



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 13 June 201**

## **Executive Notices**

### **Economic Development**

#### **Variation – Assignment**

Glenn Bain – Project Director, Capital Metro Division (E707) Section 80A(1)(b) of the Public Sector Management Act 1994

### **Justice and Community Safety**

#### **Variation – Transfer**

Alison Playford – Deputy Director-General, Community Safety (E478) Section 80A(1)(a) of the Public Sector Management Act 1994

## **VACANCIES**

### **Calvary Health Care ACT (Public)**

#### **Executive Coordination and Liaison Unit**

#### **Organisational Capability Manager**

#### **Senior Officer Grade B\$106,086-\$119,426, Canberra (PN: 7170)**

Gazetted: 19 June 2013

Closing Date: 3 July 2013

Organisational Capability Manager. Calvary Hospital is a fully accredited 250 bed public hospital located in the suburb of Bruce in north Canberra. Calvary Hospital is a modern facility with contemporary team-based care and cutting edge technology. Calvary continues to grow and develop as we improve our services today and prepare for the services of tomorrow. This is an exciting opportunity for an experienced organisational capability professional to join our People and Culture team. In this role you will lead and manage the strategic design and delivery of organisational development initiatives and programs to build a positive work force culture and develop the capability of managers and staff to meet long term goals and priorities of Calvary Healthcare ACT. Do you have the ability to: Lead the development of a corporate strategic approach to the provision of Organisational Development (OD) products and services to achieve organisational cultural change and build the capacity of the workforce; Develop strategic partnerships with managers and staff to drive change and the acceptance/implementation of OD programs through the marketing of and communication about OD programs and the development of information and training programs; Partner with senior managers and the Business Partners to ensure that the capability agenda is aligned to the business strategy and builds people capability that embraces business performance, continuous improvement and delivers long term sustainable success; Provide high level and expert advice to the Director, Executive and other key stakeholders on organisational change strategies, risks, issues and trends to keep relevant groups informed and facilitate informed decision making. Prepare high quality, accurate and timely analyses, reports, briefings and other documents to respond to requests or promote new ideas or strategies. We are seeking a dynamic, engaging, skilled change manager to drive organisational capability at Calvary Health Care ACT to fill a twelve month contract. To view further responsibilities regarding this role, please visit the Calvary web site at <http://www.calvary-act.com.au/career-vacancies.html>

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Michelle Austin (02) 6201 6963 [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au) Applications can be forwarded to: [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au)

## **Nursing and Midwifery**

### **Health at Home**

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

#### **Registered Nurse level 2 \$78,157 - \$ 82,990, Canberra (PN: 7871)**

Gazetted: 13 June 2013

Closing Date: 5 July 2013

Permanent Position - Part Time (0.5FTE) Classification - Registered Nurse Level 2 \$78, 157 - \$82,990 PN 7871 We are seeking individuals to join a vibrant and dynamic multidisciplinary team, with skills and vision to participate in the establishment and growth of services provided by a newly established hospital based Health@Home Unit. The unit will provide evidence based, best practice clinical services to the Canberra and regional community through Hospital in the Home (HiTH) and Outreach Services, in close partnership with primary care providers. The positions offer a unique opportunity to significantly contribute to the establishment of a contemporary model of care to provide enhanced care to ambulatory patients through extending access to hospital based services delivered in the community setting. The successful candidate must: Be registered or eligible to register as a nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Hold a current Australian driver's licence It is highly desirable that the successful candidate will bring to this role: Demonstrated extensive competence in advance nursing practice, utilising the nursing process, and incorporating a risk assessment approach; with a minimum of three (3) years recent experience in a relevant clinical unit or area. Demonstrated proficient clinical assessment skills, sound judgement and problem solving abilities, a proven ability to work autonomously, and in collaboration with a multidisciplinary team. Demonstrated excellence in communication skills, including the effective negotiation and conflict resolution, ability to liaise effectively with diverse external and internal stakeholders, and interact as part of a multi-disciplinary team.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Vicki Kelly (02) 6201 6676 [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au) Applications can be forwarded to: [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au)

## **Nursing and Midwifery**

### **Health at Home**

#### **Registered Nurse level 1**

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

Gazetted: 13 June 2013

Closing Date: 5 July 2013

Permanent Position - Part Time (0.5FTE) Classification - Registered Nurse Level 1 \$55,567-\$75,084 PN Various

We are seeking individuals to join a vibrant and dynamic multidisciplinary team, with skills and vision to participate in the establishment and growth of services provided by a newly established hospital based Health@Home Unit. The unit will provide evidence based, best practice clinical services to the Canberra and regional community through Hospital in the Home (HiTH) and Outreach Services, in close partnership with primary care providers. The positions offer a unique opportunity to significantly contribute to the establishment of a contemporary model of care to provide enhanced care to ambulatory patients through extending access to hospital based services delivered in the community setting. The successful candidate must: Be registered or eligible to register as a nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Hold a current Australian driver's licence. It is highly desirable that the successful candidate will bring to this role: Demonstrated extensive competence in advance nursing practice, utilising the nursing process, and incorporating a risk assessment approach; with a minimum of three (3) years recent experience in a relevant clinical unit or area. Demonstrated proficient clinical assessment skills, sound judgement and problem solving abilities, a proven ability to work autonomously, and in collaboration with a multidisciplinary team. Demonstrated excellence in communication skills, including the effective negotiation and conflict resolution, ability to liaise we effectively with diverse external and internal stakeholders, and interact as part of a multi-disciplinary team.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Vicki Kelly (02) 6201 6676 [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au)

Applications can be forwarded to: [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au)

## **Nursing and Midwifery**

### **Health at Home**

#### **Enrolled Nurse**

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

Gazetted: 17 June 2013

Closing Date: 5 July 2013

Permanent Position - Part Time (0.5FTE) Classification - Registered Nurse Level 2 \$50,160- \$54,667 We are seeking individuals to join a vibrant and dynamic multidisciplinary team, with skills and vision to participate in the establishment and growth of services provided by a newly established hospital based Health@Home Unit. The unit will provide evidence based, best practice clinical services to the Canberra and regional community through Hospital in the Home (HiTH) and Outreach Services, in close partnership with primary care providers. The positions offer a unique opportunity to significantly contribute to the establishment of a contemporary model of care to provide enhanced care to ambulatory patients through extending access to hospital based services delivered in the community setting. The successful candidate must: Be registered or eligible to register as a nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Hold a current Australian driver's licence. It is highly desirable that the successful candidate will bring to this role: Demonstrated extensive competence in advance nursing practice, utilising the nursing process, and incorporating a risk assessment approach; with a minimum of three (3) years recent experience in a relevant clinical unit or area. Demonstrated proficient clinical assessment skills, sound judgement and problem solving abilities, a proven ability to work autonomously, and in collaboration with a multidisciplinary team. Demonstrated excellence in communication skills, including the effective negotiation and conflict resolution, ability to liaise effectively with diverse external and internal stakeholders, and interact as part of a multi-disciplinary team.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Vicki Kelly (02) 6201 6676 [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au)

Applications can be forwarded to: [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au)

## **Critical Care Unit**

### **Intensive Care Unit**

#### **Staff Specialist Executive Assistant**

#### **Administrative Services officer Level 4 \$58,870- \$63,917, Canberra (PN: 8867)**

Gazetted: 13 June 2013

Closing Date: 27 June 2013

Administrative Services Officer Class 4 \$58,870 - \$63,917 (fulltime rate) PN 8867. We are seeking an enthusiastic, self motivated, team player to join the Intensive Care Unit as an Executive Assistant to the ICU Staff Specialists. The successful candidate will bring to this role: Demonstrated organisational ability and attention to detail in managing competing priorities and determining priorities. Experience in secretariat services, including minutes, preparation of correspondence, and other office administration tasks. Demonstrated effective interpersonal, oral and written communication skills. Demonstrated ability in use of computer applications, including Microsoft applications suite. Experience in the use of IBA Patient Management System or other patient data management system would be useful. Ability to understand the implications of Medical Officers terms and conditions of employment and an ability to apply this to rosters and roster relief. 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 7129 For selection documentation and further information about Calvary Health Care ACT visit our website at <http://www.calvary-act.com.au/career-vacancies.html>

Eligibility/Other Requirements: Selection Criteria

Note: This position is being re advertised. All previous applicants will be notified by the Calvary Health Care - ACT - HR Department in order to re submit your application.

