



ACT Government Gazette

Gazetted Notices for the week beginning 25 July 2013

EXECUTIVE NOTICES

Chief Minister and Treasury

Engagements

David Nicol – Under Treasurer, Office of the Under Treasurer (E916) Section 72 of the Public Sector Management Act 1994

Community Services

Engagements

Sue Chapman – Deputy Director-General (E601) Section 72 of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

Patients Safety and Quality

Administrative Services Officer Level 4

Administrative Services Officer Level 4 \$58,870-\$63,917, Canberra (PN: 9059)

Gazetted: 26 July 2013

Closing Date: 9 August 2013

Administrative Services Officer Level 4 Salary: 58,870 - 63,917 ongoing employment Calvary Hospital's Director of Patient Safety and Quality and Director of People and Culture are seeking a skilled and knowledgeable individual to fill the role of Personal Assistant, working closely with the two Directors. The successful candidate will bring to this role: High level administrative skills and proven ability to work under limited direction; Relevant experience as a self motivated and competent Personal Assistant; Experience in booking travel, making appointments, preparing general correspondence, supporting committees, including preparation and distribution of papers; events management including preparation, planning and delivery; Maintaining a confidential filing system and recording and distributing correspondence; Maintaining a flexible attitude to the daily schedule to address unexpected changing priorities; Sound judgement and workload management skills, with a capacity to work with minimal direction and the ability to meet deadlines; Demonstrable skills in dealing confidently and courteously with a wide range of stakeholders; Demonstrated high level of experience and skill in Microsoft Office suite (Word, Excel, and PowerPoint) with excellent communication skills, both written and verbal; Ability to work as an effective member of a team in a high pressure, high volume work environment with problem-solving abilities of a high order; A strong personal commitment to working in a Values oriented organisation. In support, we will provide you generous terms and conditions of employment, on-going professional development and the opportunity to excel. Applications close 9 August 2013.

For further enquires please contact Kanta Toraskar, Executive Assistant to the CEO, on 6201 6101 or email, kanta.toraskar@calvary-act.com.au

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

Contact Officer: Kanta Toraskar (02) 6201 6101 recruitment@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Mission

Mission Support Officer

Administrative Service Officer Level 4 \$58,870-\$63,917, Canberra (PN: 6659)

Gazetted: 26 July 2013

Closing Date: 23 August 2013

Administrative Services Officer Level 4 Salary: \$58,870 - \$63,917 Temporary 6 month appointment Calvary Hospital Mission Department is seeking a skilled and knowledgeable individual to fill the role of Mission Support Officer, working closely with the Director of Mission. The successful candidate will bring to this role: High level administrative skills and proven ability to work under limited direction; Relevant experience as a self motivated and competent personal or executive assistant; Experience in supporting committees, including preparation and distribution of papers; events management including preparation, planning, delivery and post event analysis; Sound judgement and workload management skills, with a capacity to work with minimal direction and the ability to meet deadlines; Demonstrable skills in dealing confidently and courteously with a wide range of people while respecting confidentiality; Demonstrated high level of experience and skill in Microsoft Office suite (Word, Excel, and PowerPoint) and desk top publishing with excellent communication skills, both written and verbal; Ability to work as an effective member of a team in a high pressure, high volume work environment with problem-solving abilities of a high order and A strong personal commitment to working in a Values oriented and Faith based organisation. 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 Martin Smith, Director of Mission, on 6201 6106 or email, martin.smith@calvary-act.com.au

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: Please note this advertisement is being re advertised, previous applicants may not need to re-apply and will still be considered for the position.

Contact Officer: Martin Smith (02) 6201 6106 recruitment@calvary-act.com.au

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

Pharmacy

Pre-registration Pharmacist

Health Professional Level 1

Pre-registration Pharmacist

Health Professional Level 1 \$58,048-\$65,424, Canberra (PN: 8827)

Gazetted: 25 July 2013

Closing Date: 30 August 2013

Allied Health Pharmacy Department Pre-registration Pharmacist, Health Professional Level 1 Professional Officer Grade 1 \$58,048 Canberra (PN. 8827) Closing date: 22nd August 2013

Details: An opportunity exists for a graduate pharmacist willing to undertake their pre-registration year in hospital.

Contact Officer: Liisa Nurmi (02) 6201 6269 or email liisa.nurmi@calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria. An appropriate degree or diploma in Pharmacy or equivalent. Enrolment in a recognised post-graduate training course (eg NSW PGTC). Australian citizenship or permanent residency status.

Note: A twelve month public sector temporary contract will be offered to the successful applicant.

Contact Officer: Liisa Nurmi (02) 6201 6269 recruitment@calvary-act.com.au

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

Canberra Institute of Technology

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

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

Centres

CIT Health, Community and Wellbeing

Director

Teacher Band 3 \$123,760, Canberra (PN: 14850)

Gazetted: 30 July 2013

Closing Date: 13 August 2013

Details: Canberra Institute of Technology (CIT) is seeking an experienced and enthusiastic professional to provide educational leadership and management oversight within a changing technical and further education environment. This Director position will be part of the Senior Leadership Team of CIT, in particular for CIT Community, Health and Science. There are four Teaching Colleges at CIT, each led by two Directors.

Eligibility/Other Requirements: Mandatory Qualifications: All Teacher College Directors are expected to hold: a Training and Assessment Certificate IV level (such as a TAE4110 or equivalent); and an Advanced Diploma in Adult Education (or equivalent). It is highly desirable that the successful applicant hold a minimum of a Bachelor Degree in Education, Management or a relevant industry specialisation.

Notes: This temporary position is available from 28 September 2013 till 30 June 2014 with a possibility of extension. Temporary employment offered as a result of this advertisement may lead to permanent appointment/promotion under the ACT Public Service Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2011-2013.

