



ACT Government Gazette

Gazetted Notices for the week beginning 08 November 2012

Executive Notices

Chief Minister and Cabinet

Engagements

Fiona Barbaro – Director, Office of Industrial Relations, Governance (E309)
Section 72 of the Public Sector Management Act 1994

Health

Contract Cessation

Note: The following Executive has been issued with a new contract. The notification is in accordance with the provisions of section 81 of the Public Sector Management Act 1994.

Grant Carey-Ide – Executive Director, Service and Capital Planning (E620) – 4.11.12

VACANCIES

Calvary Health Care ACT (Public)

Nursing and Midwifery

Midwifery

Maternity

Registered Midwife Level 2

Registered Nurse Level 2 \$78,157- \$82,990, Canberra (PN: 7933)

Gazetted: 13 November 2012

Closing Date: 27 November 2012

Clinical Development Midwife Registered Midwife Level 2 Fulltime 76 hours. Calvary Health Care ACT has fulltime position available for a highly motivated and experienced Registered Midwife to fulfil the above role. Calvary is a Baby Friendly Health Accredited Maternity Unit. With 1500 births per year the Maternity Unit is well supported by consultant obstetricians, paediatricians and a strong core group of experienced midwifery, medical and allied health staff. For further information about Calvary Health Care ACT visit our website at www.calvary-act.com.au

Eligibility/Other Requirements: Applicants must address Selection Criteria.

Contact Officer: Christine Falez (02) 6201 6565 christine.falez@calvary-act.com.au

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

Chief Minister and Cabinet

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

Policy and Cabinet

Economic, Regional and Planning

Senior Manager

Senior Officer Grade A \$123,208, Canberra (PN: 27058)

Gazetted: 09 November 2012

Closing Date: 23 November 2012

Details: The Chief Minister and Cabinet Directorate is seeking an experienced Senior Manager to provide high-quality policy direction and advice on Government strategic planning. You will be part of a dynamic team in a central agency in which you will establish and lead a whole-of-Government performance and analysis unit, as well as support across-Government implementation of the ACT's Performance and Accountability Framework. High-order communication, leadership and management skills, including the ability to meet deadlines under pressure, are essential. You will have expertise in analysis of policy and performance information, as well as a proven capacity to provide effective and strategic advice to Ministers, agencies and executive officers. You will also have the demonstrated ability to deliver major policy and project outcomes, and will be looking for a challenging and interesting role.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable.

Contact Officer: Brook Dixon (02) 6205 0468 brook.dixon@act.gov.au

Finance and Budget Division and Policy Coordination and Development Division

Policy Officer/Analyst

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 55226, several)

Gazetted: 09 November 2012

Closing Date: 16 November 2012

Details: A number of positions at the Administrative Services Officer Class 5 level exist within the Finance and Budget Division and the Policy, Coordination and Development Division of the Treasury Directorate. Duties of the positions involve provision of advice and recommendations on matters for which the business unit is responsible; contribute to the preparation of reports,

briefings to Ministers, draft submissions to Cabinet, ministerial speeches, replies to parliamentary questions and other correspondence, contribute to the corporate activities of Treasury and the ACT Public Service as required, attend meetings, interdepartmental committees, conferences and other forums.

Eligibility/Other Requirements: Relevant academic qualifications highly desirable.

Contact Officer: Giuliana Tonini (02) 6207 5727 giuliana.tonini@act.gov.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

Business Services

Strategic Human Resources and Corporate

Risk and Business Continuity Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 30984)

Gazetted: 12 November 2012

Closing Date: 27 November 2012

Details: To provide expert advice in relation to risk management, business continuity and disaster recovery planning, facilitate the development and maintenance of a Shared Services Strategic Risk Management Plan and Risk Register, business unit operational risk registers, monitor and report on Shared Services risk profile. Manage, maintain and coordinate Shared Services strategic business continuity plan and individual business units business continuity plans, disaster recovery plans and associated activities.

Eligibility/Other Requirements: A qualification in risk management or a recognised ICT or management discipline would be highly regarded.

Contact Officer: David Hart (02) 6205 3020 david.hart@act.gov.au

Shared Services

Shared Services Finance

Financial Reporting

Team Leader Finance Services

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 14364, several)

Gazetted: 08 November 2012

Closing Date: 15 November 2012

Details: Applications are sought from suitably experienced financial accountants to work in Shared Services Finance. The successful team leader will be responsible for the provision of a wide range of accounting services to several agencies including: the preparation of monthly and annual financial statements, GST and FBT returns. The position may involve managing and mentoring of staff. Excellent communication skills and a customer focus in the delivery of accounting services are essential.

Eligibility/Other Requirements: An accounting degree and progress towards a CPA qualification will be highly desirable.

Note: An order of merit will be established from this recruitment process that may be used to fill further vacancies at level in the next 12 months.

Contact Officer: Ahalya Shakespeare (02) 6205 5474 ahalya.shakespeare@act.gov.au

Shared Services ICT

Customer Relations

Health ICT

Business Systems Support Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 13880)

Gazetted: 13 November 2012

Closing Date: 27 November 2012

Details: This role will be require to deliver comprehensive training and first tier support for computer based business applications to Health Directorate staff, in particular the ACT Patient Administration System (ACTPAS), Orion Concerto, Mes@Is and the Mental Health Client Management Application (MHAGIC).