Contact Officer: Tonia Alexander (02) 6264 7129 [recruitment@calvary-act.com.au](mailto:recruitment@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**

#### **CIT Marketing**

#### **Marketing**

#### **Senior Marketing Account Manager**

#### **Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 30527)**

Gazetted: 13 June 2013

Closing Date: 27 June 2013

Details: CIT is looking for an experienced Senior Marketing Account Manager to join CIT Marketing. The successful candidate will lead at an operational level a team of account managers and graphic designers with responsibility for the design and implementation of CIT advertising and promotion campaigns, the CIT website and accompanying online products and services. All activity is expected to be implemented within budget according to the CIT Marketing Plan and CIT style and editorial guide. The role reports to the CIT Marketing Manager and is part of the CIT Marketing leadership team.

Eligibility/Other Requirements: Degree or diploma in marketing, media, communication, public relations, journalism or related discipline and knowledge of vocational education and training is desirable.

Notes: This position is temporary until 31 December 2014 with the possibility of an extension. Temporary employment offered as a result of this advertisement may lead to permanent appointment under the ACT Public Service Canberra Institute of Technology's Enterprise Agreement 2011-2013.

Contact Officer: Graham Willcock (02) 6207 3126 [graham.willcock@cit.edu.au](mailto:graham.willcock@cit.edu.au)

#### **Centres**

#### **CIT Marketing**

#### **Marketing**

#### **Copywriter**

#### **Public Affairs Officer 2 \$73,865 - \$83,937, Canberra (PN: 17764)**

Gazetted: 13 June 2013

Closing Date: 20 June 2013

Details: Canberra Institute of Technology (CIT) has a vacancy for an experienced Copywriter who will, under limited direction, assist in raising CIT's brand profile to existing and potential students, staff, industry, and the general public in the ACT region. The successful candidate would be expected to manage a range of marketing communication activities, across traditional and new media spaces. The role requires development of a StoryLINE using web and search analytics across all CIT social platforms; editorial responsibility for nominated social platforms, including real time moderation of posts and comments; Search Engine Optimisation (SEO); and responsibility for producing copy for and editing a range of collateral for CIT Marketing.

Eligibility/Other Requirements: Degree or diploma in Marketing, Media, Communication, Public Relations, Journalism or related discipline or relevant equivalent experience. Experience with Content Management Systems (CMS).

Experience with Customer Relationship Management (CRM) software. Knowledge of vocational education and training.

Note: This is a temporary position available until 31 December 2013 with the possibility of an extension for two years.

Temporary employment offered as a result of this advertisement may lead to permanent appointment under the ACT Public Service Canberra Institute of Technology's Enterprise Agreement 2011-2013.

Contact Officer: Fiona Parbery (02) 6205 5308 [fiona.parbery@cit.edu.au](mailto:fiona.parbery@cit.edu.au)

**Centres**

**CIT Marketing**

**Marketing**

**Account Manager**

**Public Affairs Officer 2 \$73,865 - \$83,937, Canberra (PN: 55443)**

Gazetted: 13 June 2013

Closing Date: 20 June 2013

Details: Canberra Institute of Technology (CIT) has a vacancy for an experienced Marketing Account Manager who will, under limited direction, assist in raising CIT's brand profile to existing and potential students, staff, industry, and the general public in the ACT region. The successful candidate would be expected to manage a range of marketing communication activities, across traditional and new media spaces, for nominated centres within CIT. This includes project management on a range of CIT initiatives, including both external and internal events, projects and the production of publications. The role requires that basic graphic design functions including edits and preparation of artwork for print be carried out by the Account Manager who will also oversee print management for a range of marketing materials.

Eligibility/Other Requirements: Degree or diploma in Marketing, Media, Communication, Public Relations, Journalism or related discipline or relevant equivalent experience. Experience with content management systems (CMS).

Experience with customer relationship management (CRM) software. Knowledge of vocational education and training.

Notes: This is a temporary position available until 15 April 2014 with the possibility of an extension for two years.

Temporary employment offered as a result of this advertisement may lead to permanent appointment under the ACT Public Service Canberra Institute of Technology's Enterprise Agreement 2011-2013.

Contact Officer: Graham Willcock (02) 6207 3126 [graham.willcock@cit.edu.au](mailto:graham.willcock@cit.edu.au)

**Chief Minister and Treasury**

**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, Public Sector Industrial Relations**

**Executive Level 1.3 \$201,096 to \$212,405 depending on current superannuation arrangements, Canberra (PN: CMTD1\_3)**

Gazetted: 18 June 2013

Closing Date: 2 July 2013

Details: The Chief Minister and Treasury Directorate (CMTD) leads the ACT Public Service (ACTPS), providing strategic advice and support to the Chief Minister, the Treasurer, the Minister for Workplace Safety and Industrial Relations, and to the Cabinet on policy development, service delivery and whole of government issues. CMTD would like to appoint an outstanding executive to the position of Director, Public Sector Industrial Relations. This position leads the Public Sector Industrial Relations team within the Workforce Capability and Governance Division and is responsible for embedding best practice industrial relations and quality people management practices across the ACTPS, leading and managing the ACTPS enterprise negotiations within the policy parameters of Government, and supporting the effective implementation of enterprise agreements. To support this, demonstrated leadership and strategic policy capacity are required. Tertiary qualifications in a relevant field will be highly regarded.

Note: The position attracts a remuneration package ranging from \$201,096 to \$212,405, depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$161,556. The successful applicant will be engaged under an executive contract until 31 July 2014, with the possibility of extension. Prospective applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.

Selection documentation can also be obtained by calling Kristin Craig on (02) 6205 0358.

Contact Officer: Andrew Kefford (02) 6205 0213 [Andrew.Kefford@act.gov.au](mailto:Andrew.Kefford@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](mailto:jobs@act.gov.au)**

#### **Customer Relations**

#### **Customer Support**

#### **Service Desk**

#### **Service Delivery Officer**

#### **Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 14348, several)**

Gazetted: 18 June 2013

Closing Date: 9 July 2013

Details: Shared Services ICT is looking for a highly motivated individual with experience in providing technical leadership to a rotating team of support staff providing technical and operational support. You will be responsible for co-ordinating the ICT support of a number of ACT Government Directorates. You will have a strong client focus and a willingness to be part of a dynamic team is essential. You will be an escalation point for more complex support issues and also an escalation point for clients. A strong understanding of the ACT Government's ICT infrastructure environment and experience in the use and support of ICT systems and applications would be highly regarded. Eligibility/Other Requirements: Tertiary qualifications in IT and relevant experience in managing a technical team would be desirable. Applicants must have a current driver's licence.

Contact Officer: Andrew Kondakis (02) 6205 5413 [andrew.kondakis@act.gov.au](mailto:andrew.kondakis@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.

#### **Shared Services**

#### **Shared Services ICT**

#### **Desktop and Applications Delivery**

#### **Test Analyst**

#### **Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 32015, several)**

Gazetted: 13 June 2013

Closing Date: 20 June 2013

Details: Shared Services ICT are seeking Test Analysts' skilled in testing integration of Commercial Off the Shelf (COTS) software applications into the ACT Government desktop environment. Previous experience working with a complex, multi-directorate/agency environment is essential. Applicants must be able to demonstrate the ability to test COTS software in a complex multi-directorate environment for both successful deployment and functionality. These positions will work closely with clients to facilitate User Acceptance Testing (UAT) during Operating System upgrades. Diagnose, take ownership and manage resolution of any issues identified during UAT to ensure timely completion and sign-off. Communicate with customers and other teams within the work area to achieve timely results. Manage multiple work cases and prioritise and escalate as necessary.

Eligibility/Other Requirements: Current security clearance and driver's licence is required.

Contact Officer: Phil Burton (02) 6207 1650 [phil.burton@act.gov.au](mailto:phil.burton@act.gov.au)

#### **Shared Services**

#### **Human Resources**

#### **Information and Data**

**File Management Supervisor**

**Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 29014)**

Gazetted: 17 June 2013

Closing Date: 1 July 2013

Details: Shared Services Human Resources Information and Data is seeking a highly motivated individual for the role of File Management Supervisor to provide day-to-day supervision and guidance to the HR File Management Team. The successful applicant will possess proven leadership and management skills, the ability to manage conflicting priorities; a highly developed understanding of records keeping practices and systems, and a demonstrated ability to guide and mentor their team to deliver effective records management services with a focus on best practice and adherence to regulatory and policy frameworks to meet directorate expectations.

