



ACT Government Gazette

Gazetted Notices for the week beginning 10 April 2014

EXECUTIVE NOTICES

Capital Metro Agency

Engagement

Glenn Bain –Deputy Project Director (E729) Section 72 of the Public Sector Management Act 1994

Chief Minister and Treasury

Variation

Karen Doran – Executive Director, Investment and Economics Division (E391) Section 72A of the Public Sector Management Act 1994

Community Services

Variation – Assignment

Paul Wyles – Director, Early Intervention and Prevention Services, Office for Children, Youth and Family Support (E280) Section 80A(1)(b) of the Public Sector Management Act 1994

Economic Development

Engagement

Gary Rake –Deputy Director-General Business, Events, Sport and Tourism (E741) Section 72 of the Public Sector Management Act 1994

Justice and Community Safety

Contract Cessation

Note: The following Executive has been issued with a new contract which was gazetted on 13.02.14. This notification is in accordance with the provisions of section 81 of the Public Sector Management Act 1994.
Sandra Georges – Parliamentary Counsel (E057) – 13.04.14

VACANCIES

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

Corporate Services

Student Information Management System

Senior Business/Functional Analyst

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

Gazetted: 10 April 2014

Closing Date: 17 April 2014

Details: The Senior Business/Functional Analyst in the Banner Team at Canberra Institute of Technology (CIT) Bruce will be responsible for developers and clients to maintain and improve the CIT Student Management System

(Banner). Working in a senior role in the team the successful applicant will be required to achieve complex team workloads within tight timeframes. Experience with a large computerised records keeping system, ability to use SQL, high level oral and written communication skills.

Contact Officer: Lucy Marchant (02) 6207 4956 lucy.marchant@cit.edu.au

Trade Skills and Vocational Learning

Construction

Carpentry Teacher

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 01431, several)

Gazetted: 15 April 2014

Closing Date: 29 April 2014

Details: Under the direction of the Head of Department perform professional, administrative and training duties, these include: teach as required by the Head of Department up to the number of hours prescribed in the relevant industrial award. Deliver educational programs to provide students the opportunity to achieve the required training outcomes. Administer the operational requirements of the Apprenticeship System, User Choice and ASQA to ensure contractual obligations of the Registered Training Organisation are met in terms of a negotiated and completed training plan, enrolment, delivery, assessment and reporting of student progress to employers and funding agencies. Represent the College, in liaison with industry, to promote and support Training Package and qualification outcomes for an industry or enterprise.

Eligibility/Other Requirements: Mandatory Qualifications: All Teacher Band 1 teachers will hold: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment; and Appropriate industry competencies demonstrated by either one of the following qualifications: Certificate III Carpentry or Certificate III in Carpentry and Joinery. All Teacher Band 1.7 and Teacher Band 1.8 teachers, in addition to the above are required to hold an: Advanced Diploma in Adult Vocational Education (or equivalent). Mandatory Industry Experience: All Teacher Band 1 teachers are required to have relevant industry experience. Notes: This position is offered as a 12 month temporary contract with possibility of extension (dependent on Department/operational requirements).

Contact Officer: Peter Hansen (02) 6205 4239 peter.hansen@cit.edu.au

Trade Skills and Vocational Learning

Construction

Glazing Teacher

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 01427)

Gazetted: 15 April 2014

Closing Date: 29 April 2014

Details: Under the direction of the Head of Department perform professional, administrative and training duties, these include: teach as required by the Head of Department up to the numbers of hours prescribed in the relevant industrial award. Deliver educational programs to provide students the opportunity to achieve the required training outcomes. Administer the operational requirements of the Apprenticeship System, User Choice and ASQA to ensure contractual obligations of the Registered Training Organisation are met in terms of a negotiated and completed training plan, enrolment, delivery, assessment and reporting of student progress to employers and funding agencies. Represent the College, in liaison with industry, to promote and support Training Package and qualification outcomes for an industry or enterprise.

Eligibility/Other Requirements: Mandatory Qualifications: All Teacher Band 1 teachers will hold: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment; and Appropriate industry competencies demonstrated by the following qualifications: Certificate III in Glass and Glazing/ or equivalent. All Teacher Band 1.7 and Band 1.8 teachers, in addition to the above, are required to hold an: Advanced Diploma in Adult Vocational Education (or equivalent). Mandatory Industry Experience: All Teacher Band 1 teachers are required to have relevant industry experience.

Notes: This position is offered as a temporary contract for 12 months with a possibility of extension (this is dependant on Department/operational needs).

Contact Officer: Peter Hansen (02) 6205 4239 peter.hansen@cit.edu.au

Trade Skills and Vocational Learning

Construction

Plastering Teacher

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 51289)

Gazetted: 15 April 2014

Closing Date: 29 April 2014

Details: Under the direction of the Head of Department perform professional, administrative and training duties, these include: teach as required by the Head of Department up to the numbers of hours prescribed in the relevant industrial award. Deliver educational programs to provide students the opportunity to achieve the required training outcomes. Administer the operational requirements of the Apprenticeship System, User Choice and ASQA to ensure contractual obligations of the Registered Training Organisation are met in terms of a negotiated and completed training plan, enrolment, delivery, assessment and reporting of student progress to employers and funding agencies. Represent the College, in liaison with industry, to promote and support Training Package and qualification outcomes for an industry or enterprise.

Eligibility/Other Requirements: Mandatory Qualifications: All Teacher Band 1 teachers will hold: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment; and Appropriate industry competencies demonstrated by the following qualifications: Certificate III in Solid Plastering or Certificate III in Wall and Ceiling Lining. All Teacher Band 1.7 and Band 1.8 teachers, in addition to the above, are required to hold an: Advanced Diploma in Adult Vocational Education (or equivalent). Mandatory Industry Experience: All Teacher Band 1 teachers are required to have relevant industry experience.

Notes: This position is offered as a temporary contract for 12 months with a possibility of extension (this is dependant on Department/operational needs).

Contact Officer: Peter Hansen (02) 6205 4239 peter.hansen@cit.edu.au

Trade Skills and Vocational Learning

Construction

Painting and Decorating Teacher

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 51444)

Gazetted: 15 April 2014

Closing Date: 29 April 2014

Details: Under the direction of the Head of Department perform professional, administrative and training duties, these include: teach as required by the Head of Department up to the numbers of hours prescribed in the relevant industrial award. Deliver educational programs to provide students the opportunity to achieve the required training outcomes. Administer the operational requirements of the Apprenticeship System, User Choice and ASQA to ensure contractual obligations of the Registered Training Organisation are met in terms of a negotiated and completed training plan, enrolment, delivery, assessment and reporting of student progress to employers and funding agencies. Represent the College, in liaison with industry, to promote and support Training Package and qualification outcomes for an industry or enterprise.

