



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 28 August 2014**

## EXECUTIVE NOTICES

### Chief Minister, Treasury and Economic Development

#### **Contract Cessation**

Marsha Guthrie – Director, Budget Co-ordination and Reporting (E411) – 28.08.2014

### Community Services

#### **Engagement**

Helen Pappas – Director, Statutory Services (E758) Section 72 of the Public Sector Management Act 1994

### Health

#### **Engagement**

Mark Dykgraaf – Executive Director, Critical Care (E624) Section 72 of the Public Sector Management Act 1994

### Territory and Municipal Services

#### **Engagement**

Steven Wright – Director, Human Resources (E605) Section 72 of the Public Sector Management Act 1994

## VACANCIES

### ACT Teacher Quality Institute

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

#### **Professional Learning and Registration**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 33970)**

Gazetted: 02 September 2014

Closing Date: 9 September 2014

Details: The ACT Teacher Quality Institute is an independent statutory and territory authority established by the *ACT Teacher Quality Institute Act 2010* to build the professional standing of ACT teachers and enhance the community's confidence in the teaching profession through professional regulation and teacher quality initiatives. The Institute is responsible for the professional registration of teachers in ACT Catholic, Independent and public schools and for determining and implementing professional standards and codes of practice. The Institute is also responsible for the accreditation of initial teacher education courses and professional learning and development programs delivered to ACT teachers. The Institute has a governing Board and reports directly to the ACT Minister for Education and Training. Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of recognised school teaching qualification, eligibility for Professional Registration as a teacher in Australia and further tertiary education qualifications are desirable.

Contact Officer: Anne Ellis (02) 6205 6763 [anne.ellis@act.gov.au](mailto:anne.ellis@act.gov.au)

**Calvary Health Care ACT (Public)**

**Hospitality and Communications**

**Administrative Services Officer - Mail Room**

**Administrative Services Officer Level 3 \$55,732 - \$59,890 (Full-Time Rate), Canberra (PN: 8676)**

Gazetted: 03 September 2014

Closing Date: 16 September 2014

Details: The Hospitality and Communications Department at Calvary Health Care Bruce, is seeking an Administrative Officer who is highly organised, professional, personable and self motivated, This Position requires someone who represents and upholds our organisational values; the successful candidates will be highly Customer Service driven, and demonstrate a strong work ethic, a willingness to learn and the ability to work independently and in a team environment; duties include; Reception work with a high degree of client/patient contact, Sorting and delivering of Mail, ordering of Mail related stationery; applicants must have high level communication skills, be computer literate, and able to use multiple computer systems simultaneously; training in Hospital specific computer systems will be provided; the Calvary Health Care ACT Mail Room is responsible for incoming and outgoing mail for Calvary Health Care ACT, including Clare Holland House; as this position is Part Time, expected hours are 5 hours per day, Monday to Friday during business hours. Eligibility/Other Requirements: Must hold a current ACT Drivers licence (Provisional license accepted), and be able to operate both Manual and Automatic cars; applicants are expected to respond in writing and include the following: Statement addressing the selection criteria (The selection criteria can be found in the Position Description. The response must be maximum 300 words per criteria); a copy of their current resume; names and contact details (including a contact phone number) for at least two professional referees.

Note: Please refer to the Position description for further information,

Contact Officer: Natalie Winslade (02) 6201 6692 [natalie.winslade@calvary-act.com.au](mailto:natalie.winslade@calvary-act.com.au)

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

**Nursing**

**Aged Care**

**Clinical Nurse Consultant - Aged Care**

**Registered Nurse Level 3 Grade 1 \$93,917 - \$97,782, Canberra (PN: 9604)**

Gazetted: 03 September 2014

Closing Date: 10 September 2014

Details: An opportunity exists within Calvary Health Care - Bruce for an enthusiastic and experienced Registered Nurse to permanently fill the position of Clinical Nurse Consultant (Registered Nurse Level 3.1) Aged Care.