Eligibility/Other Requirements: A highly developed knowledge of the TRIM database is desirable. Ability to work in a manual handling environment is mandatory. A highly protected clearance or the ability to obtain one in a reasonable period is mandatory.

Contact Officer: Jeremy Smith (02) 6207 1195 [jeremy.smith@act.gov.au](mailto:jeremy.smith@act.gov.au)

**Shared Services**

**Human Resources**

**Information and Data**

**HR Records Supervisor**

**Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 08274)**

Gazetted: 18 June 2013

Closing Date: 2 July 2013

Details: Shared Services Human Resources Information and Data is seeking a highly motivated individual for the role of HR Records Supervisor to provide day-to-day supervision and guidance to the HR Records Team. The successful applicant will possess demonstrated excellence in leadership, with a focus on staff development and mentoring; a sound understanding of and experience in a range of records management functions and systems, including a working knowledge of the regulatory and best practice requirements for record keeping; sound experience in reporting and analysis and will be responsible for the delivery and review of quality records keeping functions for the ACT Government.

Eligibility/Other Requirements: A highly developed knowledge of the TRIM database is desirable. Ability to work in a manual handling environment and a highly protected security clearance or the ability to obtain one within a reasonable period are mandatory.

Contact Officer: Jeremy Smith (02) 6207 1195 [jeremy.smith@act.gov.au](mailto:jeremy.smith@act.gov.au)

**Shared Services**

**Human Resources**

**Information and Data**

**Mail Room Supervisor**

**Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 01265)**

Gazetted: 18 June 2013

Closing Date: 2 July 2013

Details: Shared Services, Human Resources, Information and Data is seeking a highly motivated individual for the role of Mailroom Supervisor to provide day-to-day supervision and guidance to the Records Services Mail and Courier Team. The successful applicant will be responsible for coordinating a team of couriers and mailroom personnel to deliver effective and efficient mail services to meet the needs of the ACT Government. The Mailroom Supervisor will possess highly refined leadership and organisation skills; provide on the job training and mentoring for new and existing staff in mailroom functions; and have a developed understanding of Government mail billing procedures with a focus on excellence in services to ensure that Records Services customer standards and agreed outputs are met.

Eligibility/Other Requirements: An unrestricted driver's licence is essential. Ability to work in a manual handling environment is mandatory. A highly protected security clearance or the ability to obtain one within a reasonable period is mandatory.



Notes: The successful applicant must be willing to perform shiftwork.  
Contact Officer: Jeremy Smith (02) 6207 1195 [jeremy.smith@act.gov.au](mailto:jeremy.smith@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](mailto:jobs@act.gov.au)**

#### **Policy and Organisational Services**

##### **Governance, Advocacy and Community Policy**

##### **Strategic Policy**

##### **Senior Policy Officer**

##### **Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 27047, several)**

Gazetted: 18 June 2013

Closing Date: 25 June 2013

Details: The successful applicants will contribute significantly to the development of strategic policy advice in the Directorate and at a whole of government level. The successful applicant will require a high degree of sensitivity and confidentiality, as well as a flexible approach in responding to tight deadlines.

Notes: These temporary positions are available asap until 29th November 2013.

Contact Officer: Melanie Saballa (02) 6207 5938 [melanie.saballa@act.gov.au](mailto:melanie.saballa@act.gov.au)

#### **Housing and Community Services**

##### **Housing ACT**

##### **Housing Initiatives**

##### **Trainee Housing Officer**

##### **Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 25858)**

Gazetted: 13 June 2013

Closing Date: 27 June 2013

Details: Housing ACT is looking for an enthusiastic results driven person to join the Trainee Housing Officer program. The program will provide a pathway for the successful candidate to undertake accredited training and work towards the completion of the essential Certificate IV in Social Housing. The Trainee Housing Officer will experience a supported work environment and a chance to work in a variety of Business Units within Housing ACT. The successful candidate will need to demonstrate a commitment to undertaking the responsibilities of the Traineeship program.  
Eligibility/Other Requirements: Experience in using a range of IT business and office applications. A current driver's licence.

Contact Officer: Radmila Stosic (02) 6205 5373 [radmila.stosic@act.gov.au](mailto:radmila.stosic@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.

### **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)**

**Economic Development, Policy and Governance**

## **Business Development**

### **Business Programs**

#### **Client Manager**

##### **Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 09684)**

Gazetted: 18 June 2013

Closing Date: 25 June 2013

Details: The Economic Development Directorate is seeking to appoint a highly motivated Client Manager as a member of the Business Programs team. The successful candidate will primarily be focused on trade development and business support activities. The position will manage the delivery of niche trade development programs aimed at building the capability of enterprises to export into new markets.

Eligibility/Other Requirements: Tertiary qualifications in Business, Economics, Economic Development or a business related discipline would be well regarded.

Notes: This is a temporary vacancy available ASAP until 31 January 2014, with the possibility of extension.

Contact Officer: Glen Hassett (02) 6205 5346 glen.hassett@act.gov.au

## **Tourism Events and Sport**

### **Events**

#### **Tourism and Events**

##### **Events Officer**

##### **Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 22636)**

Gazetted: 19 June 2013

Closing Date: 26 June 2013

Details: Expressions of interest are sought for an experienced Events Professional to work within the Production and Delivery team of Events ACT. Events ACT is responsible for coordinating, managing and delivering a range of events that are important to the city and the community including New Years Eve celebrations, Floriade, Australia Day celebrations and the Canberra Festival. The role involves event delivery and management, project management, stakeholder liaison, budget management and administration.

Eligibility/Other Requirements: The position requires a current driver's licence and the willingness to undertake manual handling tasks, work flexible hours and outside of normal business hours as required by events programs and activities.

Note: This is a temporary vacancy available from 14 July 2013 until 31 January 2014.

Contact Officer: Jason Rose (02) 6205 0721 jason.rose@act.gov.au

## **Economic Development, Policy and Governance**

### **Workforce and Governance**

#### **Human Resources**

##### **Human Resources Officer**

##### **Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 27965)**

Gazetted: 17 June 2013

Closing Date: 24 June 2013

Details: The Economic Development Directorate (EDD) Human Resources team are looking for a highly organised and motivated HR Officer with generalist experience to assist in the development, administration and implementation of human resources policies and the coordination of Whole of Government Recruitment strategies. The successful applicant will also support a range of initiatives, such as Staff Induction programs, Health and Well-being initiatives, Performance Management processes and Learning and Development administration.

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

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: Sally Draper (02) 6207 8796 sally.draper@act.gov.au

**ACT Gambling and Racing Commission**

**Gaming Regulation**

**Authorised Officer**

**Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 02759)**

Gazetted: 18 June 2013

Closing Date: 2 July 2013

Details: The ACT Gambling and Racing Commission is looking for an officer who can, under limited direction, undertake functions in respect of the administration of legislation regulating gaming machines and lotteries. The position requires assessing and processing applications made under gaming laws, assessing licensees' and approval holders' compliance with their reporting and tax obligations, and maintaining associated databases. The officer will also be required to liaise with stakeholders and assist in the administration of the section conducting projects, preparing correspondence and reports.

Notes: This is a temporary position available until 26 May 2014.

Contact Officer: James Mullan (02) 6207 0308 james.mullan@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)**

**Office for Schools**

**Belconnen Network**

**Charnwood-Dunlop School**

**Deputy Principal**

**School Leader B \$116,751, Canberra (PN: 14291)**

Gazetted: 14 June 2013

Closing Date: 28 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 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: Debbie Martens (02) 6205 7322 debbie.martens@ed.act.edu.au

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

**Office for Schools**

**Tuggeranong Network**

**Gilmore Primary School**

**Executive Teacher**

**School Leader C \$100,271, Canberra (PN: 02687)**

Gazetted: 17 June 2013

Closing Date: 1 July 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 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 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). 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: Andrew Geering (02) 6205 7844 [andrew.geering@ed.act.edu.au](mailto:andrew.geering@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.

### **Teaching, Learning and Student Engagement**

#### **Aboriginal and Torres Strait Islander Education and Student Engagement**

#### **Disability Education**

#### **Network Student Engagement Disability Education Team Leader**

#### **School Leader C \$100,271, Canberra (PN: 32193)**

Gazetted: 14 June 2013

Closing Date: 28 June 2013

Details: As a member of the executive team, contribute to the development and achievement of the section's goals and the implementation of the section 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).