Eligibility/Other Requirements: Participation in the afterhours on-call roster for application support is mandatory. The possession of, or the ability to attain, a Protected security clearance is a requirement. Awareness of privacy and confidentiality when working with health business applications and information would be an advantage. Educational and professional qualifications checks may be undertaken prior to employment. Qualifications in IT applications training would be an advantage.

Contact Officer: Kate McKenzie (02) 6205 2377 kate.mckenzie@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

Policy and Organisational Services

Office of Multicultural and Torres Strait Islander Affairs

Executive

Director

Executive Level 1.3 \$201,096 to \$212,405 depending on current superannuation arrangements, Canberra (PN: E551)

Gazetted: 08 November 2012

Closing Date: 13 November 2012

Details: The Director is responsible for the provision of high level advice on issues that impact on members of the multicultural and Aboriginal and Torres Strait Islander communities in the ACT and for the day to day management of the Office of Multicultural, Aboriginal and Torres Strait Islander Affairs. The Director also has a significant representational role in the community and is required to attend community events and functions from time to time. This position will have significant contact with other Directorate executives and the Minister's office, requiring a high degree of sensitivity and confidentiality, as well as a flexible approach in responding to tight deadlines. The Director should have a proven record, as well as demonstrable skills, in change management, service delivery reform, non Government sector development, financial acumen and effective leadership. The Director should also have a proven record in strategic policy advice, community development activities or the delivery of a range of specialist services to the Aboriginal and Torres Strait Islander and multicultural communities in the ACT. Note: This is a temporary position available until the 25 January 2013.
Contact Officer: Nic Manikis (02) 6207 9031 nic.manikis@act.gov.au

Housing and Community Services

Housing ACT

Social Housing and Homelessness Services

Policy Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 27886)

Gazetted: 13 November 2012

Closing Date: 20 November 2012

Details: Social Housing and Homelessness Services plays a pivotal role in ensuring that people who are homeless or at risk of homelessness in the Canberra community have access to high quality support services that will assist in breaking cycles of disadvantage and homelessness. Social Housing and Homelessness Services is responsible for policy, planning, research and the management of service delivery agreements in relation to a broad range of community services, under the National Affordable Housing Agreement (NAHA) and the National Partnership Agreement on Homelessness (NPAH). The Policy Officer position will be responsible for the relationship management of a small portfolio of Service Funding Agreements as well as related sector development and policy advice.

Eligibility/Other Requirements: Tertiary qualifications in a related discipline and/or community sector experience highly desirable though not essential.

Note: This is a temporary vacancy available until 14 June 2013.

Contact Officer: Alice Tibbitts (02) 6207 5668 alice.tibbitts@act.gov.au

Office of Multicultural, Aboriginal and Torres Strait Islander Affairs

Aboriginal and Torres Strait Islander Services

ATSIEB

Administrative Support Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 12388)

Gazetted: 08 November 2012

Closing Date: 27 November 2012

Details: Applications are sought addressing the selection criteria and at least two referee contact details to be provided. The position provides admin support to the ACT Aboriginal and Torres Strait Islander Elected Body and supports the team.

Contact Officer: Margaret Beattie (02) 6207 9656 margaret.beattie@act.gov.au

Therapy ACT

Holder

Social Worker

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 10301)

Gazetted: 09 November 2012

Closing Date: 16 November 2012

Details: Therapy ACT is an agency in the Community Services Directorate that aims to improve the lives of people in the ACT by providing multidisciplinary assessment, therapy and support services for children, young people and adults in relation to a developmental delay or developmental disability. Therapy ACT has a family/person focused philosophy and a community based approach to the provision of professional services. Services are provided in age based teams in a range of settings.

Eligibility/Other Requirements: Tertiary qualifications or equivalent and eligibility for full membership of the Australian Association of Social Worker. Current driver's licence essential.

Contact Officer: Lyndall Ellis (02) 6207 1361 lyndall.ellis@act.gov.au

Office for Children, Youth and Family Support

Early Intervention and Prevention Services

Child and Family Centre

Administrative Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 21623, several)

Gazetted: 08 November 2012

Closing Date: 22 November 2012

Details: Exciting and rewarding administrative opportunities exist at the Child and Family Centre. The positions are responsible for providing a variety of administrative tasks for the Centre such as maintaining office records and files, set-up of programs and preparation of straight-forward correspondence. The positions are also responsible for providing a reception service for the Centre and ensuring office presentation is of a high standard.

Eligibility/Other Requirements: Current driver's licence is essential.

Notes: This is a temporary vacancy available until 30 June 2014. Aboriginal and Torres Strait Islander People are encouraged to apply.

