary-act.com.au](mailto:lynne.ocallaghan@calvary-act.com.au). Applications can be forwarded to: [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au).

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

#### **Social Worker**

#### **Health Professional 1/2 \$50,899 - \$75,477, Canberra (PN: Various)**

Gazetted: 22 May 2013

Closing Date: 5 June 2013

Social Worker Health Professional Level 1/2 \$50,899 - \$75,477 Canberra (full-time permanent/ part-time (0.4) permanent and part-time (0.6) temporary). This is an exciting opportunity to undertake social work in an acute health care setting. You will provide, under supervision and direction, a broad range of services, including psycho-social assessment, brief therapeutic interventions, family meetings, community referrals/liaison, and clinical management. You are primarily responsible for providing social work services in medical areas but your responsibilities may not be limited to one area. The successful applicant will work in close consultation with multi-disciplinary teams as well as clinicians from the community and other external agencies. They will also contribute to the work of the Social Work and Psychology Department within Calvary Healthcare ACT. Conditions of service include generous personal leave provisions and salary packaging options with substantial tax benefits.

Eligibility/other requirements: An appropriate degree in Social Work and eligibility for membership of the Australian Association of Social Workers (AASW). New Graduates will be considered.

Contact Officer: Tuula Peltola, Director of Social Work & Psychology (02) 6201 6314 or email [tuula.peltola@calvary-act.com.au](mailto:tuula.peltola@calvary-act.com.au). Duty statement: Available from Cheryl King (02) 6201 6320 or email: [cheryl.king@calvary-act.com.au](mailto:cheryl.king@calvary-act.com.au).

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Tuula Peltola (02) 6201 6314 [tuula.peltola@calvary-act.com.au](mailto:tuula.peltola@calvary-act.com.au). Applications can be forwarded to: [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au).

### **Medical Administration**

#### **Medical Education Support officer**

#### **Administrative Services officer 5 \$65, 660 - \$69, 623, Canberra (PN: 7934)**

Gazetted: 22 May 2013

Closing Date: 29 May 2013

The MESO facilitates the establishment of education and training sessions for trainees and junior medical officers, and is responsible for coordinating all aspects of the medical education program. The successful candidate will bring to this role: Experience in Education, Learning and Development or a Healthcare setting. Demonstrated well developed skills in the administration and management of services within a healthcare environment. Sound judgement and workload management skills, with a capacity to work with minimal direction and to undertake a diverse range of tasks with strong Organisational Skills and ability to meet deadlines. Demonstrable skills in dealing confidently and courteously with people at all levels. Demonstrated high level of experience in Microsoft Office suite (Word, Excel, PowerPoint) with excellent communication skills, both written and verbal. Ability to work as an effective member of a team in a high pressure, high volume work environment with problem-solving abilities of a high order. Experience in organising meetings and supporting committees, including preparation and distribution of papers. In support, we will provide you generous terms and conditions of employment, on-going professional development and the opportunity to excel. For

further enquires please contact Tonia Alexander, Medical Services Manager on (02) 6264 7134. For selection documentation and further information about Calvary Health Care ACT visit our website at [www.calvary-act.com.au](http://www.calvary-act.com.au)  
Eligibility/Other Requirements: Selection Criteria  
Contact Officer: Tonia Alexander (02) 6201 7134 [tonia.alexander@calvary-act.com.au](mailto:tonia.alexander@calvary-act.com.au) Applications can be forwarded to: [recruitment@calvary-act.com.au](mailto: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](mailto:jobs@act.gov.au)**

#### **Centres**

##### **Vocational College**

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

##### **Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 51314)**

Gazetted: 22 May 2013

Closing Date: 4 June 2013

Details: The successful applicant will teach ACT Year 12 Tertiary and Accredited subjects including History and Global Relations as part of the CIT Year 12 team. Duties will include developing educational resource materials for new and existing programs of study, utilising elearn, learning and other electronic media, teaching pastoral care groups and meeting BSSS moderation and reporting requirements and other duties as required by the Education Manager according to the relevant industrial award.

Eligibility/Other Requirements: Mandatory Qualifications: All Teacher Band 1 teachers will hold a Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment; appropriate industry competencies demonstrated by the following qualifications: Degree or Diploma in School Education or equivalent. All Teacher Band 1.7 and 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 is a temporary position for a period of two years with the possibility of an extension.

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

#### **Centres**

##### **Corporate Services**

##### **Banner Business/Functional Analyst**

##### **Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 18397)**

Gazetted: 16 May 2013

Closing Date: 23 May 2013

Details: An exciting opportunity exists in the Canberra Institute of Technology (CIT) Student Information Management System Team. Working with an Oracle (Banner) database you will be required to use your SQL tools skills to provide assistance and advice to staff across CIT. This role will include assisting in designing and implementing testing procedures and implementing changes to the system. This is an ideal position to further develop your skills as a Business/Functional Analyst.

Eligibility/Other Requirements: Sound understanding of and demonstrated practical experience with SQL tools.

Notes: This position is temporary available asap until 25 October 2013. Part time hours may be negotiated.