Eligibility/Other Requirements: Mandatory Qualifications: All Teacher Band 1 teachers will hold: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment; and Appropriate industry competencies demonstrated by the following qualifications: Certificate III in Painting and Decorating. All Teacher Band 1.7 and Band 1.8 teachers, in addition to the above, are required to hold an: Advanced Diploma in Adult Vocational Education (or equivalent). Mandatory Industry Experience: All Teacher Band 1 teachers are required to have relevant industry experience.

Notes: This position is offered as a temporary contract for 12 months with a possibility of extension (this is dependant on Department/operational needs).

Contact Officer: Peter Hansen (02) 6205 4239 peter.hansen@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

Policy and Cabinet

Government Reform Group

Regulatory Reform Team

Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 33800)

Gazetted: 11 April 2014

Closing Date: 1 May 2014

Details: The successful applicant will possess demonstrated, strong analytical abilities. Under limited supervision, provide high quality advice and recommendations on a diverse range of significant and strategic policy matters. Contribute to and lead a small team in the preparation of reports, briefings to Ministers, draft submissions to Cabinet, ministerial speeches, drafting instructions for legislation and replies to parliamentary questions and other correspondence. Represent the Directorate at meetings, interdepartmental committees, conferences and other forums.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field.

Note: This is a temporary position available for the 1 July 2014 until 30 June 2015.

Contact Officer: Brett Wilesmith (02) 6205 0202 brett.wilesmith@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

Advice and Assessment

Manager

Senior Officer Grade A \$123,208, Canberra (PN: 30686)

Gazetted: 11 April 2014

Closing Date: 25 April 2014

Details: Operates the Customer Service Centre. Administers tax laws and the First Home Owner Grant, and provides advice relating to ACT taxes and grants.

Contact Officer: Kim Salisbury (02) 6207 0010 kim.salisbury@act.gov.au

Shared Services

Procurement

Health Infrastructure

Senior Project Officer

Senior Professional Officer Grade A/Senior Officer Grade A/Senior Professional Officer (Eng & Related) Grade A \$123,208 - \$125,203, Canberra (PN: 33781)

Gazetted: 11 April 2014

Closing Date: 2 May 2014

Details: The Health Infrastructure Program team in Shared Services Procurement seeks a talented Senior Project Officer to assist in the delivery of a range of projects associated with ACT Health Directorate's capital works program. The team is located at The Canberra Hospital.

Eligibility/Other Requirements: For employment as a Senior Officer Grade A, a Degree in Architecture, Landscape Architecture, Engineering, Project Management or other Construction Industry tertiary qualifications are preferred. For employment as a Senior Professional Officer A / Senior Professional Officer (Eng & Related) A, a Degree in Architecture, Landscape Architecture, Engineering, Project Management or other Construction Industry tertiary qualifications are essential. Previous experience in Health Infrastructure projects and knowledge of GC21 commercial building contracts would be an advantage.

Note: This is a temporary position available for a period of four years. These positions will be filled at either the Senior Professional Officer A / Senior Professional Officer (Eng & Related) A / Senior Officer Grade A dependant on the skills qualifications and experience of the successful candidate. Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant.

Contact Officer: Peter Stringfellow (02) 6174 7293 peter.stringfellow@act.gov.au

Shared Services

Procurement

Health Infrastructure

Senior Project Officer

Senior Professional Officer Grade B/Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 33782, several)

Gazetted: 11 April 2014

Closing Date: 2 May 2014

Details: The Health Infrastructure Program team in Shared Services Procurement seeks talented Senior Project Officers to assist in the delivery of a range of projects associated with ACT Health Directorate's capital works program. The team is located at The Canberra Hospital.

Eligibility/Other Requirements: For employment at the Senior Officer Grade B level, a Degree in Architecture, Landscape Architecture, Engineering or other Construction Industry tertiary qualifications are preferred. For employment at the Senior Professional Officer Grade B level a Degree in Architecture, Landscape Architecture, Engineering or other relevant construction industry tertiary qualifications are essential. Past experience of Health Infrastructure projects would be an advantage. Experience of GC21 commercial building contracts would be an advantage. Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant.

Note: This is a temporary position available for a period of four years. Positions will be filled at either the Senior Professional Officer Grade B / Senior Officer Grade B level dependant on the skills qualifications and experience of the successful candidate.

Contact Officer: Peter Stringfellow (02) 6174 7293 peter.stringfellow@act.gov.au

Shared Services

Procurement

Health Infrastructure

Senior Project Officer

Senior Professional Officer Grade C/Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 33784, several)

Gazetted: 11 April 2014

Closing Date: 2 May 2014

Details: The Health Infrastructure Program team in Shared Services Procurement seeks talented Senior Project Officers to assist in the delivery of a range of projects associated with ACT Health Directorate's capital works program. The team is located at the Canberra Hospital.

Eligibility/Other Requirements: Degree in Architecture, Landscape Architecture, Engineering or other Construction Industry tertiary qualifications are essential. Knowledge of Health Infrastructure and GC21 Commercial building contracts would be an advantage.

Note: This is a temporary position available for a period of four years. These positions will be filled at either the Senior Professional Officer Grade C or Senior Officer Grade C level dependant on the skills qualifications and experience of the successful candidate. Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant.

Contact Officer: Peter Stringfellow (02) 6174 7293 peter.stringfellow@act.gov.au

Revenue Management

Policy, Legislation and Objections

Objections Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 05246)

Gazetted: 11 April 2014

Closing Date: 18 April 2014

Details: Applicants are sought for a temporary position of Administrative Service Officer in the Objections and Appeals section of Revenue Management. The successful applicant will be required to create files, administer registers and correspond with taxpayers regarding an objection to an ACT tax assessment or prescribed tax-related decision. Similar administrative work will be required with respect to appeals lodged by taxpayer to the ACT Civil

and Administrative Tribunal. Determining objections to unimproved property values, and to simpler objections regarding ACT taxes, also fall within the required duties.

Eligibility/Other Requirements: Tertiary qualifications in Law may be beneficial but are not essential. Experience in areas associated with legislative interpretation and/or internal review may also be beneficial.