Contact Officer: Shona Chapman (02) 6207 4540 shona.chapman@act.gov.au

Therapy ACT

Early Childhood Team, Autism Team

Speech Pathologist

Health Professional Level 1/2 \$50,899 - \$75,477, Canberra (PN: T00210, several)

Gazetted: 13 November 2012

Closing Date: 23 November 2012

Details: Therapy ACT have temporary positions available for speech pathologists. The successful applicants will work with a multidisciplinary age based team or in the Autism Team and be part of a progressive and large group of speech pathologists, with great opportunities for professional support and career development. HP1/2 duties include assessing, planning, implementing and evaluating individual and group programs for children with delays in development and people with a developmental disability in collaboration with clients, families and relevant stakeholders.

Eligibility/Other Requirements: Tertiary Qualifications or Equivalent in Speech Pathology. Eligible for Membership of Speech Pathology Australia. Current driver's licence.

Note: There is one temporary position available from January 2013 until December 2013 with the possibility of permanency, and one available for a period of 8 months. These positions would be suitable for new graduates (HP1) or recent graduates (HP2). Full-time or part-time hours will be considered. Written referee reports will be required at interview.

Contact Officer: Vanessa Klose (02) 6205 1275 vanessa.klose@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

Tourism, Events and Sport

Australian Capital Tourism

Marketing

Digital Marketing and Social Media Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 16887)

Gazetted: 08 November 2012

Closing Date: 27 November 2012

Details: Australian Capital Tourism is looking for a highly motivated professional to analyse online data and provide insights and recommendations that support the organisational business objectives. The role involves using appropriate tools to monitor trends and key metrics of marketing campaigns, assist in developing and implementing a social media strategy, interact with visitors on various web platforms and manage metadata and search engine optimisation across all of Australian Capital Tourism's websites.

Eligibility/Other Requirements: Tertiary qualifications in relevant disciplines and/or extensive practical experience are desirable.

Contact Officer: Peter Dean (02) 6205 0662 peter.dean@act.gov.au

Education and Training

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

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

Office for Schools

North/Gungahlin Network

Franklin Early Childhood School

Executive Teacher

School Leader C \$100,271, Canberra (PN: 30930)

Gazetted: 14 November 2012

Closing Date: 28 November 2012

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

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised School Teaching qualification. Current full Teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Early Childhood qualifications are desirable.

Contact Officer: Julie Cooper (02) 6142 1110 julie.cooper@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.

Strategy and Coordination

Information, Communications and Governance

Risk Management and Audit

Audit and Insurance Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 28747)

Gazetted: 14 November 2012

Closing Date: 28 November 2012

Details: The Risk Management and Audit Section's responsibilities include: development of the Directorate's risk management framework and policies; internal audit function and implementation of the annual audit program; and student accident and injury

reporting. The successful applicant will be working as part of a small, high profile team and duties will include providing advice to schools and central office, assisting with school/internal audits and delivery of programs to improve compliance. The position will also provide development opportunities in the area of risk management and insurance. A sound understanding of, or experience with school administration, financial and risk management is desirable but not essential.

Eligibility/Other Requirements: A sound understanding of, or experience with school administration, financial or risk management is desirable.

Notes: This is a temporary position until 22 March 2013 with possibility of an extension. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae. The successful applicant may be selected from application and referee reports only. Please submit a referee reports at time of application.

Contact Officer: Dougal Wilson (02) 6207 1974 dougal.wilson@act.gov.au

Learning and Teaching

Aboriginal and Torres Strait Islander Education and Student Engagement

Student Wellbeing and Behaviour Support

Network Student Engagement Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 24519)

Gazetted: 13 November 2012

Closing Date: 27 November 2012

Details: The Aboriginal and Torres Strait Islander Education and Student Engagement Branch is seeking a highly motivated and experienced administration officer. The successful applicant will support Network Student Engagement Teams and the Re-engaging Youth Boards to meet the goals of the ACT Youth Commitment and the Engaging Schools Framework and provide high level administrative and clerical support, including secretariat services. The successful applicant will liaise extensively with internal and external stakeholders to lead and complete project work that supports student engagement, including representing the Directorate in various forums.

Eligibility/Other Requirements: Desirable: Experience in using MAZE and an understanding of the Student Transfer Register.

Contact Officer: Penelope Butt (02) 6205 7873 penelope.butt@act.gov.au

Office for Schools

South/Weston Network

Malkara Specialist School

Administrative Support Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 30978)

Gazetted: 08 November 2012

Closing Date: 22 November 2012

Details: Malkara Specialist School is seeking a highly organised and energetic person with a broad set of skills to staff the Front Office and support the Business Manager and Principal in the day to day administration of the school. The successful candidate will happily work independently as well as in a team, and will demonstrate a warm client-centred approach.

Eligibility/Other Requirements: Desirable: Qualifications and/or experience commensurate with the duties of the position. First aid qualifications, or willingness to undertake appropriate training if required.

Notes: This is a part-time temporary position at 33:04 hours per week available for a period of up to 12 months with the possibility of permanent appointment under the provisions of clauses R1.1 to R1.3 of the Education and Training Enterprise Agreement 2011-2013.