Eligibility/Other Requirements: To be considered for this role you must address the mandatory and desirable selection criteria and have registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse; applicants are expected to respond in writing and include the following: Respond to the selection criteria (The selection criteria can be found in the Position Description); a copy of their current resume; a cover letter outlining why they believe they are suitable for this role (maximum one page); names and contact details (including a contact phone number) for two professional referees.

Note: Applications close: 10th September 2014.

Please refer to the position description for further information.

Contact Officer: Christine Falez 0422 817 104 [christine.falez@calvary-act.com.au](mailto:christine.falez@calvary-act.com.au)

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

**Physiotherapy**

**Senior Outpatient Physiotherapist and Student Coordinator**

**Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 8294)**

Gazetted: 03 September 2014

Closing Date: 10 October 2014

Details: This is an exciting opportunity to join a friendly and genuinely supportive department with high staff morale and a focus on providing quality health care services; the Physiotherapy Department at Calvary Health Care in Bruce ACT seeks staff who: foster evidence-based and values-based practice; are self-motivated, have a strong work ethic and demonstrate resilience; practice self-reflection with a desire to continually learn and to teach/mentor others; are committed to work health & safety, continuous quality improvement and/or research; can work independently and collaboratively as part of a multidisciplinary team; the successful applicant will hold a key position as part of the Physiotherapy management team, with primary responsibility over physiotherapy outpatient services; Physiotherapy outpatient staff currently provide services to patients with musculoskeletal conditions (including hand therapy and intervention to women and babies); to patients in the Emergency Department and its Short Stay Unit; and patients with lymphoedema; the Senior Outpatient Physiotherapist is also responsible for providing student supervision and coordination within the department of clinical placements for academic facilities including Sydney University, Charles Sturt University, the University of Canberra and the Canberra Institute of Technology.

Eligibility/Other Requirements: Must address the Selection Criteria and have relevant work rights; applicants are expected to respond in writing and include the following: A cover letter (maximum one page); Current curriculum vitae, including names and contact details of two professional referees; response against the selection criteria (maximum of half a page per criterion). Please refer to the Position description for further information.

Contact Officer: Jennifer Azurin (02) 6201 6960 [jennifer.azurin@calvary-act.com.au](mailto:jennifer.azurin@calvary-act.com.au)

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

### **Capital Metro**

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

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

#### **Capital Metro**

##### **Communications and Stakeholder Engagement**

##### **Media and Marketing Manager**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 32508)**

Gazetted: 29 August 2014

Closing Date: 5 September 2014

Details: The Capital Metro Agency has responsibility for the design, procurement and delivery of a light rail service between Gungahlin and the City. The Communications and Stakeholder Engagement Branch manages all communications related to the project and community, industry and stakeholder engagement. Working to the Director, Communications and Stakeholder Engagement, the Media and Marketing Manager is responsible for the coordination of traditional and digital marketing and communications.

Eligibility/Other Requirements: Extensive experience in media liaison or journalism, marketing, communication and/or public relations essential.

Notes: This is a temporary position available for a period of 12 months.

Contact Officer: Benjamin Smith (02) 6205 2053 [benjaminm.smith@act.gov.au](mailto:benjaminm.smith@act.gov.au)

### **Chief Minister, Treasury and Economic Development**

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

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

#### **Continuous Improvement and Workers' Compensation**

##### **Workplace Injury Performance**

##### **Senior Manager**

**Senior Officer Grade A \$127,557, Canberra (PN: 33624)**

Gazetted: 02 September 2014

Closing Date: 16 September 2014

Details: The Continuous Improvement and Workers' Compensation Branch of the Chief Minister, Treasury and Economic Development is seeking an experienced senior manager with experience in the field of personal injury management. The successful applicant will lead a multidisciplinary team in the development and management of important continuous improvement and regulatory reform initiatives designed to improve the Territory's work health and safety and workers' compensation performance. This is a demanding work environment. The successful applicant will have the ability to work under pressure and manage competing priorities.