Notes: This is a temporary position available for three months with the possibility of being extended up to six months. Selection of a suitable applicant may be based on documentation only.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Peter Cain (02) 6207 0008 peter.cain@act.gov.au

Revenue Management

Compliance

Senior Inspection Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 00095)

Gazetted: 10 April 2014

Closing Date: 24 April 2014

Details: The Compliance section develops compliance strategies and conducts investigations aimed at achieving maximum compliance by clients in relation to their statutory obligations. This section also plays a key role in the enforcement of the ACT's revenue laws and in the protection of public revenue. The main functions of this position include leading and conducting desk and field audits of taxpayer's records and systems into various revenue, taxation and legislative matters administered by the ACT Revenue Office. The role includes the preparation of appropriate assessments, reassessments, reports and adjustments to computer records arising from investigations.

Notes: This temporary position is available 16 June 2014 until 16 June 2015. Selection for this position may be based on application and referee reports only.

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

Shared Services

Procurement

Health Infrastructure

Project Officer

Administrative Service Officer Class 6/Professional Officer Grade 2 \$70,913 - \$81,460, Canberra (PN: 33779, several)

Gazetted: 11 April 2014

Closing Date: 2 May 2014

Details: The Health Infrastructure Program team in Shared Services Procurement seeks talented Project Officers to assist in the delivery of a range projects associated with ACT Health Directorate's capital works program. The team is located at the Canberra Hospital.

Eligibility/Other Requirements: Mandatory Qualifications for Professional Officer Level 2 positions: Qualifications in Architecture or Landscape Architecture, Engineering or other Construction Industry tertiary qualifications are essential. Qualifications in Architecture or Landscape Architecture, Engineering or other Construction Industry tertiary qualifications are desirable for Administration Officer Level 6 positions. Contract Management or Project Management would be an advantage. Experience in the management of Health Infrastructure projects would be an advantage.

Note: This is a temporary position available for a period of four years. Position will be filled at either the Professional Officer Level 2 or Administration Officer Level 6 depending on the skills qualifications and experience of the successful candidate.

Contact Officer: Peter Stringfellow (02) 6174 7293 peter.stringfellow@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

Office for Children, Youth and Family Support

Youth Services

Youth Justice Case Management

After Hours Bail Support Worker

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 25207)

Gazetted: 11 April 2014

Closing Date: 7 May 2014

Details: Youth Justice Case Management is responsible for the supervision of young people on court orders, the preparation of reports for the ACT Courts and case management of young people in Bimberi Youth Justice Centre. A permanent part-time vacancy for an individual to work in the After Hours Bail Support Service has become available. The After Hours Bail Support Service provides support and assistance to young people already on bail, young people who have been charged with new offences and are being assessed for suitability for Police bail and young people who are on other Community Based Orders through the Courts. This position requires the individual to be available on a roster system and operates every day of the year. We are seeking people who have experience working with young people. Individuals who have an understanding of the court, police systems and processes will be considered favourably although this is not essential. A knowledge of the youth sector and services available for young people would also be an advantage. Due to the unusual requirement of this position potential applicants are strongly encouraged to make enquiries with the Contact Officer to obtain further details.

Eligibility/Other Requirements: Degree in Social Work, Social Science, Social Welfare, Psychology or related discipline and/or relevant experience is desirable. 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. Current Drivers licence.

Note: The position maybe filled based on written applications and referee reports only. This position is permanent part-time position available at 22:30 hours per week and the occupant is required to work after normal business hours on a rotating roster.

Contact Officer: James Bint (02) 6207 0755 james.bint@act.gov.au

Policy and Organisational Services

Finance and Budget

Internal Audit and Review

Internal Auditor/Secretariat

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 26033)

Gazetted: 14 April 2014

Closing Date: 21 April 2014

Details: The Internal Audit and Review team supports the Directorate's Senior Executives and Managers in the management of risks, business activities, financial accountability and compliance with laws, regulations and better practice governance. It is responsible for developing and coordinating the Directorate's; internal audit strategic plan and annual audit program; risk management plan and reporting on its implementation; compliance review and assurance programs; fraud and corruption control plan and reporting on its implementation; provide value added advice and reporting to business units. The Internal Audit and Review Team also supports the Directorate's Audit and Review Committee that meets every six to eight weeks by reporting on the Directorate's internal control framework, risk management and business processes. The Officer will work in a small team conducting audits and reviews, including performance, financial and compliance type audits and reviews. You would be expected to assist or be supervised in the conduct of audits and reviews depending on the level of experience you bring to the position. A component of the daily activities of this position includes the provision of Secretariat support to the Audit and Review Committee and the administrative tasks that are critical to the success of the function and the unit. Initiative, teamwork, organisational skills and attention to detail are essential.

Eligibility/Other Requirements: Related tertiary and/ or professional qualifications (or study towards) would be beneficial

Notes: This is a temporary position available from 1 May 2014 until 27 October 2014. Applicants may be selected on the basis of application only and interviews may not be conducted.

Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the selection criteria (please refer the attached job description), contact details of at least two referees and a current curriculum vitae. Applicants may be selected on the basis of application only and interviews may not be conducted.

Applications should be sent to the contact officer.

Contact Officer: Mayooran Sinnathurai (02) 6205 0147 mayooran.sinnathurai@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

Operations

Level 2 Lighting

Level 2 Technician \$\$52,543, Canberra (PN: 3551a)

Gazetted: 16 April 2014

Closing Date: 16 May 2014

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

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

Note: This is a one year temporary contract with the possibility of a further two years extension.

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

Economic Development

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

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

Land Development and Corporate

Strategic Finance

Executive Assistant

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 18787)

Gazetted: 14 April 2014

Closing Date: 21 April 2014

Details: The successful applicant of this position will be required to provide high level executive support to the Chief Finance Officer. The position requires a person with executive support experience and high level organisational skills, effective communication and interpersonal skills and the ability to multi-task in a dynamic environment. Demonstrated administrative support skills and experience will be a key factor in your success in this role, as will demonstrated time management and team work skills.

Eligibility/Other Requirements: Training/experience in records management relating to the *Territory Records Act 2002*, and in Microsoft Office, is highly desirable.

Notes: This is a temporary vacancy available for three months.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Dermot Walsh (02) 6205 3585 dermot.walsh@act.gov.au

Business, Events, Sport and Tourism

Sport and Recreation Services

Client Services and Programs

Education and Training Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 01994)

Gazetted: 10 April 2014

Closing Date: 17 April 2014

Details: Sport and Recreation Services is seeking expressions of interest for a temporary position in the role of Education and Training Officer with the Clients Services and Programs Section of the Branch. Key duties include: develop, implement and review industry and community based programs and projects to enhance participation and development opportunities in the ACT; coordinate various education and training programs on behalf of Sport and Recreation Services in areas including coaching and officiating, ethics, governance and club development; prepare and deliver presentations relating to Sport and Recreation Services education and training programs and services; prepare operational planning materials, briefing papers, reporting documentation and other correspondence; manage service level agreements and partnerships relating to relevant sport and recreation programs and projects; liaise with national, state and local sport and recreation organisations and stakeholders on participation, education and training matters; represent Sport and Recreation Services at industry functions and events, on various working parties, committees and reference groups at a local and national level.