Contact Officer: Michelle Fitzgibbon (02) 6205 5911 michelle.fitzgibbon@ed.act.edu.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

City Planning

Transport Planning

Transport Planning and Projects

Manager of the Transport Planning and Projects Branch

Senior Professional Officer Grade A \$123,208, Canberra (PN: 19541)

Gazetted: 14 November 2012

Closing Date: 27 November 2012

Details: The Transport Planning team is seeking a motivated enthusiastic individual to fill the role of Manager of the Transport Planning and Projects Branch. The Transport Planning Branch develops and implements transport policy programs, integrates transport planning with urban and land use planning, plans transport networks for all modes in an integrated manner, and coordinates the Transport for Canberra policy and program. Reporting to the Executive-Director of the City Planning Division, the Manager of the Transport Planning and Projects section is responsible for providing leadership in intergrating transport planning with urban and land use planning; strategic planning of transport networks; and delivering transport capital projects. The Manager is responsible for detailed work including cost-benefit analysis, feasibility studies and transport modelling.

Eligibility/Other Requirements: To be successful in obtaining this role, it is a mandatory requirement to hold a Tertiary Degree in Transport Engineering or Transport Planning.

Contact Officer: Erin Brady (02) 6207 7226 erin.brady@act.gov.au

Policy

Natural Environment

Conservation Planning and Research

Senior Ecologist

Senior Professional Officer Grade C \$89,786 - \$96,809, Canberra (PN: 17011)

Gazetted: 13 November 2012

Closing Date: 27 November 2012

Details: An opportunity exists to join a small, dynamic scientific research group providing information to Government on matters relating to conservation, vegetation (including threatened flora) and ecological fire management. The position includes the management and application of ecological studies to assist the Government in its conservation, planning, and land management responsibilities. Applicants must have a strong background and demonstrated experience in the study and application of environmental science.

Eligibility/Other Requirements: Tertiary qualifications in a field of environmental management or biological science, preferably including studies in ecology, botany or conservation of terrestrial flora and ecosystems. A current manual driver's licence. A willingness to work independently in the field, outside normal hours in remote locations and in adverse weather conditions. A willingness and capacity to undertake training to support the position, including fire suppression training that includes a fitness test.

Notes: The successful applicant may be determined from the written application only.

Contact Officer: Margaret Kitchin (02) 6207 7623 margaret.kitchin@act.gov.au

Regulation and Services

Sustainability Programs

Manager, Outreach Program

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 15434)

Gazetted: 14 November 2012

Closing Date: 28 November 2012

Details: The Environment and Sustainable Development Directorate is seeking a skilled and experienced Program Manager for the Outreach Energy and Water Efficiency program for low income residents. This position provides the opportunity to lead staff, front line community welfare organisations and service providers in the implementation of an ambitious and challenging program that is providing both environmental benefits and material assistance to low income residents in the ACT.

Notes: Applications for part time employment (at least four days per week) will be considered.

Contact Officer: Ann Lyons Wright (02) 6207 6357 ann.lyonswright@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

Paediatrics

General Paediatrician

Staff Specialist Band 1-5 \$147,465-\$181,976 Senior Specialist \$199,231, Canberra (PN: 31466, 31467)

Gazetted: 15 November 2012

Closing Date: 22 November 2012

Conjoint Appointment: Canberra Hospital and the Australian National University Medical School. The Position: Paediatrics at Canberra Hospital (PatCH), is the Paediatric Unit in Canberra Hospital, can cater for up to 50 inpatients, and has an active medical and surgical day stay and clinical investigation unit, and a busy and growing outpatient department. There is also a tertiary accredited Level 5 NICU. The hospital currently offers subspecialty paediatric care in areas of Paediatric Respiratory Medicine and Paediatric Endocrinology and Diabetes. The Outpatient department includes a range of multidisciplinary clinics and is actively supported by staff specialists and visiting consultants from Canberra and from Paediatric tertiary hospitals in Sydney. There is a Paediatric Surgical Unit that performs a wide range of paediatric and neonatal surgery and is an accredited paediatric surgical training centre. The emergency department for the Canberra Hospital sees over 14,500 paediatric presentations per year, and is accredited with RACP for paediatric training. The department has a FRACP training program with a senior registrar, eight registrars and 5 RMO positions. We also regularly have candidates doing the DCH. There is an active junior doctor programme which is producing quality trainees interested in continuing in paediatrics. Involvement in departmental teaching is required and research is encouraged and supported for permanent staff. There is a strong commitment to quality and audit. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 Senior Specialist: \$199,231 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$240,332 - \$318,730. Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of FRACP Paediatrics or equivalent and qualifications recognised by RACP in paediatric endocrinology preferred.

Contact Officer: See Special Conditions.