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: Kerrie Heath (02) 6205 9391 [kerrie.heath@act.gov.au](mailto:kerrie.heath@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 and Weston Network**

#### **Red Hill Primary School**

#### **Business Manager**

#### **Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 15596)**

Gazetted: 18 June 2013

Closing Date: 2 July 2013

Details: Red Hill Primary School is seeking a highly motivated individual to work within a busy office environment that has competing demands. The ideal candidate will have effective management skills and be able to communicate well with peers, senior staff members and stakeholders ensuring a high quality customer service is delivered. The Business Manager position is responsible for providing high level support to the principal and School Board. Duties include developing policies and procedures relating to the management of the school and be responsible for the preparation of budgets, expenditure reviews, statements and monitoring of estimates and financial returns. The Business 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: 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). Current First Aid Certificate, or willingness to undertake appropriate training is desirable.

Contact Officer: Kate McMahon (02) 6205 7144 kate.mcmahon@ed.act.edu.au

#### **Office for Schools**

##### **North/Gungahlin Network**

##### **Dickson College**

##### **Secondary Introductory English Centre (SIEC) Classroom Teacher**

##### **Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 35151)**

Gazetted: 14 June 2013

Closing Date: 28 June 2013

Details: Dickson College is a vibrant college with a committed and passionate staff, students and community. We aim to provide a supportive, innovative and educationally enriched learning environment. Together we work to develop informed, caring, creative and confident global citizens. The Secondary Introductory English Centre (SIEC) is an integral part of the Dickson College community. The SIEC is an intensive English program to enable students to access Year 7-12 curriculum. Students prior educational experiences vary and some students have little or no literacy in their first language.

For more information please visit our website [www.dicksonc.act.edu.au](http://www.dicksonc.act.edu.au)

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). Requirements for this specialist position include: TESOL qualification essential; demonstrated understanding of the engagement and teaching of students from diverse cultural backgrounds and circumstances; experience and/or demonstrated interest in working with students with a refugee background; and ability to use ICT as part of pedagogical strategies to enhance student's literacy and numeracy outcomes.

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: Rob Emanuel (02) 6205 6455 rob.emanuel@ed.act.edu.au

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

#### **Office for Schools**

##### **Tuggeranong Network**

##### **Theodore Primary School**

##### **Building Services Officer**

##### **General Service Officer Level 6 \$48,163 - \$50,446, Canberra (PN: 01564)**

Gazetted: 17 June 2013

Closing Date: 1 July 2013

Details: Theodore Primary School 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 school 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 would be desirable.

Contact Officer: Doreen Hand (02) 6205 7399 doreen.hand@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](mailto:jobs@act.gov.au)**

#### **Planning Delivery**

#### **Lease Administration**

#### **Leasing Officer**

#### **Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 14599)**

Gazetted: 17 June 2013

Closing Date: 1 July 2013

Details: The Lease Administration Section is responsible for managing the leasehold tenure system in accordance with the *Planning and Development Act 2007*, the *National Capital Plan* and the *Territory Plan*. The Section provides a range of services to Government, industry and the general community including the assessment and determination of development applications for lease variations and subsequent registration processes, unit titles, community titles, further leases, transfers, land rent payouts, concessional lease determinations and rural leasing. The occupant of the position will have the capacity to acquire knowledge of the relevant policies, legislation and technical requirements together with a strong focus on customer service and timely delivery of required outcomes.

Eligibility/Other Requirements: Knowledge of the ACT leasehold system is desirable.

Contact Officer: Monica Saad (02) 6207 2112 [monica.saad@act.gov.au](mailto:monica.saad@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.

### **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**

#### **Division of Medicine**

#### **Resources**

#### **Respiratory and Sleep Physician**

#### **Staff Specialist Band 1-5 \$147,465-\$181,976**

#### **Senior Specialist \$199,231, Canberra (PN: 25773)**

Gazetted: 20 June 2013

Closing Date: 4 July 2013

Conjoint Appointment: Canberra Hospital and the Australian National University Medical School. The Position: The Respiratory and Sleep Service Unit provide both inpatient and outpatient services to Canberra and the surrounding area. The unit has a fully functional lung function laboratory with exercise testing equipment. Canberra Hospital has established a Sleep laboratory in 2010. In addition to the clinical responsibilities the position offers opportunities to develop research interests and conduct undergraduate and postgraduate teaching. 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 \$240,687 - \$319,085.

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

Note: Fractional appointment (hrs to be negotiated)

Contact Officer: Dr Mark Hurwitz (02) 6244 2066 [mark.hurwitz@act.gov.au](mailto:mark.hurwitz@act.gov.au)

For academic enquiries, please contact Professor Nicholas Glasgow, Dean, ANU Medical School on (02) 6125 2622 [dean.medical.school@anu.edu.au](mailto:dean.medical.school@anu.edu.au)

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

### **Canberra Hospital and Health Services**

#### **Medicine**

#### **Chronic Disease**

#### **Parkinson's Disease and Movement Disorders Nurse Specialist**

#### **Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 24912)**

Gazetted: 20 June 2013

Closing Date: 27 June 2013

Details: Applications are invited from innovative and committed Registered Nurses who are interested in making a difference through the coordination and management of patients with Parkinson's disease and other movement disorders. This position would suit someone with a strong knowledge base and experience working with patients who have a degenerative neurological condition. The Parkinson's Disease Nurse Specialist is a member of the Chronic Care Program at Canberra Hospital and works closely with other members of the multidisciplinary team including specialist neurologists to provide a patient centred service for patients and their families both in the acute care setting, outpatient clinics and within the community. The Parkinson's Disease Nurse Specialist will also provide education and support for nursing staff caring for patients with Parkinson's disease and other movement disorders and to support them in medication management for patients with Parkinson's disease particularly in the use of apomorphine infusions.

Eligibility/Other Requirements: Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency. Holds a current driver's licence. It is essential that the applicant holds or is working towards a relevant tertiary qualification.

Note: This is a permanent full-time Monday-Friday position based at the Canberra Hospital. 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: Jan Ironside (02) 6174 5289

### **Canberra Hospital and Health Services**

#### **Medicine**

#### **Cardiology**

#### **Cardiac Sonographer**

#### **Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 32443, several)**

Gazetted: 20 June 2013

Closing Date: 27 June 2013

Details: An exciting opportunity exists for one or more suitably qualified and accredited Cardiac Sonographers to join an enthusiastic Cardiac Health Professional Team in the Cardiology Department of the Canberra Hospital. The successful applicant(s) would be involved in the performance of echocardiograms and stress echocardiograms for both

in and outpatients. The successful applicant(s) will have experience as a Cardiac Sonographer in a hospital setting. They will have patient care as their focus as well as a passion for lifelong learning.

Eligibility/Other Requirements: Bachelor of Science, Applied science or equivalent. Graduate Diploma in Medical Ultrasound (Cardiac). Hold registration with the Australasian Sonographer Accreditation Registry.

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

Contact Officer: Luke Cartwright (02) 6244 2692

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

**Justice Health**

**Registered Nurse - Alexander Maconochie Centre**

**Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 13946, several)**

Gazetted: 20 June 2013

Closing Date: 4 July 2013

Details: Are you looking for a change and something very different? Are you looking for a job that gives you more variety and autonomy? The Justice Health Service is part of the Division of Mental Health, Justice Health, Alcohol and Drug Services. Justice Health is currently responsible for the delivery of health care to people in custody at the Alexander Maconochie Centre, Bimberi Youth Justice Centre, Symonston Periodic Detention Centre and the ACT Court Cells. Justice Health Service provides a very supportive work environment. Our Nurses find working with people in custody challenging, very interesting and an extremely satisfying area of nursing.

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

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: Margaret Huff (02) 6207 2841

**Canberra Hospital and Health Services**

**Women, Youth and Children**

**Women's Health Program**

**Women's Health Nurse**

**Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 22697)**

Gazetted: 20 June 2013

Closing Date: 4 July 2013

Details: The ACT Women's Health Service is looking for a committed, dynamic person with experience in women's health and/or midwifery and health promotion to work as a Registered Nurse Level 2. The successful applicant will work with women from culturally and linguistically diverse communities to raise awareness of holistic women's health issues, including female circumcision; and will provide education to health service providers on female circumcision. They may also provide some women's health clinics. The ACT Women's Health Service (WHS) provides inter-professional and holistic nursing, medical and counselling services to women in the ACT, from both central and outreach locations. WHS sees women who experience significant barriers to health service access that include, but are not limited to, the impact of violence, social or economic disadvantage, disability, language, culture, sexuality or isolation.