Notes: This is a temporary position available from 1 July 2014 to 30 June 2015. Selection may be based on application and referee reports only.

Contact Officer: Simon Dolejsi (02) 6207 2077 simon.dolejsi@act.gov.au

Environment and Sustainable Development

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

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

Policy

Water Policy

Executive Manager, Water Policy

Senior Professional Officer Grade A \$123,208, Canberra (PN: 23321)

Gazetted: 16 April 2014

Closing Date: 8 May 2014

Details: The Environment and Sustainable Development Directorate (ESDD) has responsibility within the ACT for policy development relating to the environment, climate change, waste, heritage, planning, transport planning, energy and water, together with regulatory responsibilities for development and building applications, nature conservation and environment protection. ESDD serves the government to provide the highest possible quality of services to the people of Canberra, with the objective of securing a sustainable future for the ACT and its community. Applicants are sought for the position of Executive Manager, Water Policy, to manage the Commonwealth Government's funding to ESDD of \$85m to improve long term water quality in the ACT and Murrumbidgee River System. The successful candidate should have high level oral and written communications skills, including policy development; proven ability to manage staff; and project management skills related to the procedures, programming and coordination of all facets of water planning, catchment management and water quality instructure.

Eligibility/Other Requirements: Extensive management experience and tertiary qualifications in a relevant discipline.

Note: This is a temporary position available for a period of five years. Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant.

Contact Officer: Ben Ponton (02) 6207 7248 ben.ponton@act.gov.au

Strategic Planning

Planning and Heritage

Heritage Unit

Conservation Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 04297)

Gazetted: 16 April 2014

Closing Date: 13 May 2014

Details: The ACT Heritage Unit is seeking a motivated person to assist in the research and assessment of nominated heritage places and objects under the *Heritage Act 2004*. The candidate will possess excellent research and analytical skills, communication skills (both written and oral) and have a proven ability to work with multiple priorities and build and maintain effective relationships. The position will be responsible for providing high quality advice to the ACT Government and ACT Heritage Council about places and objects of natural, Aboriginal and historic heritage significance.

Eligibility/Other Requirements: The successful candidate will ideally have knowledge of applying heritage significance criteria, and/or a background in heritage management, history, architecture, planning, archaeology, cultural geography or a related discipline.

Note: This is a part-time position working 22.05 hours per week.

Contact Officer: Fiona Moore (02) 6205 9974 fionaf.moore@act.gov.au

Health

Selection documentation for the following positions may be downloaded from

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

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

Canberra Hospital & Health Services

Women's, Youth and Children

Paediatrics

Paediatrician

Staff Specialist/Senior Specialist \$147,465-\$181,976

Senior Specialist \$199,231, Canberra (PN: 33843)

Gazetted: 17 April 2014

Closing Date: 8 May 2014

The Position: Paediatrics at Canberra Hospital (PatCH), is the Paediatric Unit in Canberra Hospital, can cater for up to 50 inpatients, and has an active medical and surgical day stay and clinical investigation unit, and a busy and growing outpatient department. There is also a tertiary accredited Level 5 NICU. The hospital also offers subspecialty paediatric care in areas of Paediatric Respiratory Medicine, Paediatric Nephrology, Paediatric Endocrinology and Diabetes. The Outpatient department includes a range of multidisciplinary clinics and is actively supported by staff specialists and visiting consultants from Canberra and from Paediatric tertiary hospitals in Sydney. There is a Paediatric Surgical Unit that performs a wide range of paediatric and neonatal surgery and is an accredited paediatric surgical training centre. The emergency department for the Canberra Hospital sees over 14,500 paediatric presentations per year, and is accredited with RACP for paediatric training.

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 Australian and New Zealand College of Paediatrics or equivalent higher specialist qualification.

Note: This is a temporary part-time position at 20 hours per week for a period of 2 and a half years. The possibility of during a week on/week off rotation can be discussed as an option for the successful candidate.

Contact Officer: Dr Jeffery Fletcher, Clinical Director of Paediatrics (02) 6174 7607 jeffery.fletcher@act.gov.au

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

Strategy and Corporate

Business and Infrastructure

Infrastructure Support

Chief Engineer - Engineering Projects and Maintenance Services

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 33539)

Gazetted: 17 April 2014

Closing Date: 1 May 2014

Details: ACT Health, Business and Infrastructure Branch is seeking an enthusiastic Chief Engineer to lead and manage the ACT Health Maintenance team (across all Health facilities), in all maintenance goals and objectives. This position requires experience in overseeing strategic asset plans and managing plant and equipment maintenance, as such you will be required to develop and implement systems and processes to ensure all relevant standards, regulations and legislation are applied in maintenance activities and asset upgrades. Your leadership skills and experience will be pivotal to guide and develop a positive culture by giving and receiving feedback and supporting staff to undertake their duties.

Eligibility/Other Requirements: An engineering qualification is highly desirable and/or mechanical/electrical/building experience in a maintenance planning environment. The successful candidate will also be encouraged to apply for membership with the Institute of Hospital Engineering if not already a member.

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: David Dredge 0429 866 558

Strategy and Corporate

E-Health and Clinical Records

HD Funded Capital Projects

Senior Project Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 30803, several)

Gazetted: 17 April 2014

Closing Date: 24 April 2014

Details: The ACT Government Health Directorate is implementing a range of Information and Communication Technology (ICT) initiatives with the aim of improving continuity of care and availability of information to support clinical decision making, by ensuring that the right information is available to members of the treating team, regardless of where healthcare services are delivered. These initiatives will support healthcare services into the future, facilitating: more efficient communication; faster access to information; better informed clinical decisions; and improved quality, safety and efficiency of care. ACT Government Health Directorate is currently looking for experienced Project Managers to support the successful implementation of these e-Health initiatives. The key responsibilities of these positions will be to plan, direct and coordinate activities required to manage and implement integrated systems across the Health Directorate.