Eligibility/Other Requirements: Tertiary qualifications in law, public policy, industrial relations or occupational health and safety or partial completion of studies in these fields will be highly regarded. Selection may be based on application and referee reports alone, or may involve interview and/or practical task assessment.

Contact Officer: Michael Young (02) 6205 3095 [michael.young@act.gov.au](mailto:michael.young@act.gov.au)

**Office of the Under Treasurer**

**Treasury Directorate Liaison Officer**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 55315)**

Gazetted: 01 September 2014

Closing Date: 8 September 2014

Details: The Treasury arm of the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) seeks expressions of interest from permanent ACTPS officers for rotation as the Treasury, Directorate Liaison Officer (DLO) in the Treasurer's Office. This is a valuable career opportunity. As the DLO represents Treasury among the highest levels of the ACT Government, among Members of the Legislative Assembly and also the community, applicants must possess integrity and excellent communication skills. Applicants must also demonstrate a high level of judgement over sensitive issues and demonstrated skills in liaison and coordination. Officers at level or seeking higher duties will be considered.

Eligibility/Other Requirements: Tertiary qualifications in a relevant discipline. Open for permanent officers of the ACT Public Service only.

Notes: This is a temporary position available until 30 June 2015 with the possibility of extension. All applications, including application coversheet, your written response to selection criteria, resume and referee report (if required) must be submitted to the contact officer.

Contact Officer: Victoria Pullen (02) 6205 4895 [victoria.pullen@act.gov.au](mailto:victoria.pullen@act.gov.au)

**Policy and Cabinet**

**Cabinet Office**

**Manager - Government Business Coordination**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 26492)**

Gazetted: 29 August 2014

Closing Date: 5 September 2014

Details: The Chief Minister, Treasury and Economic Development Directorate is seeking a highly motivated and appropriately skilled person to undertake the role of Manager - Government Business Coordination. The successful applicant will have excellent communication and organisational skills, a sound understanding of machinery of government and Legislative Assembly procedures and practices and be familiar with the Cabinet process and ACT specific intergovernmental relations issues.

Eligibility/Other Requirements: Relevant tertiary qualifications along with demonstrated experience in Government and Parliamentary procedures and practices is highly desirable.

Note: This is a temporary position available for a period of six months with the possibility of permanency from this process. Selection for this position may be based on written application and referee reports only.

Contact Officer: Cheryl Sizer (02) 6207 5989 [cheryl.sizer@act.gov.au](mailto:cheryl.sizer@act.gov.au)

**Policy and Cabinet  
Regulation Reform  
Manager**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 34465)**

Gazetted: 29 August 2014

Closing Date: 5 September 2014

Details: The Regulatory Reform Team (RRT) in Policy and Cabinet Division is seeking expressions of interest for a Senior Policy Officer at the SOGB level for a period of four months. The RRT is looking for a highly motivated individual with the relevant skills and experience to: Coordinate and prepare more complex correspondence and documentation including policy papers, cabinet submissions, briefs, reports and changes to legislation; undertake complex work including project work involving regulatory evaluations and reviews, conduct research and analysis, and prepare associated reports for consideration by senior management; work flexibly, display initiative, good judgment and be able to work to tight deadlines on multiple issues. The successful applicant will have: a demonstrated understanding of the COAG reform agenda, regulatory impact and cost benefit analysis and/or process mapping abilities of a high order; high-level interpersonal and oral and written communication skills, and the demonstrated ability to liaise and negotiate with internal and external stakeholders at a range of levels, and to develop corporate relations and networks.

Eligibility/Other Requirements: Tertiary qualifications in Economics, Law or other relevant field are highly desirable.