Eligibility/Other Requirements: Registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Qualifications in Sexual and Reproductive or Women's Health or Midwifery, or willing to undertake the relevant training. Highly Desirable: Previous experience/qualifications in Adult Education or group facilitation, program development and current driver's licence.



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

Contact Officer: Deborah Colliver (02) 6205 1078

### **Canberra Hospital and Health Services**

#### **Medicine**

#### **Pharmacy**

#### **Clinical Pharmacist**

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 32146)**

Gazetted: 20 June 2013

Closing Date:

Details: The Canberra Hospital is the region's major public hospital, with over 600 beds. We provide specialist and acute care to more than 500,000 people, including a full range of medical, surgical, obstetric and paediatric and neonatal services. Canberra Hospital is a tertiary level health facility and a teaching hospital of the Australian National University (ANU) Medical School and The University of Canberra Nursing and Allied Health Schools. The Canberra Hospital Pharmacy Department employs approximately 70 staff, including 35 FTE Pharmacist positions. The department provides a full range of contemporary Pharmacy Services including clinical pharmacy services, specialised manufacturing services, investigational drug support, drug information, and corrections health services. Our core values are excellence in clinical services, education, and team work. We have a dynamic, talented team of 35 Pharmacists, and are currently recruiting to a variety of temporary HP3 Pharmacist positions. Duties include provision of clinical pharmacy services to inpatients as part of a multi-disciplinary team, and provision of pharmacy services from the dispensary, sterile and chemotherapy production, and medicines information services on a rotational basis. We are also looking for Pharmacists with an interest in eHealth for a number of projects commencing mid to late 2013. Pharmacists employed in permanent or temporary Pharmacist positions will subsequently be considered for these roles. Please indicate your interest in future eHealth projects in your application. For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$9,095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items. Additional salary packaging benefits are also available such as meal and accommodation entertainment.

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

Note: This is a temporary position available for a period of six months. Pharmacists outside Australia may be considered for these positions. Contact the Australian Pharmacy Council and the Pharmacy Board of Australia to enquire about your eligibility for registration. A summary of the Assessment and Registration process for Overseas trained Pharmacists in Australia can be found on the APC website

[http://pharmacycouncil.org.au/content/assets/files/Examination Guides/Flowchart - 2012.02.08.pdf](http://pharmacycouncil.org.au/content/assets/files/Examination%20Guides/Flowchart%20-%202012.02.08.pdf). To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Natalie Bula (02) 6244 2118

### **Canberra Hospital and Health Services**

#### **Rehabilitation, Aged and Community Care**

#### **Allied Health**

#### **Health Promotion Podiatrist**

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 03687)**

Gazetted: 20 June 2013

Closing Date: 4 July 2013

Details: This is an exciting opportunity for a suitably qualified, Senior Podiatrist to join the Rehabilitation, Aged and Community Care (RACC) Podiatry Team on a full time basis. The RACC Community Podiatry team is seeking applications from an experienced, enthusiastic and suitably qualified Podiatrist to deliver an effective and structured health promotion program aiming to reduce foot pathology and maintaining mobility to ACT residents. You will require

effective public speaking skills, interpersonal skills, organisational ability and the capacity to work both independently and as part of a team. The clinical portion of the position includes screening and evaluation of risk, general podiatry treatment, nail surgery, biomechanical assessment and orthotic therapy, wound management and health promotion. The service provides clinics across the ACT at Dickson, Tuggeranong, Belconnen and Phillip health centres. We are a friendly team with strong supportive links across our facilities and meet regularly to share knowledge and develop services via quality improvement activities. We are staffed with senior clinicians who provide a wealth of knowledge and expertise to foster professional development, peer support and excellent patient outcomes. This is a very exciting time to be working in the Health Directorate's RACC Division with the Health Implementation Program (HIP) well underway providing new health centre facilities, services and resources to meet the needs of the growing population in Canberra.

Eligibility/Other Requirements: Degree or Diploma in Podiatry, and registration or eligible for registration with the Podiatry Board of Australia. Current driver's licence is essential.

Note: This is a temporary vacancy for four and a half months with the possibility of extension. Applications should include a written response to selection criteria. At least two written referee reports are to be included with applications. Appointment to the position may be based on application only. This position may be required to participate in overtime, on call, and/or rotation roster. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Kerry Mahler (02) 6205 1496

## **Strategy and Corporate**

### **People Strategy and Services**

#### **Organisational Development**

##### **Project Officer**

##### **Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 19497)**

Gazetted: 20 June 2013

Closing Date: 27 June 2013

Details: Would you like to help create positive workplace cultures, develop staff capabilities and support change initiatives? Then consider applying for this Project Officer role in ACT Health's Organisational Development team. We are a positive, highly capable and dynamic team working on a wide range of strategies, from facilitating development workshops and manager training programs, to partnering with teams across the health system to improve team functioning and workplace culture. This is highly rewarding work for the right person.

Note: This is a full-time, temporary position available for 6 months, with the possibility of further extension or permanent appointment. Part-time hours will be considered on request. 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: Flavia D'Ambrosio (02) 6207 4835

## **Canberra Hospital and Health Services**

### **Rehabilitation, Aged and Community Care**

#### **Rehabilitation**

##### **Technical Officer**

##### **Technical Officer Level 4 \$70,913 - \$81,460, Canberra (PN: 30631)**

Gazetted: 20 June 2013

Closing Date: 27 June 2013

Details: An exciting opportunity exists for a suitably qualified and experienced Technical Officer to join the Clinical Technology Service team. Clinical Technology Service provides manufacturing, maintenance and repair services for a range of clinical devices, including medical grade footwear, prosthetic/orthotic devices, and mobility and seating equipment. Clinical Technology Service is located in a new, purpose-designed building at the Village Creek Centre,

which provides excellent staff facilities including free parking at the door. ACT Government Health Directorate values – Care, Excellence, Collaboration and Integrity - underpin the service philosophy of the Clinical Technology Service. Eligibility/Other Requirements: Mandatory: trade certificate or equivalent recognised qualification with skills applicable to Clinical Technology Service requirements. Highly desirable: Qualifications or experience in custom medical grade footwear manufacture or pedorthics.

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. This position may be required to participate in an overtime, on call and/or rotation roster.

Contact Officer: Rodney Lansdown (02) 6207 0658 rodney.lansdown@act.gov.au

**Canberra Hospital and Health Services  
Mental Health, Justice Health, Alcohol and Drug Services  
Adult Community and Older Person  
Personal Assistant**

**Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 29045)**

Gazetted: 20 June 2013

Closing Date: 27 June 2013

Details: Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) is a contemporary evidence based service providing high quality healthcare that is guided by principles of recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. It is expected that in this position you will provide high level administrative support, including all aspects of Calendar and Inbox management, to assist in the strategic and operational processes required for the Directors to undertake their accountabilities. This also includes the provision of high quality customer service to the consumers and staff of MHJHADS. You will report to the Operational Director of ACT Wide Mental Health Services.

Eligibility/Other Requirements: An understanding in dealing with persons affected with Mental Illness. Current driver's licence.

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: Jacqui Raby (02) 6207 2846

**Canberra Hospital and Health Services**

**Operational Support**

**Graduate Holding Pool**

**2014 Graduate Registered Nurse Program**

**Registered Nurse Level 1 \$55,567 - \$75,084, Canberra (PN: 31224, several)**

Gazetted: 20 June 2013

Closing Date: 26 July 2013

Details: ACT Health invites applications from Registered Nurses for the 2014 Graduate Registered Nurse Program. Health Directorate offers a twelve-month, structured Program that provides a supportive framework for Registered Nurses during their first year of clinical practice. We are keen to receive applications from Registered Nurses who are passionate about providing safe, quality, patient centred care and motivated by the organisational values of care, excellence, collaboration and integrity. Full-time or part-time permanent positions will be offered to assist Registered Nurse Graduates with transition into the workforce. This fantastic opportunity will provide participants with support and dynamic learning opportunities offered through the diversity of services available and structured professional development tailored for the Graduate Nurse. The twelve-month program will incorporate at least two rotations throughout clinical areas or within a speciality or Foundation Program. Relocation assistance is available for interstate applicants if arranged prior to commencement.