Contact Officer: Jenny Dodd (02) 6207 4955 jenny.dodd@cit.edu.au

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

Centres

CIT Student Services

Client Relationship Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 19509)

Gazetted: 25 July 2013

Closing Date: 8 August 2013

Details: Applications are sought from an enthusiastic Client Relationship Manager, with proven expertise in a client service operation, to manage the CIT Shopfronts. In this position your commitment to client service, your understanding of client service models, your proven success in motivating and leading teams in times of change would underpin excellence of service to CIT students and staff. This would be recognised through consistency of approaches across all campuses, smooth flow, up-to-date and high quality information, streamlined systems and workflow. It would also be demonstrated through your staffs' enthusiastic commitment to excellence, their willingness to embrace ongoing training and to working together to deliver a range of student services. This position requires you to work across CIT's four major campuses, Reid, Bruce, Woden and Fyshwick.

Eligibility/Other Requirements: Extensive client service management experience in an Educational Institution desirable. Appropriate tertiary qualifications.

Contact Officer: Maria Dealy (02) 6207 4939 maria.dealy@cit.edu.au

Centres

Corporate Services

Statistics Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 54727)

Gazetted: 30 July 2013

Closing Date: 13 August 2013

Details: Assist in the collection, analysis and dissemination of statistical and other information; assist with external regulatory reporting on student and education delivery data and involvement with associated internal and external audits; assist in the development and maintenance of relevant information systems; undertake complex investigations, reviews and analysis across a range of reporting requirements; provide high level administrative support as required.

Eligibility/Other Requirements: SQL and/or SPSS experience will be highly regarded, but is not essential. An understanding of the Institute's programs and objectives or those of a similar institution in the VET sector is desirable.

Notes: This is a temporary position available until 11 March 2014.

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

Culture and Communications

Communications, Special Events and Executive Support

Communications, Engagement and Protocol

Communications Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 55897)

Gazetted: 30 July 2013

Closing Date: 6 August 2013

Details: The Communications, Engagement and Protocol team is seeking expressions of interest to fill a short-term vacancy (with the possibility of extension) to work in the communications, community engagement and protocol unit of the directorate. Duties include the provision of whole-of-government communications and community engagement advice, and communications support to the directorate and Chief Minister's Office.

Eligibility/Other Requirements: Qualifications or experience in communications and public relations are highly desirable

Notes: This temporary position is available from 23 August 2013 until 21 January 2014.

Contact Officer: Bruce Thompson (02) 6207 6457 bruce.thompson@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

Revenue Management

Compliance

Principal Compliance Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 03822)

Gazetted: 25 July 2013

Closing Date: 8 August 2013

Details: The Compliance Section develops compliance strategies and conducts investigations aimed at achieving maximum compliance by clients in relation to their statutory obligations. The section also plays a key role in the enforcement of the ACT's revenue laws and in the protection of public revenue. As the successful applicant your duties will include as a team leader and individually, to undertake complex investigation cases (desk and field audits, local and interstate), and represent the section at various forums. To undertake high level research reports, submissions on policy and legislation proposals and correspondence. To provide supervision, training and development for allocated staff and monitor individual outputs. To liaise with other agencies, organisations and interest groups.

Eligibility/Other Requirements: Tertiary qualifications in a relevant discipline would be desirable.

Notes: Occupants can be rotated to other positions at the same level within the Revenue Management Division as required.

Contact Officer: Joseph Tonna (02) 6207 0104 joseph.tonna@act.gov.au

Shared Services ICT

Infrastructure Services

Platform Systems

Senior Windows Server Technician

Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 14411)

Gazetted: 25 July 2013

Closing Date: 8 August 2013

Details: The successful applicant will be required to provide technical support for Microsoft Windows server infrastructure in a large enterprise environment which includes a range of Microsoft server applications in both internal and DMZ domains. The applicant will be expected to support a diverse set of ICT operational environments and develop into a value team member within the Platform Systems Group.

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

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

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

Community Services

**Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>
Applications can be sent via email to: jobs@act.gov.au**

Policy and Organisational Services

Governance, Advocacy and Community Policy

Strategic Policy

Senior Manager, Strategic Policy

Senior Officer Grade A \$123,208, Canberra (PN: 31094)

Gazetted: 31 July 2013

Closing Date: 7 August 2013

Details: Strategic Policy is responsible for leading whole of Government/Directorate strategic policy projects, related to the Community Services Directorate Strategic Plan and providing strategic support to Minister/s and their staff and the Directorate's Senior Executives.

This position requires a person who has had experience in managing, developing, implementing and monitoring strategic policy activities. It will require someone who understands the complexity of interdepartmental policy activities and is able to work both independently and provide experienced leadership to the team. The person will need to be pro-active in dealing with issues as they arise in any areas of the Directorate's responsibility, as well as in its relationships with other agencies, both government and non-government.

The position will have significant contact with Directorate executives and the Office of the Minister, requiring a high degree of sensitivity and confidentiality, as well as a flexible approach in responding to tight deadlines. This position will report to the Senior Director of Policy and Organisational Services. The position will play a key role in the implementation of the Community Service Directorate's Strategic Plan and related strategic reform initiatives.

Notes: This temporary position is available from 12 August 2013 until 24 January 2014.

Contact Officer: David Matthews (02) 6207 4433 david.matthews@act.gov.au

Child, Youth and Family Support

Early Intervention and Prevention Services

Senior Project Officer

Health Professional Level 5/Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 32577)

Gazetted: 25 July 2013

Closing Date: 8 August 2013

Details: Early Intervention and Prevention Services are seeking a motivated individual to undertake the development and implementation of a model aimed at facilitating healing, recovery and positive life outcomes for children recovering from abuse, neglect and other trauma for the new Trauma Recovery and Research Centre. The successful applicant should have highly developed project management experience and a solid understanding of Early Intervention and Prevention Principles and Practices, as well as an understanding of developmental trauma.

Eligibility/Other Requirements: Project Management experience and qualifications and a solid understanding of Early Intervention and Prevention Principles and Practices are highly desirable. Current driver's licence is essential.