Notes: This position is a temporary vacancy available from 8 September 2014 for four months with the possibility of extension up to six months. Selection may be based on applications and referee reports 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: Brett Wilesmith (02) 6205 0202 [brett.wilesmith@act.gov.au](mailto:brett.wilesmith@act.gov.au)

**Policy and Cabinet  
Strategic Policy and Cabinet  
Senior Policy Officer**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 33766)**

Gazetted: 02 September 2014

Closing Date: 16 September 2014

Details: The Chief Minister, Treasury and Economic Development Directorate is seeking a highly motivated and appropriately skilled person to undertake the role of Senior Policy Officer. The successful applicant will have high-level capacity to provide strategic policy direction and advice, deliver major policy and project outcomes and have effective communication, representation and liaison skills. The position supports the Chief Minister's regional development portfolio activities.

Eligibility/Other Requirements: Relevant tertiary qualifications along with demonstrated experience in managing engagement across a range of internal and external stakeholders is highly desirable.

Contact Officer: Sara Burns (02) 6205 5347 [sara.burns@act.gov.au](mailto:sara.burns@act.gov.au)

**Shared Services ICT**

**Executive**

**Executive Assistant**

**Administrative Services Officer Class 4/5 \$61,874 - \$72,789, Canberra (PN: 14624)**

Gazetted: 01 September 2014

Closing Date: 8 September 2014

Details: The successful applicant will be required to provide confidential and effective administrative and secretarial support to the Shared Services ICT Executive Director. A demonstrated ability to examine, track, disseminate and monitor all correspondence and maintain appropriate filing systems is crucial.

Notes: This is a temporary position available until 6 March 2015 with the possibility of extension and/or permanency from this process. This position will be filled at either the Administrative Services Officer Class 4 or Administrative Services Officer Class 5, depending on the skills, qualifications and experience of the successful applicant.  
Contact Officer: Stan Callaghan (02) 6207 5881 stan.callaghan@act.gov.au

### **Community Services**

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

#### **Service Strategy and Community Building Office for Aboriginal and Torres Strait Islander Affairs Strategic Policy Team Senior Manager Senior Officer Grade A \$127,557, Canberra (PN: 34471)**

Gazetted: 29 August 2014

Closing Date: 12 September 2014

Details: The Senior Manager, Strategic Policy Team will lead the development of and provide high level advice and policy in Aboriginal and Torres Strait Islander Affairs in the ACT. The Senior Manager will prepare briefs, cabinet submissions, speeches and reports, as required by the Minister and Senior Executives. The successful applicant will demonstrate a sound knowledge of relevant legislation; and understanding of the COAG Indigenous reform agenda and policy impacts on Aboriginal and Torres Strait Islander community of the ACT.  
Contact Officer: Robyn Forester (02) 6207 9352 robyn.forester@act.gov.au

#### **Office for Children, Youth and Family Support Statutory Services Quality, Practice and Compliance Aboriginal and Torres Strait Islander Cultural Advisor Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: C09761, several)**

Gazetted: 02 September 2014

Closing Date: 18 September 2014

Details: The Office for Children, Youth and Family Support is seeking to employ suitable Aboriginal and Torres Strait Islander people as cultural advisors for children and young people in out of home care. Applicants should have a sound knowledge of Aboriginal and Torres Strait Islander culture and the ability to recognise and articulate client needs.  
Eligibility/Other Requirements: These are designated positions and are only open to Aboriginal and Torres Strait Islander people.