Eligibility/Other Requirements: Applicants must be registered or eligible to register with the Australian Health Practitioner Regulation Agency (AHPRA) prior to date of program commencement. Applicants must be an Australian Citizen or Permanent Resident of Australia.

Application Process: To be considered all applications must be submitted electronically at:

[www.health.act.gov.au/employment](http://www.health.act.gov.au/employment) see job title "2014 Registered Nurse Graduate Program", job number 00DT0; then click the title for more information; then click "Apply Online" at the end of the page to apply prior to the closing date. Applicants are required to submit the following:

1. Completed Application form inclusive of the required response to Selection Criteria (four questions in no more than two pages). Download application form at: <http://www.health.act.gov.au/c/health?a=sp&pid=1338962276>
2. Curriculum Vitae.
3. A current transcript of results from University.
4. Two written professional referee reports using the referee template form supplied (not academic referees).

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 complete the 2014 Registered Nurse Application form and all other documents as listed on the application form are to be uploaded. Incomplete or late applications will not be considered. This application process is for those applicants that would like to be considered for any of the three expected 2014 Graduate Registered Nurse intakes commencing in February, May and August 2014. Short listing will take place from the above submitted documentation. Short listed applicants will be invited to attend an interview and assessment centre on either August 29, 30 or September 2, 2013. At this time all elements of the application process will be considered including performance at interview and assessment centre. Phone interviews will not be available; to be considered for a position you must attend the Assessment Centre in person. Employment decisions will be based on written application, referee reports, satisfactory academic history, and interview and assessment centre analysis.

Please do not hesitate to get in touch with a Contact Officer if you have any queries related to the application process.

The 2014 Registered Nurse Graduate Program Application form and selection criteria can be found at:

<http://www.health.act.gov.au/c/health?a=sp&pid=1338962276>

Contact Officer: Deborah Moore (02) 6244 3066 or Ainslie Monson (02) 6244 3529

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Cardiology**

##### **Cardiac Technologist**

**Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 21988, expected vacancy)**

Gazetted: 20 June 2013

Closing Date: 27 June 2013

Details: An exciting opportunity exists as a Cardiac Technologist in the Cardiology Department of the Canberra Hospital. The Cardiology Department is looking for an enthusiastic and motivated Cardiac Technologist to join a busy and exciting team environment. The successful applicant would be involved in the performance of invasive and non-invasive cardiology diagnostic testing. The successful applicant will have experience as a Cardiac Technologist in a hospital setting. They will have patient care as their focus as well as a passion for lifelong learning.

Eligibility/Other Requirements: Bachelor of Science/Applied Science or equivalent. Prior experience as a Cardiac Technologist is highly desirable.

Notes: This is a temporary position available for a period of 12 months with the possibility of extension and or permanency from this process. Selection may be based on application and referee reports only. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Luke Cartwright (02) 6244 6292

## **Canberra Hospital and Health Services**

### **Operational Support**

**Acute Care**

**Occupational Therapist**

**Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 20626)**

Gazetted: 20 June 2013

Closing Date: 27 June 2013

Details: An opportunity exists to join the Acute Support Occupational Therapy Team at the Health Professional Level 2 (HPO2). The successful applicant will occupy a rotational position that gains experience across Acute Services at Canberra Hospital. Applications are invited from suitably qualified people that enjoy working in a busy and at times demanding environment, and belonging to a dynamic Occupational Therapy Team.

Eligibility/Other Requirements: Degree or diploma in Occupational Therapy and be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). A current Australian driver's licence.

Notes: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. This position(s) maybe required to participate in overtime, on call and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

Contact Officer: Domenico Tripodi (02) 6244 3286

**Canberra Hospital and Health Services**

**Rehabilitation, Aged and Community Care**

**Allied Health**

**Occupational Therapists**

**Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 24498)**

Gazetted: 20 June 2013

Closing Date: 4 July 2013

Details: We are seeking applications from suitably qualified Occupational Therapists for a permanent position at the Independent Living Centre (ILC). This is an exciting time to join ACT Health. The ILC provides advice to clients of all ages on assistive technology. Advice is aimed at promoting safety and independence for people who have difficulties with mobility and daily functioning. The successful applicant will work as part of a team to provide professional independent advice and to maintain information resources. Contact with individuals is made through face to face assessment and telephone enquiries. The successful applicant will have direct supervision from a senior therapist, and will be involved in professional development activities offered by the Community Care Program.

Eligibility/Other Requirements: Registered or applied for registration with Australian Health Practitioner Regulation Authority. Degree or diploma in Occupational Therapy.

Note: This position is a full-time position. Part-time hours will be considered. This position may be required to participate in overtime, on call, and/or rotation roster. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Nicola Cooper (02) 6205 1224

**Canberra Hospital and Health Services**

**Operational Support**

**Acute Care**

**Speech Pathologist**

**Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 28692)**

Gazetted: 20 June 2013

Closing Date: 27 June 2013

Details: The Acute Support Speech Pathology team is looking for an enthusiastic and suitably qualified Speech Pathologist to join a dynamic team of Speech Pathologists at the Canberra Hospital. The Speech Pathology Department provides a range of inpatient and outpatient services to the medical, surgical and neonatal/paediatric areas of the Canberra Hospital and the surrounding community. Speech Pathologists with experience in community or hospital setting with either adult or paediatric experience are encouraged to apply. Opportunities exist to gain experience

across a range of clinical caseloads and to contribute to an active teaching and quality improvement program with strong professional support. New graduate Speech Pathologists are encouraged to apply.

Eligibility/Other Requirements: Degree or Diploma in Speech Pathology from a recognised tertiary institution and eligibility for Practising Membership with Speech Pathology Australia.

Notes: This is a temporary position available from July 2013 until June 2014. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. This position may be required to participate in overtime, on call, and/or rotation roster. Other permanent and temporary positions may be filled from this recruitment process. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. On applying, please provide a CV, response to selection criteria and two written referee reports. Selection may be based on written application and referee reports only.

Contact Officer: Felicity Martin (02) 6244 2230

### **Canberra Hospital and Health Services**

#### **Surgical and Oral Health**

#### **Medical Staff**

#### **Personal Assistant General Surgery**

#### **Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 21214)**

Gazetted: 20 June 2013

Closing Date: 27 June 2013

Details: The Department of General Surgery at the Canberra Hospital is seeking applications from highly motivated persons who are interested in providing secretarial and administrative support to the unit. Duties include; first point of contact for the Department of General Surgery, managing the office, receiving and screening all incoming calls, provision of secretariat support for committees/meetings, diary maintenance, travel co-ordination, preparation of draft correspondence, statistical data and reports as required. The applicants need to have excellent communication, organisational and time management skills with the ability to liaise effectively with staff and patients in a busy team environment.

Eligibility/Other Requirements: Secretarial and or clerical experience within a hospital or medical environment, an extensive knowledge of medical terminology, keyboard skills of a high order and dictaphone experience would be to your advantage.

Note: This position attracts a Medical Typing Allowance. 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: Nicole Burke (02) 6244 4175

### **Canberra Hospital and Health Services**

#### **Rehabilitation, Aged and Community Care**

#### **ACRS Administration**

#### **Administration Officer**

#### **Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 17919)**

Gazetted: 20 June 2013

Closing Date: 27 June 2013

Details: The Rehabilitation, Aged and Community Care (RACC) Division is seeking an enthusiastic and interested team member to work within Client Support Services in the Administration Unit. The successful applicant will provide general administration support to RACC Services, and will be enthusiastic, have excellent interpersonal and communication skills and the ability to prioritise workloads.

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.

Contact Officer: Jessica McDonnell (02) 6207 0486 or Aimee Divorty (02) 6244 2767

**Canberra Hospital and Health Services**

**Operational Support**

**Nursing Administration**

**Enrolled Nurse**

**Enrolled Nurse Level 1 \$50,160 - \$53,766, Canberra (PN: 34584)**

Gazetted: 20 June 2013

Closing Date: 31 July 2013

Details: ACT Health invites applications from Enrolled Nurses for the August 2014 - Graduate Nurse Program. ACT Health offers a twelve-month, structured program that provides a supportive framework for Enrolled Nurses during their first year of clinical practice. We are keen to hear from nurses who are passionate about providing safe, quality patient centred care and are motivated by the organisational values of care, excellence, collaboration and integrity. Full-time or part-time permanent positions will be offered to assist Enrolled Nurse Graduates with transition into the workforce. This fantastic opportunity will provide participants with support and dynamic learning opportunities, offered through the diversity of services available and structured professional development tailored for the graduate nurse. The twelve-month program will generally incorporate two rotations throughout the clinical areas. Relocation assistance is available for interstate applicants if arranged prior to commencement.