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

Canberra Hospital and Health Services

Medicine

Department of Medical

General Medicine

Staff Specialist Band 1-5 \$147,465-\$181,976, Canberra (PN: 31423)

Gazetted: 15 November 2012

Closing Date: 6 December 2012

Conjoint Appointment: Canberra Hospital and the Australian National University Medical School

The Position: Applicants should have had training and experience in General Medicine. The successful applicant will work in a multidisciplinary clinical environment with a team of nursing and medical staff, including advanced trainees in General Medicine. The successful applicant will be expected to take a role in teaching and assessment within the Australian National University (ANU) Medical School and will be involved in education and training of medical students and junior medical staff. The successful applicant will be expected to participate in the on call General Medicine and Medical Assessment and Planning Unit (MAPU) roster. General physicians with sub-specialty interests are encouraged to apply. The General Medicine Unit is a newly-established unit that will be linked with the MAPU and Hospital in the Home (HITH). A peri-operative medical service is planned to be established, and in conjunction with the General Medicine Unit, MAPU and HITH will form a suite of Acute and General Medicine Services within the Division of Medicine. There will be 4 Advanced Trainees in General Medicine who will rotate through the various Acute and General Medicine Services during the year. Canberra Hospital is the hub for continuing medical education, quality assurance, teaching and research within the ACT and southern NSW regions. There are excellent opportunities for collaborative research. 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 10% superannuation, ranges from \$240,332 - \$292,953.

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

Contact Officer: A/Professor Walter Abhayaratna, Clinical Director, Division of Medicine (02) 6244 2063
walter.abhayaratna@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
Capital Region Cancer Service
Cancer Stream Administration
Clinical Nurse Consultant
Registered Nurse Level 3.2 \$101,556, Canberra (PN: 22379)**

Gazetted: 15 November 2012

Closing Date: 29 November 2012

Details: Applications are invited for an innovative and committed Registered Nurse interested in making a difference through strong leadership and the professional development of nursing staff within the Canberra Central Outpatients Department. The successful applicant will be responsible for the coordination and day to day operational management of a safe and efficient service for patients attending specialist clinician services. The Outpatient Department is a busy unit providing a service to patients on weekdays.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Holds or is progressing towards a postgraduate qualification relevant to the area would be an advantage.

Note: Work hours are Monday to Friday with no shift work. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Please provide a current curriculum vitae and the names and contact details of two professional referees.

Contact Officer: Denise Breust (02) 6244 2623 denise.breust@act.gov.au

**Strategy and Corporate
Professional Leadership, Research and Education
Clinical School
Reference Librarian
Senior Professional Officer Grade C \$89,786 - \$96,809, Canberra (PN: 26259)**

Gazetted: 15 November 2012

Closing Date: 29 November 2012

Details: The ACT Health Directorate Library seek an innovative Reference Librarian who can provide quick reference, detailed research, and reader's advisory assistance. Develop training programs, manage web content, and promote the library. The position will supervise the reader services area.

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: Saroj Bhatia (02) 6244 2588

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Rehabilitation
Social Worker
Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 31447)**

Gazetted: 15 November 2012

Closing Date: 22 November 2012

Details: The Rehabilitation, Aged Care and Community Care (RACC) is a vibrant and growing service within ACT Health Directorate providing multidisciplinary care across a range of settings. Our services are based across the Canberra Hospital as well as in the community incorporating the Health Directorate values of care, excellence, collaboration and integrity. A suitable applicant is required to provide a social work service within the rehabilitation and/or aged care services. There may be requirements to work in other areas of the Rehabilitation and Aged Care depending upon needs.

Eligibility/Other Requirements: A degree or diploma in social work, eligible for membership of the Australian Association of Social Work, current ACT driver's licence. Social Workers with extensive clinical experience in Health are encouraged to apply. Note: This is a temporary full-time vacancy available immediately for three months with the possibility of extension. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. You are requested to provide your CV, a two page response to the selection criteria, and the contact details of two referees. The position may be filled from written application and referee reports alone.
Contact Officer: Fiona Baillie (02) 6244 4159

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Rehabilitation
Physiotherapist
Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 18951)**

Gazetted: 15 November 2012
Closing Date: 29 November 2012

Details: Are you interested in working in a challenging and rewarding position in a supportive, interprofessional team environment? A professional opportunity is available for a suitably qualified Physiotherapist to join the Rehabilitation, Aged and Community Care (RACC) Physiotherapy Team in Canberra, ACT, commencing February 2013. The Physiotherapists in this team treat and manage adults with neurological disorders (such as Parkinson's disease, motor neurone disease, multiple sclerosis, cerebrovascular accidents and traumatic head injuries) and the elderly needing rehabilitation. There are a variety of working environments across this service, including acute inpatient ward work, sub-acute inpatient rehabilitation, community health centre and rehabilitation unit based service delivery. This is a permanent, full-time position and would suit a physiotherapist who has some experience. The successful applicant would benefit from both the stability of six monthly rotations across RACC services and the continued learning pathway offered by the variety of rehabilitation services. Regular education sessions and journal clubs offer ongoing professional development opportunities which are often shared with local physiotherapy services. A close partnership with acute support physiotherapy services ensures opportunities for close collaboration, professional support and social networks. Opportunities for Quality Improvement activities and evaluation of physiotherapy intervention are plentiful.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy. Applicants must be registered with the Physiotherapy Board of Australia. Applicants must have a current Australian driver's licence. Applicants must have at least one year of experience as a Physiotherapist.