Notes: Suitable applicants will be engaged in casual positions reviewed annually. These positions are not full-time, cultural advisors will be engaged for very short periods of time (half a day to a full day at a time) throughout a 12 month period. There would be no guarantee of set hours. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Sarah Kirk or Cathy Hoekzema (02) 6205 4830 or (02) 6205 2893 sarah.kirk@act.gov.au;  
cathy.hoekzema@act.gov.au

#### **Policy and Organisational Services People Management Employee Relations**

### **Senior Employee Relations Advisor**

#### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 34444)**

Gazetted: 28 August 2014

Closing Date: 4 September 2014

Details: The Employee Relations (ER) team is seeking a highly skilled Senior ER Advisor who will be responsible for establishing and maintaining effective working relationships with managers and staff across the Directorate. The successful applicant will have responsibility for advising on the fair, balanced and effective application of the Workplace Values and Behaviours provisions applying in the Community Services Directorate under applicable Enterprise Agreements, legislation and policies. A sound knowledge of other relevant legislation and a strong commitment to providing responsive and effective customer service are also required. While not essential, understanding of issues affecting the Community Services Directorate workforce and experience in workplace investigations will be well regarded.

Notes: This is a temporary position available until 28 February 2015, with the possibility of permanency from this process.

Contact Officer: Bruce Hogan (02) 6205 3350 [bruce.hogan@act.gov.au](mailto:bruce.hogan@act.gov.au)

### **Service Strategy and Community Building**

#### **Office for Aboriginal and Torres Strait Islander Affairs**

##### **Policy Officer**

#### **Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 34348)**

Gazetted: 29 August 2014

Closing Date: 12 September 2014

Details: The 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. The successful applicant will demonstrate a sound knowledge of relevant legislation, an understanding of the issues facing the Aboriginal and Torres Strait Islander community of the ACT.

Notes: This is a designated position and is only open to Aboriginal and Torres Strait Islander people. Confirmation of Aboriginality will be required before appointment to this position.

Contact Officer: Robyn Forester (02) 6207 9352 [robyn.forester@act.gov.au](mailto:robyn.forester@act.gov.au)

### **Education and Training**

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

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

#### **Education Strategy**

##### **Student Engagement**

##### **Office of the Executive Director**

##### **Executive Support Officer**

#### **Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 07278)**

Gazetted: 29 August 2014

Closing Date: 12 September 2014

Details: An exciting opportunity exists in the office of Director, Student Engagement for a dynamic team member with excellent written and oral communication skills. The successful candidate will be able to use their initiative to problem solve while maintaining a high level of administration and customer service. Well developed information technology skills and the ability to display sound judgement are required in this role.

Eligibility/Other Requirements: Knowledge of Government business desirable.



Contact Officer: Kim Bryant (02) 6205 9383 kim.bryant@act.gov.au

**Office for Schools**

**South/Weston Network**

**Arawang Primary School**

**Administrative Support Officer**

**Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 31058)**

Gazetted: 03 September 2014

Closing Date: 10 September 2014

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

Eligibility/Other Requirements: Desirable: Qualification and/or experience commensurate with the duties of the position. Proficiency in the use of the MAZE Administrative System. First Aid qualification, or willingness to undertake appropriate training.

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

Contact Officer: Jeni Page (02) 6205 6877 jennifer.page@ed.act.edu.au

**Environment and Planning**

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

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

**Planning Delivery**

**Lease Administration**

**Deed Manager**

**Senior Professional Officer Grade B \$106,086 - \$119,426, Canberra (PN: 05527, expected vacancy)**

Gazetted: 02 September 2014

Closing Date: 16 September 2014

Details: The Lease Administration Section is responsible for managing the leasehold system in accordance with the *Planning and Development Act 2007*, the National Capital Plan and the Territory Plan. The Section provides a range of services to government, industry and the general community including the assessment and determination of development applications for lease variations and subsequent registration processes, unit titles, community titles, further leases, transfers, land rent payouts, concessional lease determinations and rural leasing. The Section also assists in the delivery of urban land development projects including Deed Management for the return of infrastructure to the Territory and administration of aspects of the Government's affordable housing policy. The position requires expertise in the implementation and management of Deeds of Agreement relating to land development. The occupant of the position will have the capacity to quickly acquire knowledge of the relevant policies, legislation and technical requirements together with a strong focus on customer service and timely delivery of required outcomes. The Deed Manager is responsible for the management of the Deed Management team and its outcomes. The position includes managing and undertaking major Greenfield and Brownfield planning and/or engineering projects including rural, structure, concept and infrastructure planning studies and land development, a broad range of lease and land management services, policy and legislation development. The role will contribute to leadership within the Directorate, particularly in ensuring a seamless delivery of customer service. Effective performance in the job will require excellent judgment, excellent interpersonal and team management skills, excellent project management,

excellent time management skills, high quality oral and written communication skills and the flexibility in responding to changing priorities.