Eligibility/Other Requirements: Registered or eligible to register as an Enrolled Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) prior to date of program commencement. Applicants must be either a Permanent Resident of Australia or an Australian Citizen.

Application Process: To be considered all applications must be submitted electronically at:

[www.health.act.gov.au/employment](http://www.health.act.gov.au/employment) Applicants are required to submit the following:

1. Completed application form inclusive of the required statements answering the selection criteria (four questions in no more than two pages). The selection criteria can be found on the application form. 2. Curriculum Vitae. 3. Satisfactory transcript - Academic history to date. 4. Two written professional referee reports using the referee template form supplied (not academic referees).

Note: Incomplete or late applications will not be considered. This application process is for those applicants that would like to be considered for any of the two expected 2014 Graduate Enrolled Nurse intakes (February and August). Short listing will take place from the above submitted documentation. Short listed applicants will be invited to attend an Interview and Assessment Centre on the 29, 30 August or September 2, 2013. At this time all elements of the application process will be considered including performance at Interview and Assessment at the Assessment Centre. Please note that telephone interviews will not be available; to be considered for a position you must attend the Assessment Centre in person.

Contact Officer: Jenny Hegarty (02) 6244 2915

**Canberra Hospital and Health Services**

**Pathology**

**Specimen Reception**

**Technical Officer**

**Technical Officer Level 1 \$47,953 - \$50,376, Canberra (PN: 27065)**

Gazetted: 20 June 2013

Closing Date: 27 June 2013

Details: ACT Pathology is a department of Canberra Hospital offering a diagnostic pathology service to the ACT and surrounding region. Pathology Specimen Reception is a sub-section of the Core Laboratory of ACT Pathology, operating 24 hours, 7 days a week. The successful applicant will possess excellent analytic and organisational skills and have a general understanding of a laboratory environment. The successful applicant will be required to sort and process specimens in an accurate and timely fashion and will be available to work rostered shifts as required over a 24 hour period. The person we are looking for will be committed to exceptional customer service and will have strong work ethic, they will be a team player and committed to equity and diversity.

Note: This vacancy is temporary part-time at 22:03 hours per week, available for approx 12 months.

Applicants will be short listed on the basis of written application and referee reports, which should address the selection criteria. A current Curriculum Vitae and the names of three referees must accompany the application as a document to be uploaded. Selection may be based on application and referee report only. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.  
Contact Officer: Jennifer Edmestone (02) 6244 3992

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

**Assistant in Nursing**

**Assistant in Nursing \$42,160 - \$43,674, Canberra (PN: 32393, several)**

Gazetted: 20 June 2013

Closing Date: 4 July 2013

Details: ACT Health Rehabilitation Aged and Community Care invite applications from enthusiastic, motivated and suitably qualified applicants to work as Assistants in Nursing in the Acute Care of the Elderly Ward at The Canberra Hospital. This exciting opportunity involves working under the direction of Registered Nurses in a team based environment, assisting patients with activities of daily living and caring for patients on a 1:1 basis. Successful applicants will have access to professional development opportunities including a comprehensive orientation to the role and training specific to the acute care of the elderly environment.

Eligibility/Other Requirements: Certificate III in Health Services Assistance or recognised equivalent such as working towards a Diploma or Bachelor of Nursing.

Note: Several positions are available. Full-time and part-time will be considered, with all positions involving working a 24/7 rotating roster including weekends and nightshift. 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: Hazel Hurrell 0434 674 442

**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)**

**ACT Corrective Services**

**Community Corrections**

**Probation and Parole**

**Team Leader**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 43413)**

Gazetted: 17 June 2013

Closing Date: 1 July 2013

Details: Manage teams of probation and parole staff, providing leadership, direction, also monitoring and evaluating staff performance. Ensure the provision of quality written and verbal advice to Courts and releasing authorities and responses to ministerial requests and questions. Liaise and negotiate with Court, the Sentence Administration Board of the ACT, victims and victims' agencies, community agencies, key stakeholders and offenders to provide assistance and advice on correctional matters.

Eligibility/Other Requirements: Demonstrated experience in working with offenders in the criminal justice system would be a distinct advantage. Relevant tertiary qualifications or management experience would be an advantage.

Certificate IV in Correctional Practice - Community is required or the ability to complete this qualification within 12 months. Eligible candidates will be required to undergo a criminal history check. Eligible applicants may be required to



undertake psychological aptitude testing as part of the assessment process. Current drivers licence is essential. Eligible applicants may be required to maintain a current *Working with Vulnerable People (Background Checking) Act 2011*.

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: Simone Fowlie (02) 6207 0355 simone.fowlie@act.gov.au

## **ACT Corrective Services**

### **Community Corrections**

#### **Probation and Parole**

##### **Indigenous Probation and Parole Officer**

##### **Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 46200)**

Gazetted: 13 June 2013

Closing Date: 2 July 2013

Details: Provide case management, supervision and monitoring for people on court and parole orders with the objectives of reducing the risk of further criminal conduct, maintaining community safety and administering court orders. Provide written and verbal reports to the Courts, releasing authorities and other bodies in relation to offender management, risk and intervention. Promote and apply the principles of contemporary best practices in relation to offender management. Undertake effective consultation and negotiation with Aboriginal and Torres Strait Islander people and communities. Back-fill within other areas of Community Corrections as required, including the facilitation of group programs during business hours as negotiated between the Probation and Parole Unit and Offender Services and Corrections Programs Unit.

Eligibility/Other Requirements: Experience working with offenders and relevant tertiary qualifications are highly desirable. Understanding of and sensitivity to Aboriginal and Torres Strait Islander cultural issues and issues relevant to other minority groups is essential. Eligible candidates will be required to undergo a criminal history check. Applicants may be required to undertake psychological aptitude testing as part of the assessment process. A current driver's licence is essential. Aboriginal or Torres Strait Islander ancestry is considered essential (*s42, Discrimination Act 1991*). Certificate VI in Correctional Practice - Community is required or the ability to complete this qualification within 12 months. Eligible applicants may be required to maintain a current working with vulnerable people check. 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: Simone Fowlie 6207 0355 simone.fowlie@act.gov.au

## **Corporate Support**

### **People and Workplace Strategy**

#### **Workplace Health and Safety**

##### **Safety Advisor**

##### **Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 43821)**

Gazetted: 19 June 2013

Closing Date: 3 July 2013

Details: The Justice and Community Safety Directorate, Workplace Health and Safety Team are seeking to recruit a suitable and enthusiastic person to join their team.

Eligibility/Other Requirements: The successful occupant should be highly competent using the Microsoft office suite, including data entry experience and strong communication skills. Qualifications and/or experience within the field of health and safety are preferred but not essential.

Contact Officer: Tim Geoghegan (02) 6207 3985 tim.geoghegan@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)**

**Parks and City Services**

**Parks and Conservation**

**Design and Development**

**Senior Project Co-ordinator**

**Senior Professional Officer Grade B \$106,086 - \$119,426, Canberra (PN: 19285)**

Gazetted: 18 June 2013

Closing Date: 2 July 2013

Details: Parks and City Services (PACS), a Division within the ACT Directorate of Territory and Municipal Services (TAMS), is the land manager for the whole of the ACT Government. The Design and Development (DD) section of PACS is looking for a dynamic and highly motivated individual to fill the position of Senior Project Co-ordinator to lead and manage our capital works projects team under broad guidance from the DD Manager.

Eligibility/Other Requirements: Achieves excellent results in program co-ordination, project management and sustainment of assets; Demonstrate commercial, legal and/or business acumen; Communicates with influence and demonstrated ability with a broad range of stakeholders; Relevant Technical or Domain Knowledge including competency in software tools such as Microsoft Office suite, Project and Risk Management Tools; High level of knowledge and experience in Project Management and its principles; Certificate or equivalent qualification in project management is an advantage; Qualifications and experience in landscape architecture or other design is an advantage; Commitment to implementing the principles of Equal Employment Opportunity and WH&S, Workplace Diversity and Participative Work Practices.