Contact Officer: Dulip Seneviratne (02) 6207 5601 [dulip.seneviratne@cit.edu.au](mailto:dulip.seneviratne@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](mailto:jobs@act.gov.au)**

**Shared Services ICT**

**Infrastructure Services**

**Desktop and Applications Delivery**

**Desktop Services Manager**

**Senior Information Technology Officer Grade A \$123,208, Canberra (PN: 31051)**

Gazetted: 21 May 2013

Closing Date: 4 June 2013

Details: The successful candidate will lead Shared Services ICT's Desktop and Applications Delivery section in the provision of end-user computing facilities to the ACT Government by acquiring, managing and supporting robust, fit-for-purpose solutions. This position is responsible for managing a large number of ICT professionals. You will oversee the development and management of the following core ICT services: PC Standard Operating Environment (SOE) and associated applications; desktop hardware and software deployment services including thin client; directory services; advanced end-user support services. The Desktop Services Manager is a key role in the delivery of multiple complex projects across the Whole-of-Government as well as being a senior management role with a prominent frontline profile in it's interactions with Directorates across the ACT Government.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Knowledge of Managing Successful Programmes (MSP), PRINCE2, and Information Technology Infrastructure Library (ITIL) frameworks would be highly advantageous. The possession of, or the ability to rapidly attain a Protected security clearance is mandatory.

Contact Officer: Grant Doran (02) 6207 8163 [grant.doran@act.gov.au](mailto:grant.doran@act.gov.au)

**Shared Services ICT**

**Infrastructure Services**

**Platform Systems**

**Windows Server Support Technician**

**Senior Information Technology Officer Grade C \$89,786 - \$96,809, Canberra (PN: 14413)**

Gazetted: 20 May 2013

Closing Date: 4 June 2013

Details: The successful applicant will be required to provide extensive high level technical support in a complex Windows environment as well as perform on-line maintenance, fault diagnosis and the implementation of remedial action. This will include troubleshooting, monitoring and reporting as well as the specification of server hardware amongst many other varied tasks and responsibilities. These responsibilities will be performed in a large enterprise environment which includes a range of Microsoft server based applications in both internal and DMZ domains. Please refer to position description for further role responsibilities and required selection criteria.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Possession of a degree, diploma, certificate, vocational or industry certificate such as MCSE or relevant work experience in a Microsoft environment is highly desirable. Knowledge and understanding of the role of information technology in Government is desirable. Possession of, or the ability to rapidly attain, a Protected security clearance as well as ability to obtain a Schools Police check, is mandatory.

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

### **Cultural Facilities Corporation**

#### **Canberra Theatre Centre**

##### **Operations**

##### **Level 2 Mechanist**

##### **Level 2 Technician \$52,543, Canberra (PN: 3551B)**

Gazetted: 22 May 2013

Closing Date: 5 June 2013

The Canberra Theatre Centre is offering a one year contract with an option to extend for a further two years (negotiable). This position requires someone experienced in the provision of a professional level of technical services and facilities to hirers and users of professional arts theatre venues.

Eligibility/Other Requirements: Possession of a current Fork Lift Licence, Senior First Aid Certificate, Basic Riggers Ticket, EWP are desirable.

Note: 1 year temporary contract with the possibility of a further 2 years extension. Selection may be based on application and referee reports only.

Contact Officer: Rohan Cutler (02) 6243 5736 rohancutler@act.gov.au Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email trudy.collins@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](mailto:jobs@act.gov.au)**

#### **Tourism, Events and Sport**

##### **Sport and Recreation Services**

##### **Executive**

##### **Deputy Director**

##### **Senior Officer Grade A \$123,208, Canberra (PN: 10396)**

Gazetted: 22 May 2013

Closing Date: 29 May 2013

Details: Sport and Recreation Services is seeking a suitable candidate for a temporary contract to undertake the role of Deputy Director for the Branch. This position requires a person with proven leadership ability in managing financial, human and other resources within an ethical framework. Key responsibilities of the position include, in partnership with the Director, guiding the direction and resources of the Branch, managing and leading staff to undertake a variety of operational, management, advocacy and policy development tasks.

Notes: This is a temporary position available for the period 15 July 2013 to 15 January 2014 with the possibility of extension.

Contact Officer: Jenny Priest (02) 6207 2070 jenny.priest@act.gov.au

#### **Land Development Agency - Land Development**

##### **Sales, Marketing and Estate Management**

##### **Marketing**

##### **Marketing and Website officer**

##### **Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 08023)**

Gazetted: 21 May 2013

Closing Date: 28 May 2013

Details: Applications are sought for an Online Marketing Systems Officer suitable for a fast paced ICT/marketing environment combined with a proactive and enthusiastic approach, at the ACT Government's Land Development Agency. The position will support the marketing team in a focused online approach and will be required to perform a range of IT, data management and communication related tasks.

Eligibility/Other Requirements: Experience in the use of a website content management system and also specialised creative software e.g. Adobe Creative Suite 5.

Notes: Applications should include a maximum of five pages outlining experience and/or ability in the areas identified in the selection criteria, contact details of at least two referees and a current curriculum vitae. Selection may be based on application and referee reports only.

Contact Officer: Jody Gleeson (02) 6205 1876 [jody.gleeson@act.gov.au](mailto:jody.gleeson@act.gov.au)

## **Economic Development Policy and Governance**

### **Business Development**

#### **Business Development and Engagement**

##### **Project Manager**

##### **Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 27973)**

Gazetted: 22 May 2013

Closing Date: 11 June 2013

Details: The Economic Development Directorate is seeking a dynamic and enthusiastic person with demonstrated skills and expertise in business development and engagement. 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 a range of stakeholders to support business growth in the digital economy, defence and security industry, clean technology and indigenous business development.