Health Professional Level 5: relevant tertiary qualifications in Social Work, Psychology, or other relevant health specific qualifications. Where applicable, full eligibility for membership of the Australian Association of Social Workers, or registration with the Psychologist's Board (ACT) or state equivalent.

Note: This is a temporary position available for a period of six months with the possibility of extension. This position will be filled at either the Health Professional Level 5 or Senior Officer Grade B level, dependant on the skills and experience of the successful applicant. 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.

Contact Officer: Jodie Robinson (02) 6207 1983 jodie.robinson@act.gov.au

Housing Community Services

Housing ACT

Social Housing and Homelessness Services

Assistant Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 27153)

Gazetted: 30 July 2013

Closing Date: 13 August 2013

Details: Exciting opportunity for a motivated and well organised Assistant Manager to work as part of the Social Housing and Homelessness Services Leadership Team. The successful applicant will have a good understanding of housing and homelessness issues, team leadership and will have good people management, project management, communication and negotiation skills.

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

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

Policy and Organisational Services

Office for Aboriginal and Torres Strait Islander Affairs

Strategic Directions

Senior Policy Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 32521)

Gazetted: 29 July 2013

Closing Date: 21 August 2013

Details: Office of Aboriginal and Torres Strait Islander Affairs will provide an enhanced coordination point for the ACT Government, and ensure that all business units within Government continue to work towards creating better outcomes for Aboriginal and Torres Strait Islanders. The Office provides strategic advice to the Minister for Aboriginal and Torres Strait Islander Affairs on issues affecting Aboriginal and Torres Strait Islander people living in the ACT. The Office coordinates a whole-of-government approach to issues affecting Aboriginal and Torres Strait Islander residents and provides secretariat and administrative support to the Aboriginal and Torres Strait Islander Elected Body and the ACT Public Service Strategic Board Subcommittee on Aboriginal and Torres Strait Islander Affairs. The Senior Policy Officer will, under general direction, prepare policy advice and analyse issues relating to Aboriginal and Torres Strait Islander Affairs in the ACT, represent the Office and the Directorate at community and government meetings and functions, provide high level advice in Aboriginal and Torres Strait Islander Affairs in the ACT and prepare briefs, cabinet submissions, speeches and reports, as required by the Minister and Senior Executives.

Eligibility/Other Requirements: Aboriginal and Torres Strait Islander people are encouraged to apply.

Contact Officer: Brian Wilson (02) 6205 2507 brian.wilson@act.gov.au

Office for Children, Youth and Family Services

Policy, Data and Research

CPS IMS Senior Administration Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 32611)

Gazetted: 31 July 2013

Closing Date: 7 August 2013

Details: Applications are invited for the position CPS IMS Senior Administration Officer, in Policy, Data and Research, Office for Children, Youth and Family Support (OCYFS). The successful applicant will be required to undertake high-level policy and project support work on a range of work coordinated and undertaken by the Care and Protection Services, Integrated Management System project team, OCYFS. The position will contribute to research, preparing a range of reports, ministerial and other briefings, high-level correspondence, IT support and secretariat services.

Eligibility/Other Requirements: An understanding and knowledge of the Care and Protection Services Unit, its statutory role and the administration functions that support Care and Protection Services. The position also requires the successful applicant to have high level database and computer skills.

Notes: This temporary position is available asap until 31 December 2013 with the possibility of extension. This position may be filled based on application and referee reports only.

Contact Officer: Danielle Stiff (02) 6207 8924 danielle.stiff@act.gov.au

Office for Children, Youth and Family Support

Early Intervention and Prevention Services

Project Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 32579)

Gazetted: 25 July 2013

Closing Date: 4 August 2013

Details: The position will undertake a range of projects relating to Early Intervention and Prevention including assistance with the development and implementation of the Trauma Recovery and Research Centre.

Eligibility/Other Requirements: Project Management experience and qualifications and an understanding of Early Intervention and Prevention Principles and Practices are desirable.

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

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

Contact Officer: Jodie Robinson (02) 6207 1983 jodie.robinson@act.gov.au

Education and Training

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

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

Office for Schools

North/Gungahlin Network

Amaroo School

Deputy Principal

School Leader B \$116,751, Canberra (PN: 18272)

Gazetted: 25 July 2013

Closing Date: 8 August 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.

Contact Officer: Richard Powell (02) 6205 2808 richard.powell@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.

Learning, Teaching and Student Engagement

Aboriginal and Torres Strait Islander Education and Student Engagement

Student Wellbeing and Behaviour Support

Senior Counsellor

School Leader C \$100,271 - plus additional \$8,000 as part of an SEA, Canberra (PN: 17337, several)

Gazetted: 26 July 2013

Closing Date: 12 August 2013

Details: Work as part of a multidisciplinary team from an ecological perspective with responsibilities of working with students, families and schools to support students who are regularly suspended or have difficulties engaging in schooling. Psychologist with or without teaching qualifications may apply.

Eligibility/Other Requirements: A minimum of three years full registration with the Psychology Board of Australia (or equivalent). Ability to provide supervision in line with the Psychology Board of Australia requirements. Please note that under the *ACT Public Service Education and Training Directorate (Teaching Staff) Enterprise Agreement 2011-2014* psychologists with three years registration and no teaching qualifications may apply for this position. Current driver's licence and use private vehicle required.

Notes: This position is part of a Special Employment Agreement which attracts an additional \$8,000 per year on top of the salary range and teacher holiday conditions. School based conditions apply.

Contact Officer: Satish Singh (02) 6205 7619 satish.singh@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.

Learning, Teaching, Student Engagement

Learning and Teaching

Early Childhood

Executive Officer

School Leader C \$100,271, Canberra (PN: 03622, several)

Gazetted: 30 July 2013

Closing Date: 13 August 2013

Details: An opportunity exists within the Learning and Teaching Branch of the Learning, Teaching and Student Engagement Division for a dynamic, high performing School Leader. The successful applicant will have demonstrated capacity for leadership of best practice in Early Childhood Education; curriculum, assessment and pedagogy. The applicant should provide evidence of their capacity to effectively work in a collaborative leadership team.