Note: The positions will be for various projects including Alerts Management, e-referrals, Location Based Services and e-Deteriorating patient. These are temporary positions available for a period of 12 months. Applicants are to address the selection criteria, provide a resume and two referees. Selection may be based on application and referee reports only. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Deirdre O'Connor (02) 6174 7105

Canberra Hospital and Health Services

Women, Youth and Children

Fetal Medicine Unit

Sonographer

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 18997)

Gazetted: 17 April 2014

Closing Date: 1 May 2014

Details: The Fetal Medicine Unit at the Canberra Hospital currently has a part-time Sonographer position available. The successful applicant must appropriate qualifications, obstetric and gynaecological imaging experience and

have the ability to work independently within a team environment. This position requires a high level of communication skills and sensitive interaction in a high risk obstetric environment.

Eligibility/Other Requirements: ASAR accreditation.

Note: This is a temporary part-time position at 29:25 hours per week for seven months. 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: Debra Paoletti (02) 6174 7357

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

Podiatrist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 23379)

Gazetted: 17 April 2014

Closing Date: 1 May 2014

Details: There is an exciting expected vacancy for a suitably qualified senior Podiatrist to join the Rehabilitation, Aged and Community Care (RACC) Podiatry Team in a full time temporary position. The RACC Community Podiatrist's scope of practice 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 Gungahlin, 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 primarily staffed with senior clinicians who provide a wealth of knowledge and expertise to foster professional development, peer support and excellent patient outcomes.

Eligibility/Other Requirements: Appropriate Degree in Podiatry or recognised equivalent qualifications. Registered with the Podiatry Board of Australia. Current driver's licence is desirable.

Note: This is a temporary position available for a period of 12 months. Applications should include a written response to selection criteria. Selection may be based on the written statement and referee reports only. At least two written referee reports are to be included with applications. These positions 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*. 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: Kerryn Maher (02) 6205 1496

**Canberra Hospital and Health Services
Women, Youth and Children
Children, Youth and Women's Health Program
Physiotherapist**

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 28547)

Gazetted: 17 April 2014

Closing Date: 1 May 2014

Details: Applications are invited from experienced Physiotherapists to work with the Division of Women, Youth and Children Community Health Programs Physiotherapy service. This is a readvertised position. This is a new permanent part-time position at the Health Professional Level 3 and will expand the current service from one full-time Physiotherapist to 1.5 FTE staff. We are seeking applicants with a solid background in musculoskeletal physiotherapy and women's health and with paediatric experience particularly in the assessment and treatment of musculoskeletal and developmental issues for babies. Experience in developing and delivering group education and health promotion sessions would be a strong asset. The Physiotherapist provides individual clinical services for women in the antenatal and postnatal period and for babies less than 12 months of age. Services are currently provided at Tuggeranong and Belconnen Community Health Centres and will be extended to Gungahlin Health Centre. A limited number of home visits may be provided if required. A Physiotherapist led postnatal Information group has recently commenced. The Physiotherapist service is part of the broader multidisciplinary services

provided by the WYC CHP across the ACT and works closely with Maternal and Child Health Nurses and Allied Health practitioners.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy, or recognised equivalent qualifications and be eligible for ACT Registration. Current driver's licence essential.

Note: This is a part-time position working 18:22 per hours a 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 will involve duties across a number of health centres.

Contact Officer: Sue Clay (02) 6205 2752

**Canberra Hospital and Health Services
Women, Youth and Children
Children, Youth and Women's Health Program
Social Worker**

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 28440, several)

Gazetted: 17 April 2014

Closing Date: 24 April 2014

Details: Applications are invited from Social Workers with extensive therapeutic counselling experience to join the Division of Women, Youth and Children, Community Health Programs Social Work team. There are two permanent part-time positions available. These are senior clinician positions with the expectation of being able to work independently and we are seeking Social Workers with a broad range of clinical experience and excellent skills in team work and developing partnerships. The Social Work team works with vulnerable families with complex psychosocial issues including trauma and compromised perinatal mental health status which may have an impact on parenting capacity and the health and well being of the family. The Social Work service provides individual counselling and therapeutic interventions, group programs and information, advocacy and support for parents and families. The Social Work team is part of the community based multidisciplinary service and works closely with Maternal and Child Health Nurses, allied health colleagues and other health and community based services. Services are provided primarily at Belconnen, Gungahlin and Tuggeranong Health Centres and in other off-campus environments including home visits.

Eligibility/Other requirements: Appropriate degree in Social Work. Eligibility for membership of the Australian Association of Social Workers. Current driver's licence.

Note: These are part-time positions at 18:22 and 22:05 hours per week respectively. 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: Sue Clay (02) 6205 2752

**Director General Reports
Office of the Director General
Canberra Hospital Foundation
Finance Officer**

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 33196)

Gazetted: 17 April 2014

Closing Date: 24 April 2014

Details: The successful applicant will be required to have at least two years experience in the not-for-profit sector within a government environment. The successful applicant will also be a self motivated individual with excellent communication skills and have the ability to exhibit previous experience in contributing to the delivery of fundraising goals and meeting financial targets. A current driver's licence is mandatory and a willingness to participate in fundraising activities outside core business hours including weekends is highly desirable.

Eligibility/Other Requirements: This position requires a high level understanding of financial management and computer systems and in particular extensive experience in the use of a donor management data base. A current driver's licence.

Notes: This is a permanent full-time position. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Selection may be based on

applications and referee reports only. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Alexis Mohay (02) 6174 5306

Canberra Hospital and Health Services

Clinical Support Services

Director Acute Support Service

Aboriginal Liaison Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 24503)

Gazetted: 17 April 2014

Closing Date: 24 April 2014

Details: The successful applicant will liaise and advocate on behalf of Aboriginal and Torres Strait Islander patients and their families within the Canberra Hospital. This position will provide the opportunity to work closely with the various Aboriginal and Torres Strait Islander communities in an innovative, creative and productive way. This position is being readvertised, previous applicants are encouraged to reapply.

Eligibility/Other Requirements: The successful applicant will require knowledge of local Aboriginal and Torres Strait Islander communities and health issues. Associate Diploma or Bachelor of Health Science (Aboriginal Health and Community Development) or a willingness to undertake such studies would be an advantage.

Notes: This is a temporary position available for a period of six months with the possibility of an 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: Joyce Graham (02) 6244 2316

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Cancer Stream Administration

Outpatient Services Administrative Manager

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 14213)

Gazetted: 17 April 2014

Closing Date: 24 April 2014

Details: We have an exciting position for an Outpatient Services Administrative Manager. The successful applicant will oversee the Administrative Support Team for the Outpatient Clinics and provide administration, technical and professional support to the administrative staff within the Booking and Scheduling Service including direction in the use of the Patient Administration System. Applicants should be enthusiastic and have excellent interpersonal skills, enjoy working as part of a team and have experience in people management. Experience in Health is preferred.

Eligibility/Other Requirements: Working towards or holds a certificate in management, customer service, medical terminology or another relevant field is desirable.