Contact Officer: Ross James (02) 62071893 [ross.james@act.gov.au](mailto:ross.james@act.gov.au)

## **Tourism Events and Sports**

### **ACTourism**

#### **Marketing**

##### **PR and Media Officer**

##### **Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 16867)**

Gazetted: 21 May 2013

Closing Date: 4 June 2013

Details: The position involves researching and writing tourism related content for consumers, media and the organisation as well as publishing content on social media channels.

Eligibility/Other Requirements: Tertiary qualifications in marketing, public relations, communications or a related discipline and/or relevant work experience is desirable. A current driver's licence is desirable. Experience using Photoshop for image manipulation is an advantage but not essential.

Note: This position is being readvertised. Previous applicants need not apply.

Contact Officer: Joanne Barges (02) 6205 0700 [joanne.barges@act.gov.au](mailto:joanne.barges@act.gov.au)

## **Education and Training**

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

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

### **Director-General**

#### **Senior Policy Adviser**

**Senior Officer Grade A \$123,208, Canberra (PN: 24217)**

Gazetted: 21 May 2013

Closing Date: 28 May 2013

Details: Applications are sought from highly qualified Senior Policy Advisers. The successful applicant will provide advice and executive support to the Director-General.

Contact Officer: Diane Joseph (02) 6205 9158 [diane.joseph@act.gov.au](mailto:diane.joseph@act.gov.au)

**Office for Schools**

**Belconnen Network**

**Weetangera Primary School**

**Principal (Category 4)**

**School Leader A \$128,225, Canberra (PN: 02282)**

Gazetted: 16 May 2013

Closing Date: 27 May 2013

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

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full Teaching Registration with the ACT Teacher Quality Institute (or eligibility for Teacher Registration with the ACT Teacher Quality Institute). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable people registrations refer to: [www.legislation.act.gov.au/a/2011-44/default.asp](http://www.legislation.act.gov.au/a/2011-44/default.asp) and [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people)

Contact Officer: Anne Huard (02) 6205 5479 [anne.huard@act.gov.au](mailto:anne.huard@act.gov.au)

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

**Office for Schools**

**South/Weston Network**

**Stromlo High School**

**Executive Teacher - Special Needs**

**School Leader C \$100,271, Canberra (PN: 02048)**

Gazetted: 20 May 2013

Closing Date: 3 June 2013

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 on-going support for all students.

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

Note: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working With Vulnerable people registration refer to - [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Contact Officer: Michael Kindler (02) 6205 6136 [michael.kindler@ed.act.edu.au](mailto:michael.kindler@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**

**Lyons Early Childhood School**



**Deputy Principal**

**School Leader B \$116,751, Canberra (PN: 25233)**

Gazetted: 20 May 2013

Closing Date: 3 June 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 early childhood school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Note: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working With Vulnerable people registration refer to - [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Contact Officer: Mary Hutchinson (02) 6205 5700 mary.hutchinson@ed.act.edu.au

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

**Office for Schools**

**Belconnen Network**

**Southern Cross Early Childhood School**

**Executive Teacher**

**School Leader C \$100,271, Canberra (PN: 16306)**

Gazetted: 17 May 2013

Closing Date: 31 May 2013

Details: As a member of the School Leadership Team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage resources to achieve optimal social and educational outcomes and ongoing support for all students. Lead the Preschool Team to ensure the School meets National Quality Framework requirements.

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. Early Childhood qualifications required.

Note: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working With Vulnerable people registration refer to - [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Contact Officer: Jennie Bailey (02) 6205 9744 jennie.bailey@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**

**Faculty Head-Languages/ESL**

**School Leader C \$100,271, Canberra (PN: 02792)**

Gazetted: 20 May 2013

Closing Date: 3 June 2013

Details: As a member of the Executive Team, contribute to the development and achievement of whole school strategic goals and implement the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students, including IB.

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

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working With Vulnerable people registration refer to - [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Contact Officer: Kerrie Grundy (02) 6205 6999 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.

**Office for Schools**

**North and Gungahlin Network**

**Dickson College**

**Building Services Officer**

**General Service Officer Level 6 \$48,163 - \$50,446, Canberra (PN: 32273)**

Gazetted: 17 May 2013

Closing Date: 31 May 2013

Details: Dickson College is seeking a highly enthusiastic and energetic person with a broad set of skills for the position of Building Services Officer. The successful applicant will maintain College buildings and grounds in a clean and tidy condition with regard to safety and security hazards; complete emergency and other repairs to trade/industry standard and ensure this standard when organising and overseeing emergency repairs; undertake relevant administrative tasks as required; ensure compliance with risk management and safety documentation requirements.

Eligibility/Other Requirements: A current First Aid certificate or the willingness to obtain training.