Notes: A merit list will be established from this selection process that may be used to fill other permanent or temporary Physiotherapy vacancies at level, in other locations serviced by the ACT Health Directorate, over the next 12 months. Selection may be made on applications and referee reports only. All applicants must present two written referee reports with their application (see recruitment site for referee templates) and the referees must have agreed to and be readily available for telephone contact. All applicants must address the selection criteria, providing written evidence in support of their application. Applicants must also provide a CV as part of their written application.
Contact Officer: Judy Stone (02) 6174 5662

**Strategy and Corporate
Business and Infrastructure
Biomedical Support
Clinical Engineering Technician
Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 25566)**

Gazetted: 15 November 2012
Closing Date: 22 November 2012

Details: Applications are invited for a Health Professional to join a dynamic, progressive and enthusiastic team within Business Support section of the Health Directorate. The Business Support section of the Health Directorate provides clinical support services to the stakeholders and clients of the Health Directorate. It comprises of a team of professional and technical experts in the field of Biomedical Engineering, Medical Physics and Sterilising. The successful candidate will be a motivated team player with good communication skills. The increased use of technology and biomedical equipment to improve patient outcomes brings the need to support and maintain these devices. This interesting and challenging position is primarily responsible for skilled biomedical equipment assessment and intervention and ensure compliance with Australian Standards.

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

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 Brown (02) 6244 2466

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Rehabilitation
Physiotherapy Assistant
Health Care Assistant 3 \$47,764 - \$48,861, Canberra (PN: 27216)**

Gazetted: 15 November 2012
Closing Date: 22 November 2012

Details: An exciting opportunity is available for an energetic and enthusiastic person to join the Community Rehabilitation Team (CRT) as a Health Care Assistant in physiotherapy. This is a permanent, full-time position located at Phillip Health Centre, Woden, Canberra. The successful candidate will be working directly with clients who have suffered a neurological deficit and are working to regain as much physical function as they can, including clients who have had a stroke, clients with Parkinson's Disease and clients who have had a head injury. This role requires the successful applicant to assist with health centre based multidisciplinary groups and semi supervised therapy sessions as well as occasional one to one treatments under the direction

of a physiotherapist. The successful candidate will also conduct home visits, assist clients with mobilising in the community and assist with a community integration program introducing clients to a community gym setting in preparation for discharge. Applicants should be able to demonstrate interest in learning new skills and tasks, a responsible and mature attitude, initiative and an ability to work both independently and in a team environment.

Eligibility/Other Requirements: Successful completion of Certificate IV in Allied Health Assistance. 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. Your application must include your curriculum vitae and two written references.

Contact Officer: Todd Kaye 0403127056

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

Office of Regulatory Services Policy and Community Relations Community Relations Project Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 42690)

Gazetted: 14 November 2012

Closing Date: 28 November 2012

Details: The Office of Regulatory Services is looking for a motivated person who will, under the limited direction of the Manager, Community Relations, be able to effectively: Assist in the provision of advice on a wide range of communications issues.

Research, prepare and edit a range of communications material including briefs, publications, internal and external newsletters, media responses, media releases and website. Assist in the management of events. Provide administrative support to the Manager and Senior Director. Represent the Office at meetings relating to the Unit's functions. Maintain records in accordance with the *Territory Records Act 2002*.

Contact Officer: Julie Mitchell (02) 6205 3780 julie.mitchell@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

Business Enterprises

ACT Property Group

Business Services

Work Health and Safety and Quality Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 10962)

Gazetted: 14 November 2012

Closing Date: 4 December 2012

Details: Territory and Municipal Services is seeking a skilled and capable person to manage its Work, Health and Safety and Quality functions within the ACT Property Group. The successful applicant will need to be thoroughly conversant with the *Work, Health and Safety Act 2011*, the associated regulations and other related legal and industry standards and guidance.

Additionally the successful occupant will need to be able to demonstrate a working understanding and appreciation of the *Quality Standard AS/NZS ISO 9001:2008*. Given the dynamic and changing expectations and requirements in this field and the range of the Group's operations, the position offers the occupant an opportunity to be at the forefront of developments and to expand their experience and knowledge. This position requires someone with good writing skills, logical thought and an ability to work with staff at all levels. Given the need to interact with a range of third party organisations, this position also requires a self assured person with a positive attitude and persuasive nature.

Eligibility/Other Requirements: Current Driver's licence and Tertiary Qualifications in Occupational Health and Safety.

Contact Officer: Paul Leyton (02) 6207 5807 paul.leyton@act.gov.au

Business Enterprises

Canberra Cemeteries

Grounds Manager

Technical Officer Level 4 \$70,913 - \$81,460, Canberra (PN: 26523)

Gazetted: 08 November 2012

Closing Date: 15 November 2012

Details: Applications are sought from candidates who have excellent organisational and practical skills and experience in park or cemetery management. Experience in working with a diverse range of peoples and cultures and strong understanding in the provision of high levels of customer service are also essential. The successful applicant will have proven ability in planning, managing staff, excellent verbal and good written communication skills and possess high attention to detail. Duties include plan and coordinate the activities of outdoor based staff engaged in the provision of cemetery services and maintenance.