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: Jodie Skriveris (02) 6174 5832

Director General Reports

Population Health

Health Improvement Branch

Personal Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 16598)

Gazetted: 17 April 2014

Closing Date: 29 April 2014

Details: The Population Health Division is looking for someone to fill the role of Personal Assistant to the Director, Health Improvement Branch. This role will include high level diary management, coordination of Government and Department Business, and play a central coordination role for the Branch.

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: Joanne Greenfield (02) 6205 9440

Canberra Hospital and Health Services

Surgery and Oral Health

Dental Health Program

Interagency Coordinator

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 04311)

Gazetted: 17 April 2014

Closing Date: 1 May 2014

Details: The Dental Health Program is seeking a skilled and motivated person to fill the position of Interagency Coordinator 2. There are two positions which manage special needs clients for the program including refugees and homeless. These positions also coordinate all general anaesthetic sessions for identified Dental Health Program clients including the data entry from these sessions into the Dental Health Programs database Titanium.

Eligibility/Other Requirements: Knowledge of dental terminology and item numbers is desirable.

Note: This is a temporary position available until 30 June 2015. 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. Please provide two written referees with your application. Selection to this position may be based on application and referee reports only.

Contact Officer: Karen MacDonald (02) 6205 1088

Canberra Hospital and Health Services

Clinical Support Services

Allied Health Adviser

Personal Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 32221)

Gazetted: 17 April 2014

Closing Date: 1 May 2014

Details: Applications are sought from suitably qualified, skilled and/or experienced people to fill a six month temporary vacancy for the position of Personal Assistant to the Chief Allied Health Advisor. The Office of the Chief Allied Health Advisor provides strategic advice and coordination of matters arising in relation to the allied health workforce locally, nationally and internationally. The Office comprises a team of ten staff based over two sites and whilst this position would be located primarily in the Civic office there may be a requirement over the six month period to work from the Canberra Hospital campus as directed to provide relief PA cover for the Acting Director, Acute Support. This position would suit a person with demonstrated ability to work under limited supervision and with highly developed skills in Executive diary management, management of official correspondence including Directorate and Government correspondence and business, as well as coordination of office operations including but not limited to travel bookings, ordering of supplies and services, minute taking, liaison with key allied health stakeholders and secretariat support for committees as required. Prospective applicants are encouraged to discuss the position with the contact officer.

Eligibility/Other Requirements: Experience with TRIM would also be highly regarded.

Note: This is a temporary position available for a period of six months. 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: Leanne Pagett (02) 6205 0893

Canberra Hospital and Health Services

Pathology

Anatomical Pathology

Health Professional - Histology

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 21276, several)

Gazetted: 17 April 2014

Closing Date: 24 April 2014

Details: Perform established routine histology procedures including microtomy, staining, embedding, frozen sections and assist at cut up. Assist in training and supervision of other staff. Provide leadership and excellent customer service.

Eligibility/other requirements: Relevant TAFE certificate or degree.

Note: Several positions are available permanently and require working rosters/shifts which include night shift. The successful applicants 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: Mary Abbey (02) 6244 2874

Canberra Hospital and Health Services

Surgery and Oral Health

Dental Health Program

Restorative Referral Scheme Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 26590)

Gazetted: 17 April 2014

Closing Date: 24 April 2014

Details: The Dental Health Program is seeking applications from suitably skilled people to fill the position of Restorative Referral Scheme Officer until 30 June 2015. This position processes referrals of clients removed from the Dental Health Programs Restorative waiting list under direction of the Information Manager to private dentists participating in the scheme, enters data into the Dental Health Programs database Dental Titanium when returned from private providers, process claims for payments and book clients internally for exams once removed from waiting lists.

Eligibility/Other Requirements: Previous experience in a dental environment and an understanding of item numbers is desirable.

Notes: This is a temporary full-time position available until June 2015 and this position is based in Civic. The successful applicant may be selected from application and referees only. Please provide two written referee reports with your application. 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: Karen McDonald (02) 6205 1089

Canberra Hospital and Health Services

Pathology

Customer Services

Collections Supervisor

Technical Officer Level 2 \$52,078 - \$59,939, Canberra (PN: 28496)

Gazetted: 17 April 2014

Closing Date: 9 May 2014

Details: ACT Pathology is a Department of the Canberra Hospital offering a diagnostic pathology service to the ACT and surrounding region with the main laboratory located at The Canberra Hospital and branch laboratory located at Calvary Hospital. The Collection Services area of Customer Services is responsible for all specimen collections both on site (via the wards) and off site (through Community Collection Centres) and domiciliary services of ACT Pathology. The successful applicant will be responsible for the management of a Community Collection Centre, ensuring efficient delivery of service. Previous experience in Pathology collections and running a collection centre is required.

Eligibility/Other Requirements: Associate Diploma or Certificate in Medical Laboratory Science or other approved qualification and/or at least five years recent experience in venepuncture. 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: Melinda Bower (02) 6244 2934

Canberra Hospital and Health Services

Medicine

Pharmacy

Pharmacy Technician

Technical Officer Level 1 \$47,953 - \$50,376, Canberra (PN: 25957)

Gazetted: 17 April 2014

Closing Date: 24 April 2014

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. The Canberra Hospital Pharmacy Department employs approximately 80 staff, including 25 full-time Pharmacy Technician positions. We are currently seeking an enthusiastic Pharmacy Technician to join our talented technician team for a temporary three month position. The successful applicant will be required to undertake duties such as dispensing, compounding and distribution of medications.

Eligibility/Other Requirements: Certificate III in Hospital-Health Services Pharmacy Support or equivalent is required. SHPA membership and hospital experience is highly desirable.

Note: This is a temporary position available for a period of three months. 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. Your application should include a cover letter, a current curriculum vitae and contact details for two referees.

Contact Officer: Monica Jones (02) 6244 2118

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Community Care Program

Podiatry Assistant

Health Care Assistant 3 \$47,764 - \$48,861, Canberra (PN: 33820)

Gazetted: 17 April 2014

Closing Date: 24 April 2014

Details: There is an exciting opportunity for a suitably qualified, Health Care Assistant, Podiatry, to join the Rehabilitation, Aged and Community Care (RACC) Podiatry team. This is a part time permanent position. As a Podiatry Assistant, you will work under the direction of a podiatrist to provide basic foot care to low risk clients; be involved in health promotion activities; assist with nail surgery; make and modify non moulded orthoses; maintain stock levels; and perform some general administrative tasks. The service provides clinics across the ACT and you will be required to work from different health centres. The podiatry team is a friendly and supportive team that meet regularly to share and develop skills and knowledge. We pride ourselves in our high level of professional care and customer service. This is a very exciting time to be working in ACT Health's RACC Division with the new health centre facilities, services and resources which have been designed to meet the needs of the growing population in Canberra.