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](http://www.ors.act.gov.au/community/working_with_vulnerable_people)

Contact Officer: Dr John Clink (02) 6205 6457 john.clink@ed.act.edu.au

**Office For Schools**

**North Gungahlin Network**

**Lyneham High School**

**Business and Facilities Manager**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 00513)**

Gazetted: 16 May 2013

Closing Date: 30 May 2013

Details: Lyneham High School is seeking a highly motivated person to manage a busy work environment that has competing demands for the position of Business and Facilities Manager. The ideal candidate will have demonstrated high level management and communicate effectively with colleagues, senior staff members and stakeholders, ensuring that high quality customer service is delivered. The Business and Facilities Manager will be responsible for providing high level support to the principal and school board. Duties include developing policies and procedures relating to facilities management of the school and being responsible for the preparation of budgets, expenditure reviews, statements and monitoring of estimates and financial returns. The Business and Facilities Manager position is also required to plan, direct and supervise the overall operation of the administration support team including overseeing the staffing and payments for casual employees as well as the management of buildings, facilities and grounds to a high level.

Eligibility/Other Requirements: Current First Aid certificate, or willingness to undertake appropriate training is desirable.

Note: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working With Vulnerable people registration refer to- [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people)

Contact Officer: Colleen Matheson (02) 6205 6400 colleen.matheson@ed.act.edu.au

**Corporate Services**

**Human Resources**

**HR People Services**

**Administration Officer**

**Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 30807)**

Gazetted: 21 May 2013

Closing Date: 30 May 2013

Details: HR People Services are seeking an enthusiastic and experienced Administration Officer. The successful applicant will actively contribute to the effectiveness and efficiency of a customer focus team - consistently delivering a high standard of service, forming productive stakeholder partnerships and demonstrating a capacity to supervise others. Be responsible for the daily management of Casual Teacher transactions including:- processing new applications and renewals; assessing evidence to substantiate salary increment entitlement; providing advice and support through det.SIMS@act.gov.au (dedicated email box); maintaining IT record keeping systems; preparing relevant correspondence; responding to general queries; ensuring data integrity and; providing training to casual/temporary staff, where required.

Contact Officer: Tabatha Prado (02) 6205 9429 tabatha.prado@act.gov.au

**Tertiary Education and Performance**

**Training and Tertiary Education**

**Skills Reform**

**Field Officer**

**Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 32281)**

Gazetted: 21 May 2013

Closing Date: 4 June 2013

Details: The Training and Tertiary Education branch is seeking a Field Officer to work within our Skills Reform Team. The successful applicant will have a detailed understanding of vocational education and training (VET) systems, current reforms, relevant legislation and current issues. The successful applicant will be working directly with employment service providers, schools, industry associations and other VET bodies to promote understanding of the training opportunities available under skills reform projects.

Note: This is a temporary position available until 20 June 2014.

Contact Officer: Melissa Pinney (02) 6205 8538 Melissa.Pinney@act.gov.au

**Office for Schools**

**South/Weston Network**

**Telopea Park School**

**Enrolment Officer**

**Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 21620)**

Gazetted: 22 May 2013

Closing Date: 29 May 2013

Details: An exciting opportunity exists to join the collaborative educational team at Telopea Park School. The successful applicant will be required to provide support in developing and maintaining the student record systems for a bi-national K-Year 10 school, also assisting with new enrolments and entering data into MAZE. In conjunction with the Finance Officer, plan, direct and coordinate the overall operation of the front office administrative support team, be responsible for the team's efficiency and become involved in the operational work as necessary.

Contact Officer: Mary Ryan (02) 6205 5599 mary.ryan@ed.act.edu.au

**Office for Schools**

**South/Weston Network**

**Telopea Park School**

**Building Services Officer**

**General Service Officer Level 8 \$56,611 - \$59,939, Canberra (PN: 00118)**

Gazetted: 20 May 2013

Closing Date: 27 May 2013

Details: Telopea Park School is seeking a highly enthusiastic and energetic person with a broad set of skills for the position of Building Services Officer. This position also includes assuming responsibility for the security of the school and cluster buildings, furniture, fittings and equipment. Coordinate, initiate and implement strategies to achieve improved security outcomes. Assuming responsibility for the school, cluster and associated preschool(s) building maintenance including, but not limited to: undertaking regular inspections to determine priorities; coordinating and completing required work to the building, fixtures, fittings, furniture and equipment or organising and overseeing work; developing, coordinating and implementing an annual maintenance program; and manage the school's maintenance programs, supervise contractors, initiating and implementing strategies to improve outcomes.

Eligibility/Other Requirements: An industry recognised trade qualification or equivalent work experience is desirable. A current First Aid certificate or the willingness to obtain training.

Note: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable people registrations refer to: [www.legislation.act.gov.au/a/2011-44/default.asp](http://www.legislation.act.gov.au/a/2011-44/default.asp) and

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people)

Contact Officer: Mary Ryan (02) 6205 5599 [mary.ryan@ed.act.edu.au](mailto:mary.ryan@ed.act.edu.au)

#### **Office for Schools**

#### **Belconnen Network**

#### **Hawker Primary School**

#### **Classroom Teacher- Year 4**

#### **Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 05344)**

Gazetted: 16 May 2013

Closing Date: 30 May 2013

Details: Students at Hawker Primary School experience rich and engaging learning opportunities that develop thinking skills, collaboration and teamwork. The school building is open plan allowing for flexible student groupings which enables teachers to cater for individual learning needs and creates a shared responsibility for all students. The successful applicant will be an excellent teacher committed to the school vision and values who is able to work collaboratively in a high performing team.