Eligibility/Other Requirements: A degree or diploma in Civil Engineering acceptable for corporate membership of the Institution of Engineers Australia. Alternatively, professional qualifications in a discipline related to land development and eligibility for an equivalent level of membership of its professional association.

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

#### **Sustainability and Climate Change**

#### **Sustainability and Government**

#### **Sustainability Programs**

#### **Manager - Business Unit**

#### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 17578)**

Gazetted: 29 August 2014

Closing Date: 5 September 2014

Details: The Sustainability Programs section supports the Directorate by managing the development and delivery of a range of sustainability programs for ACT Households, businesses and schools. The Business Unit delivers these services to businesses in the ACT. The Manager of the Business Unit is responsible for the delivery of waste, energy and water programs to this sector.

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

Note: This is a temporary position available until the 31 December 2014, with the possibility of extension. Selection for this position may be based on written application and referee reports only.

Contact Officer: Ros Malouf (02) 6207 5335 ros.malouf@act.gov.au

#### **Planning Delivery**

#### **Lease Administration**

#### **Assistant Manager**

#### **Senior Professional Officer Grade C \$89,786 - \$96,809, Canberra (PN: 05528)**

Gazetted: 01 September 2014

Closing Date: 17 September 2014

Details: The Lease Administration Section is responsible for managing the leasehold system in accordance with the *Planning and Development Act 2007*, the National Capital Plan and the Territory Plan. We are looking for an enthusiastic person with knowledge and a demonstrated ability to implement and manage Deeds of Agreement relating to land development. The position includes undertaking major Greenfield and Brownfield planning and/or engineering projects including rural, structure, concept and infrastructure planning studies and land development, a broad range of lease and land management services, policy and legislation development. Effective performance in the job will require sound judgment, strong interpersonal and team management skills, strong project management, time management skills, high quality oral and written communication skills and the flexibility in responding to changing priorities.

Eligibility/Other Requirements: Qualifications and/or experience in land development, engineering, town planning, urban design, geography, landscape architecture or environmental studies are essential. Demonstrated skills in project and contract management relating to land development or infrastructure will also be highly regarded.

Notes: This position will be filled on a temporary basis until 30 January 2015 with the possibility of permanent filling.

Contact Officer: Bob Taylor (02) 6207 1669 bob.taylor@act.gov.au

#### **Sustainability and Climate Change**

#### **Sustainability and Government**

#### **Sustainability Programs**

#### **Program Support Officer**

#### **Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 16046)**

Gazetted: 01 September 2014

Closing Date: 8 September 2014

Details: The Sustainability Programs section supports the Directorate by managing the development and delivery of a range of sustainability programs for ACT Households, businesses and schools. The Business Unit delivers these services to businesses in the ACT. This position sits within the Business Unit and supports the delivery of waste and recycling programs to businesses, office and public event holders.

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

Notes: The successful applicant may be selected based on application. This is a temporary position available from the 27 September to 31 October 2015 initially, with the possibility of extension and permanency.

Contact Officer: Ros Malouf (02) 6207 5335 ros.malouf@act.gov.au

## **Sustainability and Climate Change**

### **Sustainability and Government**

#### **Sustainability Programs**

##### **Program Support Officer**

##### **Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 20219)**

Gazetted: 29 August 2014

Closing Date: 5 September 2014

Details: The Sustainability Programs section supports the Directorate by managing the development and delivery of a range of sustainability programs for ACT households, businesses and schools. The Business Unit delivers these services to businesses in the ACT. This position sits within the business unit and supports the delivery of waste and recycling programs to businesses, office and public event holders.