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

Notes: This is an office based teaching position and school standdown periods do not apply. 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.

Contact Officer: Renee Berry (02) 6207 1961 renee.berry@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.

Tertiary Education and Performance

Training and Tertiary Education

Business Processes and Systems

Functional Analyst

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 25196)

Gazetted: 30 July 2013

Closing Date: 16 August 2013

Details: The successful applicant will actively support business units to develop functional systems specifications to meet business requirements, and will develop proposed business solutions and user testing relating to the replacement of the ACT Vocational Management System. Provision of high level advice to senior management on information management challenges and operational issues will also be required.

Note: This is a temporary position available until 31 January 2014.

Contact Officer: Gillian Dean (02) 6207 4015 gillian.dean@act.gov.au

Office for Schools

South/Weston Network

Curtin Primary School

Early Childhood Classroom Teacher

Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 08721)

Gazetted: 30 July 2013

Closing Date: 12 August 2013

Details: This position requires an Early Childhood qualified teacher willing to work 50% Early Intervention Language preschool and 50% release K-6 in a primary setting. Quality teaching and NQS knowledge. Good ICT skills essential. Excellent interpersonal skills and high level written and oral communication needed.

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

Note: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

For further information on Working With Vulnerable people registration refer to -

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

Contact Officer: Lindsay Musto (02) 6205 5662 lindsay.musto@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

Lake Tuggeranong College

Teacher Librarian

Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 05390)

Gazetted: 25 July 2013

Closing Date: 5 August 2013

Details: Lake Tuggeranong College is seeking a dynamic and experienced Teacher Librarian to support students and staff in information literacy. As a member of a small team in the Shared Use Library, you will be providing professional advice on the library's collection (print, electronic and database) and assisting teachers with the development of research and/or assessment tasks that challenge students and provide optimal learning opportunities. You will be familiar with the requirements of the BSSS, have experience with the Information and Cultural Services Vocational Course and be prepared to work with staff from both the college and Libraries ACT. Eligibility/Other Requirements: Candidates must hold relevant post-graduate qualifications, for example, Masters in Education (Teacher Librarianship). Knowledge of Libraries ACT systems would be an advantage. A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Note: This is a permanent part-time position at 22:05 hours per week. 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.

Contact Officer: Julie Murkins (02) 6205 6222 julie.murkins@ed.act.edu.au

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

Environment and Sustainable Development

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

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

Regulation and Services

Customer Services

Customer Support

Customer Service Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 20492)

Gazetted: 26 July 2013

Closing Date: 9 August 2013

Details: The ESDD Customer Services Team has two offices located in Dickson and Mitchell. The occupant of this position will be required to provide high quality customer service to clients and members of the public in relation to planning, development, building and construction occupations, licensing related processes. This includes answering calls via the Customer Service Contact Centre and working on a public counter. Other duties include receiving public money and preparing daily reconciliation reports, dealing with more complex enquiries, and the maintenance of both paper and electronic filing systems in accordance with record management requirements.

Eligibility/Other Requirements: A willingness to wear a corporate uniform and to be part of a roster that may involve working outside the standard Customer Service Centre opening hours of 8:30am to 4:30pm is required. The successful applicant will be required to work in either the Dickson or Mitchell Customer Service Centre on a rotation basis.

Contact Officer: Linda Southwell (02) 6205 0060 linda.southwell@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

Operational Support

Acute Care

Nutrition Manager

Health Professional Level 5 \$106,086 - \$119,426, Canberra (PN: 27505)

Gazetted: 01 August 2013

Closing Date: 8 August 2013

Details: Canberra Hospital and Health Services, Health Directorate is seeking a Nutrition Manager with extensive knowledge and experience in clinical services management and professional leadership. The Health Directorate provides a range of Nutrition Services across both tertiary and primary health care settings. The successful applicant will manage the Nutrition Department at The Canberra Hospital and will provide professional leadership for Nutrition Services across a range of Divisions. The successful applicant will be an experienced manager with demonstrated skills and experience in professional leadership and advice and the ability to contribute to Nutrition and broader allied health service planning and service provision.

Eligibility/Other Requirements: Graduate diploma or degree from a university or tertiary institution recognised by Dietitians Association of Australia, and eligible for Accredited Practising Dietitian status.

Note: This is a temporary position available for six months with a possibility of extension. This position may be required to participate in an overtime and on call 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: June Gunning (02) 6174 5135

Strategy and Corporate

People, Strategy and Services

Staff Development

Perioperative Educator

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 26328)

Gazetted: 01 August 2013

Closing Date: 8 August 2013

Details: This position provides an opportunity for a Registered Nurse with excellent communication skills, experience in clinical education and a continuing passion for education of staff. The position working in Staff Development Unit (SDU) will provide leadership and support to Perioperative staff and other staff. This position will be responsible for the planning, development, implementation and evaluation of education programs for ACT Health staff. Support will be offered for new educators. This is an autonomous role that requires sound decision

making skills, excellent customer service focus, the ability to problem solve and demonstration emotional intelligence. Perioperative experience is essential and post graduate qualifications are also highly desirable. The applicant will be required to have highly developed interpersonal skills, with demonstrated ability in education planning and implementation, evaluation proficiency, assessment expertise, and teaching competence.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). A postgraduate qualification in Perioperative Nursing/Training is highly desirable. Holds or is working towards a Master's degree is highly desirable.