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

Note: This is a temporary position available until 20 December 2013 with possibility of extension. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working With Vulnerable people registration refer to -

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people)

Contact Officer: Mandy Kalyvas (02) 6205 7733 [mandy.kalyvas@ed.act.edu.au](mailto:mandy.kalyvas@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**

#### **Stromlo High School**

#### **Teacher of Italian Language**

#### **Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 05476)**

Gazetted: 16 May 2013

Closing Date: 30 May 2013

Details: Stromlo High School offers a vibrant and supportive teaching environment with 700 students in years 6-10. The school offers students the opportunity to study one of four languages: Italian, Japanese, Indonesian or French. We are looking for a Teacher of Italian to teach students in years 7-10 with a willingness and interest in also undertaking a small teaching load in Humanities (History, Geography, Business or Civics) as required. The successful applicant will be supported to engage with the new Australian Curriculum: Languages: Italian, and participate as a team member in the Faculty of Humanities and Languages. Other requirements related to the position includes: Undergraduate study in Italian as a major or native speaking proficiency and study in languages methodology highly desirable. Sound understanding of second language pedagogy and a willingness to adopt an intercultural approach to language teaching. Ability to constructively contribute to faculty and school wide learning and teaching activities and to undertake humanities teaching line if required.

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

Note: This is a temporary position available until 20 December 2013.

Contact Officer: Kristina Collins (02) 6205 6166 [kristina.collins@ed.act.edu.au](mailto:kristina.collins@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 Sustainable Development**

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

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

#### **Corporate**

#### **Communications**

#### **Senior Communications Manager**

**Senior Officer Grade A \$123,208, Canberra (PN: 30829)**

Gazetted: 22 May 2013

Closing Date: 4 June 2013

Details: The Environment and Sustainable Development Directorate (ESDD) is seeking a motivated individual to fill the role of Senior Manager within the Communications Team. The Senior Manager will manage ESDD's Communications Team and oversee a number of functions; actively engage with the media and network across the Governments communications issues and strategies and develop new policies and communication practice. As a Senior Manager this role will coach, mentor and develop staff in the Communications Team; coordinate whole-of-government emergency communications in conjunction with relevant Agencies and maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: A tertiary qualification in public relations, communications or journalism; or equivalent senior level experience would be desirable.

Contact Officer: Christine Murray (02) 6205 2568 [christine.murray@act.gov.au](mailto:christine.murray@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>**

#### **Strategy and Corporate**

#### **Professional Leadership Research and Education**

#### **General Practice**

**Business Manager Academic Unit of General Practice  
Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 32169)**

Gazetted: 23 May 2013

Closing Date: 6 June 2013

Details: An exciting new opportunity has been created within ACT Health for a dynamic and highly organised person to take on the responsibilities of Business Manager, Academic Unit of General Practice, based at Canberra Hospital and working with staff from both ACT Health and the Australian National University.

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Dr Katrina Anderson (02) 6244 4951 [katrina.anderson2@act.gov.au](mailto:katrina.anderson2@act.gov.au)

**Strategy and Corporate  
People Strategy and Services  
Staff Development  
Educator**

**Registered Nurse Level 3.2 \$101,556, Canberra (PN: 22151)**

Gazetted: 23 May 2013

Closing Date: 30 May 2013

Details: An exciting opportunity exists for an experienced Educator to work in Staff Development Unit to lead, plan, implement and evaluate Advanced Life support Programs for nurses and doctors requiring education in this skill.

Applicants should have excellent clinical skills, ability to prioritise their own workload, excellent interpersonal, communication and liaison skills, with the ability to work with a diverse group of stakeholders.

Eligibility/Other Requirements: Extensive previous experience in providing Advanced Life Support Education, qualifications in Advanced Life support and education and undertaking a master's degree would be an advantage.

Registered as a nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Holds or is working towards a master's degree is highly desirable. A postgraduate qualification in critical care is highly desirable.

Note: This is a full-time temporary vacancy available for 12 months commencing 21st June 2013 with the possibility of permanency. Please submit an application addressing the selection criteria by COB Friday 30 May 2013. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Maureen Tolley (02) 6244 3429

**Strategy and Corporate  
Professional Leadership, Research and Education  
Allied Health Advisor  
Allied Health Graduate Program Project Officer  
Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 22916)**

Gazetted: 23 May 2013

Closing Date: 30 May 2013

Details: A temporary part-time position is being offered within the Allied Health Advisors Office for an Allied Health Graduate Program Project Officer. The Project Officer will be responsible for several Allied Health Projects:-

Coordination, delivery and evaluation of the Allied Health Graduate Program, consider evaluation findings together with other evidence to guide further development of the Allied Health Graduate Program, liaise with key stakeholders to disseminate evaluation findings and administer, evaluate and strengthen the Graduate Certificate in Tertiary Education scholarship in partnership with the University of Canberra. The position will be supported by the Office of the Allied Health Advisor's team including the Allied Health Clinical Education Coordinator, the Allied Health Advisor, and Clinical Educators of Occupational Therapy, Social Work and Speech Pathology. Additional projects may also be undertaken in the life of the project.

Eligibility/other requirements: Tertiary qualification/s in an Allied Health discipline. Experience in staff education and training, project management and/or research as well as a broad understanding of allied health services underpinned by knowledge and experience in interprofessional collaboration and learning. Current driver's licence.

Note: This is a temporary position available for a period of eight months and is part-time at 22:03 hours per week.