Contact Officer: Marika Hetenyi (02) 6204 0200 marika.hetenyi@act.gov.au

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

Parks and City Services

Design and Development

Project Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 31484, several)

Gazetted: 12 November 2012

Closing Date: 27 November 2012

Details: Parks and City Services (PACS), a Division within the ACT Directorate of Territory and Municipal Services (TAMS), is the single land manager for the ACT Government responsible for planning, developing and managing Canberra's extensive parks, nature reserves, open spaces and the National Arboretum Canberra. It also develops and implements policies and programs for environmental sustainability, natural resource management, the ACT's biosecurity, animal welfare services and Canberra's many public libraries. The Design and Development (D&D) section of PACS is a small team of Landscape Architects, Planners and Project Officers with specific responsibility for urban park planning, related capital works, project management and environmental planning related to the implementation of Molonglo River Park. The project officer will assist in the project management of consultancies relating to the delivery of PACS capital works and environmental planning commitments. The project officer will be required to maintain communications with stakeholders, both internal to TAMS, other ACT Government Directorates and importantly with community and relevant stakeholder groups. The position requires well developed skills in project management to meet sometimes demanding schedules as well as provide professional advice and assistance to other officers and managers within PACS. The position is initially for six months with the possibility of extension. Eligibility/Other Requirements: Demonstrated understanding, experience and skills in all stages of project planning and project management with evidence of thorough budget management and identification and management of risks. Excellent communication skills in persuasive negotiation and representation, including an advanced ability to clearly communicate and listen and a demonstrated commitment to customer service principles and practice. Demonstrated ability to undertake substantive research work, produce reports, submissions, and briefs in a timely manner. Well developed organisational skills and an ability to effectively meet tight deadlines. An understanding and commitment to implementing the principles of Equal Employment Opportunity and Occupational Health and Safety, Workplace Diversity and Participative Work Practices. Relevant tertiary qualifications - such as Planning, Environmental Science, Landscape Architecture.

Notes: This is a temporary vacancy available from 31 December 2012 to 30 July 2013 with the possibility of extension. Succinct applications that clearly demonstrate applicant's contribution/s towards successful team projects will be viewed highly. Selection may be based on application and referee reports only.

Contact Officer: Ros Ransome (02) 6205 9775 ros.ransome@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 Enterprises

ACT Property Group

Business Services

Quality and WHS Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 22609)

Gazetted: 08 November 2012

Closing Date: 20 November 2012

Details: Territory and Municipal Services is seeking an enthusiastic and organised person to manage its Quality function and work in the Workplace Health and Safety (WHS) team within the ACT Property Group. The successful applicant is required to work closely with trade and administration staff on all aspects of the Quality Management system and WHS issues. Working to the WHS and Quality Manager within the Business Support Section, the occupant will be responsible for ensuring that the system is practical and compliant with the Quality Standard AS/NZS ISO 9001:2008. This position requires someone with good writing skills, logical thought and the ability to work with staff at all levels.

Eligibility/Other Requirements: Experience in Quality Management is highly desirable together with an understanding of the *Work, Health and Safety Act 2011*. The applicant will have an understanding of the uses and benefits that a quality system brings to an organisation. Given the need to interact confidently with staff, this position will suit a person with a positive attitude and persuasive nature.

Contact Officer: Paul Leyton (02) 6207 5807 paul.leyton@act.gov.au

Directorate Services Division

Governance

Communications

Communications Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 11993)

Gazetted: 13 November 2012

Closing Date: 20 November 2012

Details: The Communications team supports the Territory and Municipal Services (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, website/social media, communication strategies, publication approvals, community engagement strategies, customer research and internal communication. The Communications Officer is responsible for working across these streams as well as 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 desirable. A current ACT driver's licence is also required.

Notes: Applicant may be appointed from application and referees only.

Contact Officer: Geoff Virtue (02) 6205 0312 geoff.virtue@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 5 \$65,660 - \$69,623
Begona Diaz-Munoz 835-92223, Section 68(1), 26 November 2012

Community Services

Disability Support Officer Level 1 \$43,767 - \$45,521
Harlene MacDonald 835-91060, Section 68(1), 2 November 2012

Education and Training

Administrative Services Officer Class 4 \$58,870 - \$63,917
Kerrie Kathryn Sherman 817-97874, Section 68(1), 13 November 2012

Environment and Sustainable Development

Administrative Services Officer Class 4 \$58,870 - \$63,917
Brendan Peter O'Neill 827-56492, Section 68(1), 8 November 2012

Administrative Services Officer Class 3 \$52,818 - \$57,004
Samantha Marie O'Reilly 827-53734, Section 68(1), 8 November 2012

Health

Administrative Services Officer Class 3 \$52,818 - \$57,004
Brigid Mary Butt 828-67272, Section 68(1), 12 November 2012

Administrative Services Officer Class 3 \$52,818 - \$57,004
Tegan Carroll 833-46583, Section 68(1), 7 November 2012

Assistant in Nursing \$42,160 - \$43,674
Angela Hamilton 835-90981, Section 68(1), 12 November 2012

Registered Nurse Level 1 \$55,567 - \$75,084
Hui-Tzu Huang 835-90332, Section 68(1), 7 November 2012

Health Care Assistant 3 \$47,764 - \$48,861
Dale Jorgenson 830-81247, Section 68(1), 9 November 2012

Health Professional Level 4 \$89,786 - \$96,809
Craig Kennedy 835-87029, Section 68(1), 8 November 2012