Notes: This is a part-time, temporary position at 32 hours per week, available for a period of 12 months with the possibility of extension. 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: Elizabeth Renton (02) 6244 3429

Director General Reports

Quality and Safety

Patient Safety and Quality

Clinical Review Coordinator

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 04553)

Gazetted: 01 August 2013

Closing Date: 8 August 2013

Details: Applications are invited from experienced and enthusiastic Registered Nurses to join the Clinical Review and Indicator Team within the Quality and Safety Unit. The Team is committed to improving patient safety by working in partnership with clinicians and managers to improve the effectiveness of healthcare delivery. The Clinical Review Coordinator will conduct case reviews identified through clinical flag criteria and identify system issues that may have contributed to adverse patient events and/or outcomes. Successful applicants will need to demonstrate broad clinical nursing experience and be able to provide evidence of advanced clinical knowledge. Excellent communication and presentation skills are required. Applicants will also need to be competent with a range of databases and software programs.

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

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

Contact Officer: Shayne Brown (02) 6244 3138

Canberra Hospital and Health Services

Medicine

Pharmacy - TCH

Lead Pharmacist Rehabilitation, Aged and Community Care

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 32635)

Gazetted: 01 August 2013

Closing Date: 29 August 2013

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

full range of contemporary Pharmacy Services including clinical pharmacy services, specialised compounding services, investigational drug support, medicines information, medicines safety, and corrections health services. Our core values are excellence in clinical services, education, and team work. We have a dynamic, talented team and an exciting opportunity exists for a number of newly-created Lead Pharmacist positions for Medicine; Surgery; Critical Care; Women's, Youth and Children's services; Rehabilitation, Aged and Community Care; and Cancer. These are permanent full-time positions that will be responsible for providing leadership, and coordination for all pharmacy services to the respective disciplines. These positions will also provide advanced clinical, education, research, mentoring and quality improvement roles and will be required to provide a range of pharmacy services on weekends and after hours on a rotational basis as rostered. It is expected that these positions will have a 0.5 FTE clinical load, with other listed duties making up the remaining 0.5 FTE. Part-time/job share will be considered. For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$9,095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items. Additional salary packaging benefits are also available such as meal and accommodation entertainment. Pharmacists outside Australia will be considered for these positions. Contact the Australian Pharmacy Council (APC) 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_Guides/Flowchart_-_2012.02.08.pdf). Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or extensive clinical pharmacy experience deemed equivalent. Medication Management review accredited with the Australian College of Consultant Pharmacy or equivalent, or enrolled in said course during probation period.

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: Natalie Bula (02) 6244 2118 natalie.bula@act.gov.au

Canberra Hospital and Health Services

Medicine

Chronic Disease

Senior Diabetes Service Dietician

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 22078)

Gazetted: 01 August 2013

Closing Date: 8 August 2013

Details: The ACT Health Diabetes Service is seeking a highly skilled and motivated individual to fill the role of Senior Dietician within the Diabetes Service. Our service is provided by a multidisciplinary team of medical, nursing and allied health staff, is both community and hospital based, and encompasses all ages and all stages of diabetes. The successful applicant will have extensive supervision and leadership experience in a clinical service delivery capacity, high level oral and written interpersonal skills, and a demonstrated ability to effectively coordinate nutrition services in a multidisciplinary team across primary and tertiary settings while maintaining appropriate processes and governance structures.

Eligibility/Other Requirements: Degree in Science plus Graduate Diploma or higher qualification in Nutrition and Dietetics or equivalent. Membership of the Dieticians' Association of Australia with APD status. Current driver's licence.

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

Contact Officer: Christopher Nolan (02) 6174 5311

Director General Reports

Population Health

Health Protection Service

Project Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 04441)

Gazetted: 01 August 2013

Closing Date: 8 August 2013

Details: Are you someone interested in working in public health, for a branch that manages risks and implement strategies for the prevention of and timely response to public events? This position may be for you. The Environmental Health Project Team, Health Protection Service, is looking for an appropriately skilled officer to work in a small, highly motivated, team with a diverse range of responsibilities. The position requires a person with sound communication skills, analytical skills, and ability to prepare correspondence and reports.

Note: The position is temporary, available immediately until 8 August 2014. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded. Please include with your application the details of two referees and current Curriculum Vitae.

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

Canberra Hospital and Health Services

Capital Region Cancer Service

Screening and Support

Project Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 29268)

Gazetted: 01 August 2013

Closing Date: 8 August 2013

Details: The Breast Cancer Treatment Quality Assurance Project is a small unit, which is responsible for developing and maintaining databases for longitudinal studies of the treatment of breast cancer. The aim of the project is to collect and examine data on treatment and outcomes for patients with breast cancer. The key duties to be undertaken will include collecting and processing and entering clinical data from participating clinicians, generating and mailing out follow-up reports on a regular basis and providing administrative and secretarial support for the Project. This is an exciting opportunity for someone who is passionate on the breast cancer treatment studies, has good interpersonal skills, as well as some project management experience. The successful applicant will be able to demonstrate a commitment to quality activities and attention to detail, and have the ability to work both independently and as part of a small team.

Eligibility/Other Requirements: A current unrestricted driver's licence.

Note: This is full-time temporary position available from 10 September 2013 to 25 March 2014. Salary packaging is available. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. All applications must address the selection criteria and attach a recent CV with the names of two referees. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Yanping Zhang (02) 6205 0967

Strategy and Corporate

Performance and Innovation

Personal Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 12710)

Gazetted: 01 August 2013

Closing Date: 8 August 2013

Details: An exciting opportunity has become available for a Personal Assistant to the Executive Director, Performance and Innovation Branch. The Performance and Innovation Branch provides a coordinated and consolidated information management resource for ACT Health which supports the Minister, executives, clinicians and staff to better understand the performance of the ACT public health system and improve decision making through the provision of more detailed analyses of trends and emerging issues. This position is responsible for managing the daily activities of the office of the Director, coordinating and preparing a range of correspondence, undertaking research tasks and initiating action to ensure the timely response to request for information. Applicants should have high level communication, time management and organisational skills, the ability to manage competing work demands and the ability to liaise effectively with staff at all levels.