18:22 hours per week may be considered upon application. To apply for this position, please submit your resume, two referee reports (one from current supervisor) and written response to the selection criteria. Selection for this position may be based on written application and referee reports only. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Katie Cole (02) 6174 7024 katie.cole@act.gov.au or Sally Williams (02) 6174 7959 sally.williams@act.gov.au

**Strategy and Corporate  
Policy and Government Relations  
Drug and Alcohol Policy  
Senior Policy Officer**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 20665)**

Gazetted: 23 May 2013

Closing Date: 30 May 2013

Details: A temporary full-time position is available for a Senior Policy Officer within the Alcohol and Other Drug Policy Unit. Sound written communication skills and experience in health policy would be beneficial.

Eligibility/Other Requirements: Relevant qualifications or experience in health and community services is desirable.

Notes: This is a temporary position available from 24 June 2013 to August 2013. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Helene Delany (02) 6205 0909

**Strategy and Corporate  
Professional Leadership, Research and Education  
Clinical School  
Clinical Trials Coordinator**

**Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 15290)**

Gazetted: 23 May 2013

Closing Date: 6 June 2013

Details: An exciting opportunity is available for a self-motivated and highly organised individual to join the Clinical Trials Unit Team at Canberra Hospital. The successful applicant will work with Canberra Hospital researchers and clinical research coordinators to plan and conduct clinical research. He/she will report to the Director of the Clinical Trials Unit.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. It is desirable, but not necessary that the applicant has either academic knowledge or practical experience of clinical trials coordination. The successful applicant will show high skills of initiative and flexibility, well developed interpersonal skills, the ability to work well in a team and be competent in computer packages (i.e. Microsoft Suite, emails etc.) and have a current driver's licence.

Note: This is a temporary full-time position available for a period of 12 months. The option to work part-time will be considered. Hours of work are flexible. 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: Katherine Johnson (02) 6244 2811

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

## **Rehabilitation and Specialty Mental Health**

### **Mental Health Nurse**

**Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 26421, several)**

Gazetted: 23 May 2013

Closing Date: 30 May 2013

Details: Mental Health, Justice Health, Alcohol and Drug Services (MHJH&ADS) is a contemporary evidence-based service providing high quality mental Health care that is guided by the principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide high standard clinical nursing skills and care to achieve positive outcomes for consumers, as well as shift leadership. The position involves providing direct clinical care and ongoing service delivery within a multidisciplinary rehabilitation mental health unit. This position works collaboratively with the Clinical Nurse Consultant and Team Leader to ensure optimum service delivery and best practice.

Eligibility/Other Requirements: Eligible to register with the Australian Health Practitioner Regulation Agency (AHPRA). More than 12 months experience in the mental health field. Current driver's licence. Previous experience working in a Rehabilitation setting is 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: Peter Carter (02) 6205 1222

## **Canberra Hospital and Health Services**

### **Critical Care and Imaging**

#### **Intensive Care**

#### **Medical Emergency Team/Resuscitation Nurse**

**Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 16206)**

Gazetted: 23 May 2013

Closing Date: 6 June 2013

Details: Applications are invited from innovative and committed registered nurse with an advanced level of clinical competence. This exciting role contributes to the education, practice and monitoring of Medical Emergencies. The applicant will work in collaboration with a small team led by the Resuscitation Coordinator with flexible working hours available. Ongoing facilitation of education and competency assessment of staff in resuscitation, COMPASS© and other related training. The role includes attendance and participation at medical emergencies, education, as well as data collection and management.

Eligibility/Other requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Experience in a Critical Care area and/or resuscitation would be an advantage.

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Joanne Lindbeck (02) 6244 3783

## **Canberra Hospital and Health Services**

### **Surgery and Oral Health**

#### **Medical Imaging**

#### **Radiographer**

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 10092, expected vacancy)**

Gazetted: 23 May 2013

Closing Date: 6 June 2013

Details: The successful applicant will perform all aspects of theatre radiography while observing departmental protocols and radiation protection measures at all times. Tertiary teaching hospital experience preferred. This position provides a Monday to Friday service delivery and coordination role during business hours.



Eligibility/Other Requirements: Eligible for membership of the Australian Institute of Radiography. Registration with the Medical Radiation Practice Board of Australia. Possess a radiation licence from the ACT Radiation Council.  
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 as a document to be uploaded and included with your application. An order of merit will be formed from this selection process and maybe utilised to fill any full-time/part-time, temporary positions (at level), which may occur within the following six months. Applicants must provide two written referee reports which address the selection criteria. Selection may be based on application and referee comments only.  
Contact Officer: Terry Rafferty (02) 6244 4362

**Canberra Hospital and Health Services**

**Pathology**

**Pathology Administration**

**Pathology Accounts Administrator**

**Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 27039)**

Gazetted: 23 May 2013

Closing Date: 30 May 2013

Details: ACT Pathology is a Division of The Canberra Hospital offering a diagnostic Pathology service to the ACT and surrounding region. This is a permanent vacancy and the successful applicant will be required to manage the Accounts Receivable section using the Kestral Pathology Laboratory System. They will be required to display excellent communication skills and the ability to manage a small team. Sound knowledge of the Medicare Benefits Schedule, Microsoft Office applications and experience in an Accounts Receivable area would be an advantage.