Eligibility/Other Requirements: Certificate IV in Allied Health Assistance (Podiatry) or equivalent. Current driver's licence is desirable.

Note: This is a part-time position at 29:24 hours per week. Appointment may be based on written application only. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. At least two written referee reports are to be included with applications. This position may be required to participate in overtime, on call, and/or rotation roster. It is recommended that all prospective applicants contact the Contact Officer to discuss the position prior to submitting an application. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Kerryn Maher (02) 6205 1496

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

Corporate

Capital Works and Infrastructure

Projects

New Courts Facilities Project - Stakeholder Engagement Leader

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 33824)

Gazetted: 10 April 2014

Closing Date: 24 April 2014

Details: An exciting opportunity exists to join the Capital Works and Infrastructure Unit of Justice and Community Services (JACS) Corporate. The Unit is seeking applications for a Stakeholder Engagement Leader for the New Courts Facilities Project. Applicants should be motivated, committed to achieving outcomes, be able to actively engage and consult with stakeholders, provide effective communication on project implementation, and manage positive relationships.

Eligibility/Other Requirements: Knowledge or experience in the operations and procedures of courts. A related tertiary qualification would be an advantage. Sound knowledge and skills in Project Management and relevant ACT Public Service legislation and policies and/or relevant tertiary qualifications is desirable.

Contact Officer: Greg Hammond (02) 6205 3505 greg.hammond@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.

Emergency Services Agency

ACT Ambulance Service

Operations

Intensive Care Paramedic

Intensive Care Paramedic 1 \$72,959 - \$81,066 plus penalties, Canberra (PN: 09964)

Gazetted: 16 April 2014

Closing Date: 30 May 2014

Details: Applications are sought from Intensive Care Paramedics holding current qualifications to commence employment with the ACT Ambulance Service. Applicants should possess the ability to work in a solo capacity or in small teams, have highly developed written and oral communications skills and a commitment to personal and professional development of others. Reasonable relocation expenses are available to successful interstate applicants to assist with relocation to the Australian Capital Territory.

Eligibility/Other Requirements: Advanced Diploma of Paramedical Science (Ambulance) or equivalent. Current Intensive Care Paramedic level qualification (preferred practiced at ICP level within 12 months of date of advertisement). Current ACT C driver's licence or interstate equivalent.

Contact Officer: Kate Blandon (02) 6205 0388 kate.blandon@act.gov.au

Office of Regulatory Services

Business and Development

Office Manager

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 43637)

Gazetted: 16 April 2014

Closing Date: 30 April 2014

Details: Manage all aspects of the day to day operations of the Business unit, including, but not limited to, overseeing fleet, uniforms, building maintenance, purchasing and general admin tasks; manage junior staff within the Business unit; assist in the formulation of administration policy for Office of Regulatory Services (ORS); provide advice and direction for ORS staff; Other duties as directed in conjunction with the Senior Manager; provide secretariat support to various ORS committees; maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Current driver's licence.

Contact Officer: Penny Bartram (02) 6205 2136 penelope.bartram@act.gov.au

Law Courts and Tribunal

Corporation and Strategic Services

Corporation Information and Systems

Project Officer - MAX Replacement Project

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 32096)

Gazetted: 16 April 2014

Closing Date: 30 April 2014

Details: The Corporate Information and Systems unit oversees and works with a range of internal units and external stakeholders to improve existing and implement new corporate ICT systems. We are currently looking for a project officer to work on the MAX replacement project, helping to implement a major new business IT system across the ACT Law Courts and Tribunal. As part of a multi-disciplinary team you will be required to assist with the implementation and ongoing support of a range of complex information, communication and technological initiatives to help improve efficiency and provide better service to our clients.

Eligibility/Other Requirements: Qualifications/experience in Business Analysis are highly desirable. Experience with implementing and working with complex business systems or experience in a Law Courts and Tribunal environment would be advantageous.

Notes: This temporary position is for a period of up to 26 months.

Contact Officer: Jacinta Smith (02) 6207 1427 jacinta.smith@act.gov.au

Territory and Municipal Services

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

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

Directorate Services Division

Governance

Policy and Planning

Manager, Planning and Coordination

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 13802)

Gazetted: 10 April 2014

Closing Date: 17 April 2014

Details: Territory and Municipal Services (TAMS) Directorate is seeking a motivated and dynamic Manager with proven skills and experience in strategy formulation, business analysis and liaison.

Notes: This temporary position is initially available until June 2015 with the possibility of permanent filling from this process.

Contact Officer: Anthony Polinelli (02) 6207 5040 anthony.polinelli@act.gov.au

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

Parks and City Services

City Services

Place Management

Operations Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 33868)

Gazetted: 16 April 2014

Closing Date: 8 May 2014

Details: City Services is seeking a skilled and motivated person to work in the Place Management section to manage horticultural maintenance and cleaning operations of Canberra's parks, urban open spaces and city places in a region of Canberra.

Eligibility/Other Requirements: Relevant Tertiary qualifications or equivalent. Current driver's licence.

Notes: This temporary vacancy is available for up to twelve months with the possibility of permanency. However if other temporary or permanent vacancies occur the order of merit may be used for permanent recruitment, short-term and fixed-term ACT Government contracts for back filling of this or identical positions. Positions may be filled based on application and referee reports only.

Contact Officer: Jane Carder (02) 6207 2525 jane.carder@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.

Directorate Services

Human Resources

Organisational Development

Human Resources Advisor

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 09966)

Gazetted: 15 April 2014

Closing Date: 22 April 2014

Details: Human Resources (HR) within the Directorate Services Division of Territory and Municipal Services Directorate (TAMS) is responsible for the provision of people management advice and support to the Directorate and Executive Leadership Team. The TAMS HR Organisational Development team provides support and guidance on strategic HR training and development, workforce planning, induction, performance management and respect, equity and diversity principles. Organisational Development (OD) is seeking a highly motivated individual with skills and experience to provide high level planning and management of projects, and the design, delivery and evaluation of learning and development programs for TAMS.

Eligibility/Other Requirements: Tertiary studies, Certificate IV in Training and Assessment and/or demonstrated experience in a Human Resource related discipline is highly desirable.

Notes: This is a temporary vacancy for up to three months with the possibility of extension to 12 months.