Notes: This temporary position is available from 1st July 2013 until 30th December 2013 with the possibility of extension

Contact Officer: Diana Hill (02) 6207 6911 [diana.hill@act.gov.au](mailto:diana.hill@act.gov.au)

**Parks and City Services**

**Parks and Conservation**

**Design and Development**

**Project Officer**

**Senior Professional Officer Grade C \$89,786 - \$96,809, Canberra (PN: 17933)**

Gazetted: 18 June 2013

Closing Date: 2 July 2013

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. 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. The project officer will assist in the project management of consultancies relating to the delivery of PACS capital works. 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.

Eligibility/ Other Requirements: Demonstrated project management skills with evidence of excellent results in: successful project management of multiple large to medium scale capital works projects/procurements, and identifying and manage risks thoroughly and innovatively. Excellent communication and negotiation skills with a variety of stakeholders; Commitment to implementing the principles of Equal Employment Opportunity and WH&S, Workplace Diversity and Participative Work Practices; Well developed organisational skills and an ability to effectively meet tight deadlines; Demonstrated budget management skills and capacity to plan and deliver multiple capital works projects. Relevant Technical or Domain Knowledge and experience in software tools such as Microsoft Office suite, Microsoft Project and Risk Management Tools; Relevant qualifications/extensive experience in all stages of landscape

construction, planning projects and project management. Desirable: Relevant tertiary qualifications – such as planning, environmental science, landscape architecture etc.

Notes: This temporary position is available from 1st July 2013 until 30th December 2013 with the possibility of extension.

Contact Officer: Diana Hill (02) 6207 6911 diana.hill@act.gov.au

## **Parks and City Services**

### **Parks and Conservation**

#### **Design and Development**

##### **Project Officer**

#### **Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 16806)**

Gazetted: 18 June 2013

Closing Date: 2 July 2013

Details: Parks and City Services (PACS), a Division within the ACT Directorate of Territory and Municipal Services (TAMS), is the land manager for the whole of the ACT Government. 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. Be required to maintain communications with stakeholders, both internal to TAMS, other ACT Government Directorates and importantly with community and relevant stakeholder groups. Have well developed skills in project management to meet sometimes demanding schedules. Provide professional advice and assistance to other officers and managers within PACS.

Eligibility/Other Requirements: Demonstrated understanding, experience and skills in all stages of project planning and project management; Demonstrated budget management and identification and management of risks; Excellent communication skills with a wide range of stakeholders; 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; Relevant tertiary qualifications – such as planning, environmental science, landscape architecture etc. Commitment to implementing the principles of Equal Employment Opportunity and WH&S, Workplace Diversity and Participative Work Practices

Notes: This temporary position is available from 1st July 2013 until 30th December 2013 with the possibility of extension.

Contact Officer: Diana Hill (02) 62076911 diana.hill@act.gov.au

## **Directorate Services**

### **Governance**

#### **Government Business**

##### **Administrative Officer Ministerial Assembly and Cabinet Services**

#### **Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 19512)**

Gazetted: 18 June 2013

Closing Date: 25 June 2013

Details: The Governance Branch, Territory and Municipal Services Directorate is seeking expressions of interest from enthusiastic and committed people to temporarily fill the role of Cabinet and Assembly Support Officer in the Ministerial Assembly and Cabinet Services section. The section is a dynamic and innovative team working closely with the Minister's Office and the Directorate Executive team to ensure timely and effective support services including Ministerial, Cabinet and Assembly liaison. The successful applicant will be responsible for assisting the Team Leader in delivering high quality support services including circulation of Cabinet documents and comment for the Directorate and providing support to the Cabinet Liaison Officer. The role may include, at times, direct support to the Minister's office in the position of Department Liaison Officer.

Eligibility/Other Requirements: The successful applicant should be organized, have initiative, good communication skills and a working knowledge of Assembly and Cabinet process would be advantageous though not essential.

Note: This is a temporary position from 1 July 2013 until 22 May 2014.

Contact Officer: Leonie Mossop (02) 6205 3608 leonie.mossop@act.gov.au

## **APPOINTMENTS**

### **Commerce and Works**

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

Tegan Jones 835-94632, Section 68(1), 17 June 2013

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

Ana Maka 827-59706, Section 68(1), 12 June 2013

#### **Public Affairs Officer 1 \$60,739 - \$69,623**

Julie Eda Sabur 836-03172, Section 68(1), 18 June 2013

### **Community Services**

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

Andrew Stead 835-70593, Section 68(1), 20 June 2013

### **Director of Public Prosecutions**

#### **Prosecutor Grade 1 \$64,113 - \$72,999**

Diana Likeman 835-95790, Section 68(1), 13 June 2013

#### **Prosecutor Grade 1 \$64,113 - \$72,999**

Paul Sweeney 835-95053, Section 68(1), 13 June 2013

### **Education and Training**

#### **School Assistant 3 \$44,913 - \$48,474**

Somma Burge 820-91769, Section 68(1), 17 June 2013

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

John William Collits 824-59164, Section 68(1), 17 June 2013

#### **School Assistant 2 \$39,431 - \$43,728**

Monica Sirel 835-31834, Section 68(1), 17 June 2013

### **Health**

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

Angela Therese Bradshaw 834-54007, Section 68(1), 17 June 2013

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

Nathan Burns 835-99118, Section 68(1), 17 June 2013

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

Judith Clark 836-55650, Section 68(1), 20 June 2013

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

Lin Ge 824-32260, Section 68(1), 11 June 2013

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

Cindy Groeneveld 836-56020, Section 68(1), 24 June 2013

**Health Service Officer Level 3 \$42,160 - \$43,599**

Wai Yee Leung 834-51199, Section 68(1), 14 June 2013

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

Hannah Mangan 839-26983, Section 68(1), 20 June 2013

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

Jeslin Mathew 840-49185, Section 68(1), 19 June 2013

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

Beena Reejo 834-44087, Section 68(1), 18 June 2013

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

Sommer Sherwood 828-66106, Section 68(1), 20 June 2013

**Health Service Officer Level 3 \$42,160 - \$43,599**

Jelena Stajic 827-82949, Section 68(1), 20 June 2013

**Justice and Community Safety**

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

Jacinta Smith 836-03885, Section 68(1), 17 June 2013

**Territory and Municipal Services**

**Bus Operator - Training \$58,463**

Stephen Davidson 836-03367, Section 68(1), 7 June 2013

**Bus Operator - Training \$58,463**

Carleen Hardman 836-03340, Section 68(1), 7 June 2013

**Bus Operator - Training \$58,463**

Mathew Lees 836-03359, Section 68(1), 7 June 2013

**Bus Operator - Training \$58,463**

Laine Proos 836-03383, Section 68(1), 7 June 2013

**Bus Operator - Training \$58,463**

Amandeep Sohi 836-03332, Section 68(1), 7 June 2013

**Bus Operator - Training \$58,463**

Peter Wells 836-03375, Section 68(1), 7 June 2013

**PROMOTIONS**

**Chief Minister and Treasury**

**Investment and Economics Division**

**Investment Branch**

**Lievia Titheradge: 799-99493**

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

Chief Minister and Treasury

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

Chief Minister and Treasury, Canberra (PN. 16722) (Gazetted 1 May 2013)

**Commerce and Works**

**Revenue Management**

**Revenue Accounts**

**Suzie Phommaseisy: 799-82958**

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 05765) (Gazetted 8 April 2013)

**Education and Training**

**Office for Schools**

**North and Gungahlin Network**

**Dickson College**

**Emily Brown: 791-54239**

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

Education and Training

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

Education and Training, Canberra (PN. 31057) (Gazetted 30 April 2013)

**Office for Schools**

**Belconnen Network**

**Kristine Warren: 813-01955**

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

Education and Training

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

Education and Training, Canberra (PN. 15510) (Gazetted 30 May 2013)

**Health**

**Canberra Hospital and Health Services**

**Women, Youth and Children's**

**Teighan Barnett: 827-33506**

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

Health

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

Health, Canberra (PN. 22329) (Gazetted 14 February 2013)

**Canberra Hospital and Health Services**

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

**Adult Community and Older Persons**

**Willow Hewett-Reeves: 836-55933**

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. 17590) (Gazetted 9 May 2013)

**Canberra Hospital and Health Services**

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

**Rehabilitation and Specialty Mental Health**

**Guimei Tang: 786-44607**

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

Health

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

Health, Canberra (PN. 26421) (Gazetted 23 May 2013)

**Justice and Community Safety**

**Office of Regulatory Services**

**Transport Regulation**

**Road User Services**

**Jodi Webster: 774- 69106**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 19911) (Gazetted 28 February 2013)