Health Professional Level 2 \$54,414 - \$75,477
Yvonne Lai 834-53653, Section 68(1), 7 November 2012

Registered Nurse Level 1 \$55,567 - \$75,084
Sarah Lindbeck 836-56346, Section 68(1), 7 November 2012

Registered Nurse Level 1 \$55,567 - \$75,084
Bronwyn Marsh 834-53135, Section 68(1), 7 November 2012

Registered Nurse Level 1 \$55,567 - \$75,084
Manu Paul 825-49063, Section 68(1), 13 November 2012

Health Professional Level 1 \$50,899 - \$65,424
Byron Roberts 835-90906, Section 68(1), 12 November 2012

Registered Nurse Level 1 \$55,567 - \$75,084
Majella Ryan 824-53944, Section 68(1), 15 November 2012

Registered Nurse Level 1 \$55,567 - \$75,084
Adonis Velasco 813-18511, Section 68(1), 12 November 2012

Territory and Municipal Services

Bus Operator - Training \$58,463
Sema Balik 835-90586, Section 68(1), 9 November 2012

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

Michelle Dariol 835-87985, Section 68(1), 15 November 2012

Bus Operator - Training \$58,463

Craig Andrew Fellows 835-90324, Section 68(1), 9 November 2012

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

Michael Gavin 835-67263, Section 68(1), 9 November 2012

Bus Operator - Training \$58,463

Barbara Lancaster 835-90682, Section 68(1), 9 November 2012

Bus Operator - Training \$58,463

Robert Wayne Lewis 835-90375, Section 68(1), 9 November 2012

Bus Operator - Training \$58,463

Gaurav Malik 835-92450, Section 68(1), 9 November 2012

Bus Operator - Training \$58,463

Harvinder Sidhu 835-90658, Section 68(1), 9 November 2012

PROMOTIONS

Commerce and Works

Revenue Management

Compliance

Kirsty Louise Bourke: 788-61193

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

Treasury

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

Treasury, Canberra (PN. 00097) (Gazetted 26 July 2012)

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.

Revenue Management

Compliance

Sauna Aimy Hutchins: 775-00847

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

Treasury

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

Treasury, Canberra (PN. 31514) (Gazetted 26 July 2012)

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.

Revenue Management

Finance, Reporting and Projects

Angeline Rocha: 735-15689

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 04752) (Gazetted 1 March 2012)

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.

Revenue Management

Compliance

Petina Elizabeth Stockwell: 795-5632

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

Treasury

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

Treasury, Canberra (PN. 55540) (Gazetted 26 July 2012)

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.

Education and Training

Tertiary Education and Performance

Training and Tertiary Education

Policy and Compliance

Caitlin Maree Cox: 820-76489

From: Administrative Services Officer Class 5 \$65,660 - \$69,623
Education and Training Directorate
To: Administrative Services Officer Class 6 \$70,913 - \$81,460
Education and Training, Canberra (PN. 04069) (Gazetted 12 October 2012)

Environment and Sustainable Development

Office of the Director-General

Alison Hallett: 820-77924

From: Administrative Services Officer Class 4 \$58,870 - \$63,917
Education and Training
To: Administrative Services Officer Class 6 \$70,913 - \$81,460
Environment and Sustainable Development, Canberra (PN. 31195) (Gazetted 20 September 2012)

Office of the Director-General Planning

Kym Strudwicke: 817-48669

From: Administrative Services Officer Class 5 \$65,660 - \$69,623
Environment and Sustainable Development
To: Administrative Services Officer Class 6 \$70,913 - \$81,460
Environment and Sustainable Development, Canberra (PN. 31194) (Gazetted 20 September 2012)

Health

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Staff

Kerrie Davis: 261-00798

From: Administrative Services Officer Class 5 \$65,660 - \$69,623
Health
To: Administrative Services Officer Class 5 \$65,660 - \$69,623
Health, Canberra (PN. 24237) (Gazetted 13 September 2012)

Strategy and Corporate

People Strategy and Services

Organisational Development

Carrie Eldridge: 821-23214

From: Administrative Services Officer Class 6 \$70,913 - \$81,460
Health
To: †Senior Officer Grade C \$89,786 - \$96,809
Health, Canberra (PN. 17885) (Gazetted 20 September 2012)

Canberra Hospital and Health Services

Women, Youth and Children

Womens and Babies

Michelle Slater: 260-98827

From: Registered Nurse Level 1 \$55,567 - \$75,084
Health
To: Registered Nurse Level 2 \$78,157 - \$82,990
Health, Canberra (PN. 23533) (Gazetted 6 September 2012)

Canberra Hospital and Health Services

Pathology

Melissa Vowels: 774-31474

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. 27044) (Gazetted 9 August 2012)

Territory and Municipal Services

Directorate Services

Canberra Connect

Shopfront Services

David Michael Gault: 821-24452

From: Administrative Services Officer Class 4 \$58,870 - \$63,917
Justice and Community Safety
To: †Administrative Services Officer Class 5 \$65,660 - \$69,623
Territory and Municipal Services, Canberra (PN. 14431) (Gazetted 6 September 2012)
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.