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: Elaine Men (02) 6205 1157

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

Allied Health Assistant

Health Service Officer Level 3 \$42,160 - \$43,599, Canberra (PN: 14860)

Gazetted: 01 August 2013

Closing Date: 15 August 2013

Details: An exciting opportunity is available for an energetic and enthusiastic person to join the Allied Health Rehabilitation Team, taking care of the elderly admitted to the Canberra Hospital, as an Allied Health Assistant. The successful candidate will be working on the Acute Care of the Elderly Ward at the Canberra Hospital and duties would include administrative and hands on therapy. The position works closely with the multidisciplinary team and will receive supervision from the Physiotherapy manager. Consideration will be given to students currently completing their Certificate IV in Allied Health Assistance.

Eligibility/Other Requirements: Certificate IV in Allied Health Assistance or equivalent qualification. Current driver's licence.

Note: This is a permanent part-time position as 18.22 hours per week. 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. 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: Ariane Aplin (02) 6174 5662

Justice and Community Safety

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

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

Legislation Policy and Programs

Civil Law

Senior Policy Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 42986)

Gazetted: 30 July 2013

Closing Date: 6 August 2013

Details: Applications are sought for the position of Senior Policy Officer within Civil Law, Legislation, Policy and Programs. This position is responsible for managing the review of the *Residential Tenancies Act 1997* and other duties associated with the administration of that Act. The Civil Law team administers a wide range of legislation and provides legal policy advice in a wide range of areas, including courts and tribunals, residential tenancies, unit titles, relationship laws, privacy and human rights. Expressions of interest are sought from people who are able to demonstrate high level skills in project management, experience in conducting public consultation and development of legal policy and legislation.

Eligibility/Other Requirements: Legal qualifications and experience developing legislation is essential.

Understanding of, or the ability to acquire a high level understanding of, residential tenancy law highly desirable.

Note: This is a temporary vacancy available until 30 June 2015 with the possibility of a 12 month extension.

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

Security and Emergency Management

Policy Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 43799)

Gazetted: 30 July 2013

Closing Date: 13 August 2013

Details: The Security and Emergency Management Branch (SEMB) provides whole-of-government coordination and policy on issues relating to security and emergency management across the ACT. The SEMB is part of the Justice and Community Safety Directorate and works closely with all ACT Government directorates, the Australian Federal Police, and relevant interstate and federal agencies. The branch is also responsible for the development, maintenance and activation of the Territory Crisis Centre. This position is directly responsible for overseeing the ACT grants for the Natural Disaster Resilience Program (predominantly non-government organisations) and the Territory-Wide Risk Assessment Strategic Projects (ACT Government Agencies), as well as coordinating the Resilient Australia Awards and the ACT Resilience Strategy. Duties under limited direction: Undertake general administrative duties, which may include: Responding to enquiries, drafting correspondence, contributing to the revision and development of administrative procedures, undertaking research, developing and assisting in the maintenance of files and records; Assist with a range of secretariat tasks for relevant committees; Maintain relevant databases and work plans; Provide assistance with the development and activation of the Territory Crisis Centre; Undertake specific projects as required; Provide other assistance to senior officers within the branch to ensure branch objectives are met; Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: This is a Designated Security Assessment Position to Negative Vetting 1 (Secret) Level. The successful applicant will be required to undergo, and be granted, a security clearance to the above level. If a clearance is not granted employment in the role will not commence or, if already commenced, will be terminated.

Notes: This temporary position is available asap until 29 January 2014 and may be filled based upon submitted applications alone.

Contact Officer: Andrew Butters (02) 6205 8278 Andrew.Butters@act.gov.au

Legislation, Policy and Programs

Civil Law

Policy Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 43766)

Gazetted: 25 July 2013

Closing Date: 1 August 2013

Details: Applications are sought for the position of Policy Officer, Civil Law, Legislation, Policy and Programs. The Civil Law team administers legislation and provides legal policy advice in a wide range of areas, including courts and tribunals, residential tenancies, unit titles, relationship laws, privacy and human rights. Expressions of interest are sought from people who have demonstrated skills in the development of legal policy and legislation.

Eligibility/Other Requirements: Legal Qualifications and experience developing legislation highly desirable.

Notes: This temporary position is available 5 August 2013 until 20 December 2013.

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

Legislation Policy and Programs

Civil Law

Senior Policy Officer

Legal 1/Senior Officer Grade C \$54,415 - \$111,570, Canberra (PN: 42761, several)

Gazetted: 30 July 2013

Closing Date: 6 August 2013

Details: Applications are sought for the position of Senior Policy Officer within Civil Law, Legislation, Policy and Programs. The Civil Law team administers a wide range of legislation and provides legal policy advice in a wide range of areas, including courts and tribunals, residential tenancies, unit titles, relationship laws, privacy and human rights. Expressions of interest are sought from people who are able to demonstrate high level skills provision of legal policy advice and development of legislation.

Eligibility/Other Requirements: Legal qualifications and experience developing legislation is essential.

Understanding of, or the ability to quickly acquire an understanding of, courts law and procedure highly desirable.

Notes: There are two temporary vacancies, one available until 14 February 2014 and the other to 30 June 2014.

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

Victim Support ACT

Early Intervention Case Manager

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 19570)

Gazetted: 26 July 2013

Closing Date: 13 August 2013

Details: Victim Support ACT is looking for a Social Worker, Psychologist or Counsellor to conduct intake and assessment of clients who contact Victim Support ACT for information, support and advocacy. The position will deliver a triage service to victims of crime and play a critical role in the delivery of services to clients with complex presenting issues. Applicants must be able to demonstrate a capacity and desire to work in a team environment and have a personal commitment to delivering high quality customer service.

Eligibility/Other Requirements: Tertiary qualifications in Psychology, Social Work, Counselling or qualifications which are relevant and equivalent are mandatory. Current ACT registration where applicable and/or eligible for membership of the appropriate professional organisation.