Eligibility/Other Requirements: Experience with and an understanding of the Australian Medical Benefits Schedule is highly desirable.

Note: Selection for this position may be based on applications alone so please include a statement of claims against the selection criteria and a written referees report. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Brett Loiterton (02) 6244 2839

**Canberra Hospital and Health Services**

**Mental, Justice, Alcohol and Drugs**

**Adult Community and Older Person**

**Clinical Manager**

**Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 22203)**

Gazetted: 23 May 2013

Closing Date: 6 June 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.

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 is a temporary position available for two years. 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 1523

**Canberra Hospital and Health Services**

**Medicine**

**Cardiology**

**Cardiology Data Entry Officer**

**Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 30619)**

Gazetted: 23 May 2013

Closing Date: 30 May 2013

Details: The Directorate. The ACT Health Directorate vision is "Your health our priority", and our values are: Care; Excellence; Collaboration; and Integrity. We seek to demonstrate these values in the dealings with our consumers, partners, community and each other, and by doing so, aim to provide the best possible healthcare and health related services throughout all areas of the ACT Health Directorate and Canberra region. The ACT Health Directorate objectives are grouped under the following key performance areas: Consumer experience; Sustainability; Hospital and related care; Prevention; Social inclusion and Indigenous health; Community based health; and Aged care. The Department. The Cardiology Department is the tertiary diagnostic and therapeutic centre for acute and chronic cardiac diseases for the people of the ACT and surrounding NSW region. This position reports directly to the Cardiology Business Systems Officer. The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, intelligence and common sense.

Eligibility/Other Requirements: Medical Typing is desirable.

Note: The successful applicant may be required to be registered under the Working with Vulnerable People (Background Checking) Act 2011. Candidates are invited to submit an application against the selection criteria to a maximum of one page per criteria. Candidates are also required to submit a current CV and the contact details of two current referees. The successful applicant may be based on selection criteria, CV 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: Daniel Ingram (02) 6244 2063

**Justice and Community Safety**

**Selection documentation and the mandatory application cover sheet for the following positions may be**

**downloaded from: <http://www.jobs.act.gov.au/>**

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

**Legislation, Policy and Programs**

**Justice Planning and Safety Programs**

**Road Safety Policy**

**Project Officer**

**Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 09578)**

Gazetted: 16 May 2013

Closing Date: 30 May 2013

Details: The Justice Planning and Safety Programs Group is responsible for developing policy and programs related to: road safety, policing services for the ACT; crime prevention; justice statistics; Aboriginal and Torres Strait Islander justice; Victims of Crime; and Sexual Assault. Additionally the Group is responsible for 11 national forums and four ministerially appointed bodies. Key projects include managing the Policing contract; development of criminal justice and road safety reforms; and, coordinating strategies that involve a whole-of-government and community approach to identifying and responding to priority crime and safety concerns.

Eligibility/Other Requirements: Experience in road safety policy matters, including knowledge of safe system principles would be preferable.

Contact Officer: Andrew McIntosh (02) 6207 0550 [andrew.mcintosh@act.gov.au](mailto:andrew.mcintosh@act.gov.au)

**ACT Electoral Commission**

**Election Project Officer**

**Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 43022)**

Gazetted: 16 May 2013

Closing Date: 30 May 2013

Details: Elections ACT is looking for an enthusiastic and dedicated person to join our small team. This position will offer the successful applicant the opportunity to contribute to a variety of election related projects. The officer will undertake ACT Legislative Assembly and other election related projects and activity as required. Assist with the development and review of systems, procedures, handbooks and forms, and assist with investigations and the preparation of reports in relation to the election funding, expenditure and financial disclosure scheme. Assist with providing advice on the election funding, expenditure and financial disclosure scheme to management, electoral participants and others. Undertake other administrative projects and other activity as required.

Eligibility/Other Requirements: Relevant qualifications and/or experience in administration or communication are desirable. Knowledge and/or experience of electoral legislation and administration would be an advantage.

Note: This is a temporary position available for a period of six months with the possibility of extension. Selection may be based on application and referee reports only, interviews may not be conducted. Please provide contact details of two referees.

Contact Officer: Oanh Nguyen (02) 6205 0342 oanh.nguyen@act.gov.au

**Territory and Municipal Services**

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

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

**Business Enterprises**

**ACT Property Group**

**Property Projects and Services**

**Electrician**

**General Service Officer Level 7 \$52,078 - \$55,114, Canberra (PN: 22837)**

Gazetted: 21 May 2013

Closing Date: 11 June 2013

Details: Deliver reactive and planned maintenance for Electrical works, including new installations in ACT Government buildings and sites. Read and understand detail plans; order materials; supply quotes; liaise with customers and supervise apprentices.

Eligibility/Other Requirements: Trades Certificate.