Contact Officer: Leanne Salmond (02) 6205 9977 leanne.salmond@act.gov.au

APPOINTMENTS

Capital Metro

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

Vilma Antonieta Sullivan 843-59124, Section 68(1), 14 April 2014

Commerce and Works

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

Michael Murray 835-68696, Section 68(1), 24 April 2014

Community Services

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

Tameka Irving 827-23199, Section 68(1), 8 April 2014

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

Winnie Sarpong 836-07499, Section 68(1), 14 April 2014

General Service Officer Level 7 \$52,078 - \$55,114

Michaela Jane Uren 836-15392, Section 68(1), 15 April 2014

Education and Training

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

Carlie Anderson 843-98772, Section 68(1), 7 April 2014

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

Elizabeth Howell 843-98852, Section 68(1), 24 April 2014

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

Annie Williams 839-25518, Section 68(1), 15 April 2014

Health

Registered Nurse Level 1 \$58,117 - \$77,634

Michelle Cortes Luciano 834-44036, Section 68(1), 8 April 2014

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

Bridget Spokes 842-89760, Section 68(1), 17 April 2014

Registered Nurse Level 3.2 \$104,603

Linda Wigginton 817-40472, Section 68(1), 14 April 2014

Health Service Officer Level 4 \$43,599 - \$45,346

Jayson Lyons: 830-79198, Section 68(1), 8 April 2014

Justice and Community Safety

Correctional Officer Class 1 \$53,417 - \$64,102

Dale Avon 836-06138, Section 68(1), 10 April 2014

Correctional Officer Class 1 \$53,417 - \$64,102

Joel Donney 836-06154, Section 68(1), 10 April 2014

Correctional Officer Class 1 \$53,417 - \$64,102

Thompson Fafungian 835-98668, Section 68(1), 14 April 2014

Territory and Municipal Services

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

Eva-Susannah Cawthorne 836-15034, Section 68(1), 17 March 2014

Bus Operator - Training \$58,463

David Conroy 843-98174, Section 68(1), 11 April 2014

Bus Operator - Training \$58,463

Christian Hajek 843-98297, Section 68(1), 11 April 2014

Bus Operator - Training \$58,463

Jaspreet Singh 834-53370, Section 68(1), 11 April 2014

TRANSFERS

Community Services

Phillip Rocks: 335-48371

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

Commerce and Works

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

Community Services, Canberra (PN. 33520) (Gazetted 24 April 2014)

Health

Ruth Pollard: 799-82798

From: Registered Nurse Level 2 \$80,707

Health

To: Registered Nurse Level 2 \$80,707 - \$85,540

Health, Canberra (PN. 28393) (Gazetted 9 January 2014)

Graham Twycross: 827-56775

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

Health

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

Health, Canberra (PN. 29221) (Gazetted 6 February 2014)

PROMOTIONS

Commerce and Works

Shared Services

Human Resources

Employee Relations and Training

Mishell Warner-Camp: 820-90600

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 08513) (Gazetted 15 August 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.

Economic Development

Land Development, Strategy and Finance

Land Development

Sales, Marketing and Land Management

Julia Anne Forner: 793- 38388

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

Economic Development

To: †Senior Officer Grade A \$123,208

Economic Development, Canberra (PN. 33700) (Gazetted 3 March 2014)

Land Development, Strategy and Finance

Land Development

Sales, Marketing and Land Management

John Gerard Mason: 827-24001

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

Economic Development

To: †Senior Officer Grade A \$123,208

Economic Development, Canberra (PN. 33701) (Gazetted 3 March 2014)

Education and Training

Learning, Teaching and Student Engagement

Student Engagement

Director's Office

Kim Bryant: 779-14935

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

Education and Training

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

Education and Training, Canberra (PN. 11210) (Gazetted 18 April 2013)

Office for Schools

Belconnen Network

Belconnen High School

Anna Friedewald: 787-72350

From: Classroom Teacher \$57,169 - \$90,388

Education and Training

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 02570) (Gazetted 11 March 2014)

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.

Governance and Assurance

Information, Communication and Governance

Governance and Legal Liaison

Leeanne Honeyball: 835-87395

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

Education and Training

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

Education and Training, Canberra (PN. 33856)

Environment and Sustainable Development

Regulation and Services

Construction Services

Construction Occupations

Timothy Watkin Furner: 816-84474

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

Environment and Sustainable Development

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

Environment and Sustainable Development, Canberra (PN. 13820) (Gazetted 28 February 2014)

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

Director General Reports

Population Health

Health Protection Services

Daniel Andres: 741-19493

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

Health

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

Health, Canberra (PN. 26223) (Gazetted 6 March 2014)

Director General Reports

Population Health

Health Promotion

Nicole Coyles: 745-24034

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

Health

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

Health, Canberra (PN. 24489) (Gazetted 19 December 2013)

Canberra Hospital and Health Service

Critical Care

Michele Evans: 259-56674

From: Registered Nurse Level 2 \$80,707 - \$85,540

Health

To: †Registered Nurse Level 3.1 \$92,529 - \$96,337

Health, Canberra (PN. 27030) (Gazetted 6 February 2014)

Canberra Hospital and Health Services

Medicine

Danielle Winslow: 780-56346

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. 33535) (Gazetted 13 February 2014)

Justice and Community Safety

Corporate

Governance

Governance, Coordination and Reporting

Lauren Callow: 824-11638

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 18861) (Gazetted 12 April 2014)

Emergency Services

Fire Brigade

Operations

Adrian Colussi: 766-22500

From: FB5 (Senior Fire Fighter) \$80,073

Justice and Community Safety

To: †FB6 (Station Officer) \$91,216

Justice and Community Safety, Canberra (PN. 43827) (Effective 17 April 2014)

Emergency Services

Fire Brigade

Operations

Warren Flanagan: 333-69568

From: FB5 (Senior Fire Fighter) \$80,073

Justice and Community Safety

To: †FB6 (Station Officer) \$91,216

Justice and Community Safety, Canberra (PN. 45941) (Effective 17 April 2014)

Emergency Services

Fire Brigade

Operations

Neal Hall: 333-69904

From: FB5 (Senior Fire Fighter) \$80,073

Justice and Community Safety

To: †FB6 (Station Officer) \$91,216

Justice and Community Safety, Canberra (PN. 47012) (Effective 17 April 2014)

ACT Corrective Services

Business Policy and Coordination

Finance

Kate Marie Walton: 799-86545

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 23637) (Gazetted 24 February 2014)

Territory and Municipal Services

Parks and City Services

Parks and Conservation Service

Fire Management

Patricia Ellen D'Abrera: 778-11135

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

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 11032) (Gazetted 10 February 2014)