Notes: Due to operational requirements this is a full-time position. Selection may be by application only. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required For further information on Working with Vulnerable people registrations refer to: www.legislation.act.gov.au/a/2011-44/default.asp and

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

Contact Officer: Prashant Munro (02) 6205 1176 prashant.munro@act.gov.au

Legal Aid Commission

Client Services

Aboriginal and Torres Strait Islander Client Support Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 062)

Gazetted: 30 July 2013

Closing Date: 20 August 2013

The function of the Aboriginal and Torres Strait Islander Client Support Officers (CSO) is to assist Legal Aid ACT in identifying and delivering its services to meet the special needs of Aboriginal and Torres Strait Islander people and assisting Aboriginal and Torres Strait Islander people to access services provided by Legal Aid ACT and other legal assistance providers. The CSO assists in developing and delivering targeted and culturally sensitive legal support and education to the Aboriginal and Torres Strait Islander communities and provides administrative services for the development and establishment of programs to deliver culturally appropriate dispute resolution services to Aboriginal & Torres Strait Islander families.

Eligibility/Other Requirements: A current driver's licence is desirable.

Note: This is an Aboriginal and Torres Strait Islander identified position.

Contact Officer: Michelle Bryant-Smith (02) 6243 3425 hr@legalaidact.org.au

Applications can be forwarded to: hr@legalaidact.org.au or GPO Box 512, Canberra city ACT 2601

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

Roads and Public Transport

Public Transport

ACTION

Maintenance Supervisor Inspector

TGSO 8.1 - TGSO 8.4 \$73,451 - \$77,451, Canberra (PN: NMW004, several)

Gazetted: 31 July 2013

Closing Date: 14 August 2013

Details: ACTION Workshops as part of the Public Transport Branch is responsible for maintaining and servicing ACTION's fleet. The occupant of the position will be responsible for supervising staff, and ensuring safety and vehicle inspections complying to ACT roads and traffic regulations. The position has annualised salary including penalties and allowances including nine day fortnight.

Eligibility/Other Requirements: Trade qualifications or relevant Certificates and hold a current HR driver's licence.

Notes: There are two positions available and they are generic across ACTION workshops.

Contact Officer: Darrell Shepherd (02) 6207 7911 darrell.shepherd@act.gov.au

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

Roads and Public Transport

Roads ACT

Road Maintenance

Project Officer

Technical Officer Level 3 \$61,148 - \$69,377, Canberra (PN: 16428)

Gazetted: 29 July 2013

Closing Date: 5 August 2013

Details: Roads ACT is seeking a suitable candidate to manage and coordinate the planning and delivery of a range of road and stormwater maintenance services, with accountability for administration, productivity and efficiency, quality standards and Occupational Health and Safety (OHS) and environmental requirements.

Contact Officer: Ross Schofield (02) 6207 5364 ross.schofield@act.gov.au

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

Roads and Public Transport

Roads ACT

Road Maintenance Services

Road Worker

General Service Officer Level 5/6 \$45,647 - \$50,446, Canberra (PN: 32618, several)

Gazetted: 31 July 2013

Closing Date: 7 August 2013

Details: Road Maintenance Services is seeking a suitable candidate who, under general direction from the Works Supervisor, will carry out general road maintenance duties within a road maintenance crew. Duties may include line marking, sign maintenance, pothole repair, traffic control and operation of a range of road maintenance plant and equipment.

Eligibility/Other Requirements: Current Vehicle Licence, RTA Traffic Control Certificate and Occupational Health & Safety Industry induction, or progress towards attainment of these.

Notes: Position may be filled on application and referee reports only. This temporary position is available July 2013 to December 2013.

Contact Officer: Ross Schofield (02) 6207 5364 ross.schofield@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

Teacher Band 1 \$62,403 - \$83,963

Anna Gaspari-Nazor 821-00848, Section 68(1), 29 July 2013

Commerce and Works

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

Jean Allsop 836-05186, Section 68(1), 5 August 2013

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

Michael Thornberry 835-99150, Section 68(1), 30 July 2013

Economic Development

General Service Officer Level 3/4 \$40,973 - \$44,935

Damien Maciejewski 836-05151, Section 68(1), 1 August 2013

Education and Training

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

Utthavaro Douk 817-52262, Section 68(1), 30 July 2013

Health

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

Barbara De Costa 836-05610, Section 68(1), 1 August 2013

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

Lauren Delaney 834-53012, Section 68(1), 1 August 2013

Enrolled Nurse Level 1 \$50,160 - \$53,766

Maximilian Donnelly 786-45167, Section 68(1), 25 July 2013

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

Sheila Eden 833-45441, Section 68(1), 29 July 2013

Senior Officer Grade A \$123,208

Christine Ellis 823-06184, Section 68(1), 29 July 2013

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

Megan Enright 836-05389, Section 68(1), 24 July 2013

Health Service Officer Level 6 \$48,412 - \$50,583

Delia Eve Georgakakos 833-46639, Section 68(1), 1 August 2013

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

Tarryn Gowen 836-04861, Section 68(1), 25 July 2013

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

Iris Ladd 839-26879, Section 68(1), 17 July 2013

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

Jisha Mathew 834-44300, Section 68(1), 25 July 2013

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

Grace Ogonnaya 839-26860, Section 68(1), 1 August 2013

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

Melinda Roe 834-51412, Section 68(1), 1 August 2013

Territory and Municipal Services

Bus Operator - Training \$58,463

Ramanpreet Ahluwalia 836-04554, Section 68(1), 26 July 2013

Professional Officer Class 1 \$49,452 - \$69,377

Marguerite Aziz 836-04597, Section 68(1), 29 July 2013

Bus Operator - Training \$58,463

John Beacroft 836-04685, Section 68(1), 26 July 2013

Bus Operator - Training \$58,463

Mathew Camp 836-04730, Section 68(1), 26 July 2013

Bus Operator - Training \$58,463

Sarabjeet Kaur 836-04706, Section 68(1), 26 July 2013

Bus Operator - Training \$58,463

Simon Porombka 836-04562, Section 68(1), 26 July 2013

Bus Operator - Training \$58,463

Shaun Stephens 836-04546, Section 68(1), 26 July 2013

Technical Officer Level 3 \$61,148 - \$69,377

Rachel Tokley 827-32888, Section 68(1), 29 July 2013

Independent Competition and Regulatory Commission

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

Ian Phillips 835-86253, Section 68(1), 29 July 2013

TRANSFERS

Community Services

Joanna Hutchinson: 779-1768

From: Health Professional Level 5 \$106,086 - \$119,426

Community Services

To: Health Professional Level 5 \$106,086 - \$119,426

Community Services, Canberra (PN. 09178) (Gazetted 8 May 2013)