Contact Officer: Andrew Steele 0419 015 838 [andrew.steele@act.gov.au](mailto:andrew.steele@act.gov.au)

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

**APPOINTMENTS**

**Canberra Institute of Technology**

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

Daniel Udovisi 835-96961, Section 68(1), 16 May 2013

**Economic Development**

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

Naomi Fallon 836-01839, Section 68(1), 20 May 2013

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

Rebecca Gaukroger 835-95723, Section 68(1), 9 May 2013

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

John Andrew McCredie 836-02647, Section 68(1), 13 May 2013

**Education and Training**

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

Ben Nicholas Johnston 824-46478, Section 68(1), 17 May 2013

**Health**

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

Juliana Dias 839-25550, Section 68(1), 23 May 2013

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

Dane Johnson 834-52159, Section 68(1), 23 May 2013

**Administrative Services Officer Class 1 \$40,974 - \$45,283**

Trenton Lee 788-14522, Section 68(1), 23 May 2013

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

Graham Ramsay 741-05673, Section 68(1), 15 May 2013

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

Rebecca Sweetman 817-53505, Section 68(1), 20 May 2013

**Territory and Municipal Services**

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

Melanie Jean Goss 799-67985, Section 68(1), 6 May 2013

**PROMOTIONS**

**Commerce and Works**

**Shared Services**

**Human Resources**

**Record Services**

**Luke Halls: 789-41548**

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 43052) (Gazetted 22 February 2013)

**Shared Services ICT**

**Customer Relations**

**JACS ICT**

**Tony Kraljevic: 817-43075**

From: Information Technology Officer Class 1 \$57,004 - \$65,178

Commerce and Works

To: Information Technology Officer Class 2 \$70,913 - \$81,460

Commerce and Works, Canberra (PN. 31509) (Gazetted 14 February 2013)

**Education and Training**

**Office for Schools**

**Belconnen Network**

**Melba Copland Secondary School**

**Adriano Di Crescenzo: 772-14111**

From: Classroom Teacher \$54,951 - \$86,881

Education and Training

To: †School Leader C \$100,271

Education and Training, Canberra (PN. 32695) (Gazetted 1 May 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.

**Office for Schools**

**South / Weston Network**

**Narrabundah College**

**Rebecca Kapitzke: 799-85825**

From: School Assistant 2 \$39,431 - \$43,728

Education and Training

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

Education and Training, Canberra (PN. 00127) (Gazetted 26 March 2013)

**Office for Schools**

**Belconnen Network**

**Kaleen Primary School**

**Lynne Sheville: 787-64131**

From: Classroom Teacher \$54,951 - \$86,881

Education and Training

To: †School Leader C \$100,271

Education and Training, Canberra (PN. 14387) (Gazetted 19 March 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.

**Health**

**Canberra Hospital and Health Services**

**Women, Youth and Children**

**Women and Babies**

**Helen Blake: 607-96872**

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

Health

To: Registered Nurse Level 2 \$78,157 - \$82,990

Health, Canberra (PN. 22446) (Gazetted 14 February 2013)

**Canberra Hospital and Health Services**

**Medicine**

**Clinical**

**Chipo Gadaga: -**

From: \$

To: Registered Nurse Level 2 \$78,157 - \$82,990

Health, Canberra (PN. 21921) (Gazetted )

**Strategy and Corporate**

**Performance and Innovation**

**Clinical Service Improvement**

**Sarah Mamootil: 607-68740**

From: Registered Nurse Level 2 \$78,157 - \$82,990

Health

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

Health, Canberra (PN. 32165) (Gazetted 25 April 2013)

**Canberra Hospital and Health Services**

**Capital Region Cancer Service**

**Radiation Oncology**

**Leah Oliver: 780-55167**

From: Radiation Therapist Grade 3.1 \$85,294 - \$88,150

Health

To: †Radiation Therapist Grade 4.1 \$103,327 - \$106,767

Health, Canberra (PN. 12109) (Gazetted 7 March 2013)

**Canberra Hospital and Health Services**

**Capital Region Cancer Service**

**Cancer Nursing**

**Nola Quade: 786-50396**

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

Health

To: Registered Nurse Level 2 \$78,157 - \$82,990

Health, Canberra (PN. 29878) (Gazetted 21 March 2013)

**Canberra Hospital and Health Services**

**Capital Region Cancer Service**

**Cancer Nursing**

**Deborah Smyth: 825-48618**

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

To: Registered Nurse Level 2 \$78,157 - \$82,990  
Health, Canberra (PN. 27530) (Gazetted 21 March 2013)

**Canberra Hospital and Health Services**

**Capital Region Cancer Service**

**Cancer Nursing**

**Anastacia Waweru: 824-31647**

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

To: Registered Nurse Level 2 \$78,157 - \$82,990  
Health, Canberra (PN. 18892) (Gazetted 21 March 2013)

**Canberra Hospital and Health Services**

**Libby Werner-Gibblings: 835-82287**

From: Radiation Therapist Grade 2 \$56,797 - \$79,302  
Health

To: Radiation Therapist Grade 3.1 \$85,294 - \$88,150  
Health, Canberra (PN. 28821) (Gazetted 8 March 2013)

**Territory and Municipal Services**

**Roads and Public Transport**

**Roads ACT**

**Strategic Planning and Development (SPD)**

**Rebecca Finnigan: 774-68947**

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

To: †Administrative Services Officer Class 6 \$70,913 - \$81,460  
Territory and Municipal Services, Canberra (PN. 22459) (Gazetted 3 April 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.

**Business Enterprise Division**

**ACT Property Group**

**Property Projects and Services**

**Michael McCrorey: 821-05673**

From: General Service Officer Level 8 \$56,611 - \$59,939  
Territory and Municipal Services

To: †Administrative Services Officer Class 6 \$70,913 - \$81,460  
Territory and Municipal Services, Canberra (PN. 18974) (Gazetted 7 March 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.