Health

Jilly Benedict: 821-59073

From: Registered Nurse Level 1 \$75,084

Health

To: Registered Nurse Level 1 \$55,567 - \$75,084
Health, Canberra (PN. 12651) (Gazetted 12 June 2013)

Rowena Laput: 786-49264

From: Registered Nurse Level 1 \$75,084
Health
To: Registered Nurse Level 1 \$55,567 - \$75,084
Health, Canberra (PN. 29077) (Gazetted 1 August 2013)

Kylie Rosin: 786-46805

From: Registered Nurse Level 2 \$78,157
Health
To: Registered Nurse Level 2 \$78,157 - \$82,990
Health, Canberra (PN. 16740) (Gazetted 29 March 2012)

Karen Taylor: 789-36052

From: Administrative Services Officer Class 6 \$81,460
Community Services
To: Administrative Services Officer Class 6 \$70,913 - \$81,460
Health, Canberra (PN. 10680) (Gazetted 26 June 2013)

Justice and Community Safety

Ximena Nikias: 817-44721

From: Senior Officer Grade C \$89,786 - \$96,809
Justice and Community Safety
To: Senior Officer Grade C \$89,786 - \$96,809
Justice and Community Safety, Canberra (PN. 46235) (Gazetted 28 May 2013)

PROMOTIONS

Commerce and Works

Shared Services ICT

Infrastructure Services

Platform Systems

Andrew Gilchrist: 792-4369

From: Information Technology Officer Class 2 \$70,913 - \$81,460
Commerce and Works
To: †Senior Information Technology Officer Grade C \$89,786 - \$96,809
Commerce and Works, Canberra (PN. 14413) (Gazetted 20 May 2013)

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

Community Services

Office for Children Youth and Family Support

Care and Protection Services

Protection Services

Victoria Anderson: 779-17917

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

Community Services

To: †Health Professional Level 5 \$106,086 - \$119,426

Community Services, Canberra (PN. 07420) (Gazetted 29 April 2013)

Therapy ACT

Policy and Organisational Services

Early Childhood Team, School Age Team

Shannon Ashley: 821-12750

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

Community Services

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

Community Services, Canberra (PN. 26106) (Gazetted 14 February 2013)

Office for Children Youth and Family Support

Care and Protection Services

Protection Services

Cathryne Sciberras: 540-00807

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

Community Services

To: †Health Professional Level 5 \$106,086 - \$119,426

Community Services, Canberra (PN. 07421) (Gazetted 29 April 2013)

Education and Training

Office for Schools

Tuggeranong Network

Charles Conder Primary School

Nassim Rezakhani: 755-72724

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

Education and Training Directorate

To: †School Leader C \$100,271

Education and Training, Canberra (PN. 02009) (Gazetted 2 May 2013)

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

Health

Canberra Hospital and Health Services

Operational Support

Acute Care

Margot Green: 780-57277

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

To: †Health Professional Level 4 \$89,786 - \$96,809
Health, Canberra (PN. 13324) (Gazetted 4 April 2013)

Director General Reports

Population Health

Emily Harper: 799-86000

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

To: †Senior Officer Grade B \$106,086 - \$119,426
Health, Canberra (PN. 23793) (Gazetted 6 June 2013)

Canberra Hospital and Health Services

Operational Support

Support Services

Bastien Small: 789-46453

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

To: Technical Officer Level 2 \$52,078 - \$59,939
Health, Canberra (PN. 31072) (Gazetted 4 July 2013)

Canberra Hospital and Health Services

Operational Support

Support Services

Emily Taylor: 820-84059

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

To: Technical Officer Level 2 \$52,078 - \$59,939
Health, Canberra (PN. 32500) (Gazetted 4 July 2013)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community and Older Persons

Melanie Whiteley: 834-51607

From: Administrative Services Officer Class 2 \$46,372 - \$51,422
Health

To: Administrative Services Officer Class 4 \$58,870 - \$63,917
Health, Canberra (PN. 29045) (Gazetted 20 June 2013)

CORRIGENDA

Community Services

Administrative Services Officer 6 \$70,913 - \$81,460
James Bint: 831-24147,

RETIREMENTS AND DISMISSALS

Environment and Sustainable Development

Section 143 Public Sector Management Act 1994 – Can Ercan, AGS: 796-73944, 2 August 2013

Section 143 Public Sector Management Act 1994 – Slavica Stewart, AGS: 771-08968, 2 August 2013

Section 143 Public Sector Management Act 1994 – Lesley Gay Williamson, AGS: 543-26049, 9 August 2013

Independent Competition and Regulatory Commission

Section 143 Public Sector Management Act 1994 Silvana Cooper, AGS: 774-25082, 10 May 2013

Section 143 Public Sector Management Act 1994 Katie Tsiagalis, AGS: 760-74583, 31 May 2013

Section 143 Public Sector Management Act 1994 – Sharron Kirsten Musgrove, AGS: 753-52529, 24 May 2013

Territory and Municipal Services

Section 122 Public Sector Management Act 1994 – John Hickson, AGS: 608-89403, 31 July 2013