Eligibility/Other Requirements: Driver's licence is required.

Notes: Selection may be based on application and referee reports only. This is a temporary position available from 27 September 2014 to 31 October 2015, with the possibility of extension and/or permanency from this process.

Contact Officer: Ros Malouf (02) 6207 5335 ros.malouf@act.gov.au

## **Health**

**Selection documentation for the following positions may be downloaded from**

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

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

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

#### **Surgery and Oral Health**

##### **Dental Health Program**

##### **Orthodontist - Visiting Dental Officer**

##### **Visiting Dental Officer, Canberra (PN: )**

Gazetted: 04 September 2014

Closing Date: 11 September 2014

The Position: The Dental Health Program is seeking a suitably qualified specialist Orthodontist to provide Orthodontic services to eligible clients on a sessional basis. This position also involves being part of a multi-disciplinary cleft lip and palate clinic at the Canberra Hospital as well as providing general Orthodontic services, advice and support to the Dental Health Program Clinics.

Salary, Remuneration and Conditions:

Visiting Dental Officer: Sessional rates VDO's are engaged under the terms of the VMO contract:

<http://www.legislation.act.gov.au/ni/2013-381/default.asp>

Eligibility/Other Requirements: Be registered or have applied for registration as a specialist orthodontist with the Australian Health Practitioner Regulation Agency (AHPRA).

Contact Officer: Donna Butcher (02) 6205 9820 or 0481 439 441 donna.butcher@act.gov.au

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

**Canberra Hospital and Health Services**

**Medicine**

**Chronic Disease**

**Clinical Nurse Consultant/Nurse Manager - Chronic Care Program**

**Registered Nurse Level 3.2 \$106,172, Canberra (PN: 17953)**

Gazetted: 04 September 2014

Closing Date: 11 September 2014

Details: The Division of Medicine is seeking an enthusiastic, innovative and experienced Registered Nurse to fill the role of Clinical Nurse Consultant/Nurse Manager position to lead the Chronic Care Program at Canberra Hospital. This position is responsible for the operational management and leadership of a multidisciplinary team of twelve. The team provides clinical support, education and care coordination for patients with chronic heart failure, COPD, Parkinson's and Obesity. The successful applicant will be able to manage efficiently; to lead quality improvement and participate in research; to represent Chronic Care throughout the ACT and liaise with colleagues nationally. This is a rewarding and exciting position within a vibrant, expanding service.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Desirable: Experience in Chronic Disease Management. Holds or working toward a relevant tertiary qualification.

Note: This is a full-time temporary position commencing 17 November for eight months with a possibility of extension or permanency. 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: Paul Dugdale (02) 6207 6833 or 0434 669 622

**Canberra Hospital and Health Services**

**Medicine**

**Medicine Units**

**Clinical Nurse Consultant (Child, Youth and Women) ACT Health Diabetes Service**

**Registered Nurse Level 3.1 \$93,917 - \$97,782, Canberra (PN: 22146)**

Gazetted: 04 September 2014

Closing Date: 18 September 2014

Details: The ACT Health Diabetes Service is seeking a skilled and motivated Diabetes Educator to fill the role of Clinical Nurse Consultant. The successful applicant will provide clinical leadership and professional support for nurses providing diabetes care to children, youth and pregnant women within the ACT Health Directorate. They will also provide direct clinical care to children, youth and pregnant women within the ACT.

Eligibility/Other Requirements: Registered or eligible for registration with Australian Health Practitioner Regulation Agency (AHPRA). Must hold and maintain a current driver's licence. Holds a post-graduate certificate in Diabetes Education and is an Australian Diabetes Educators Association (ADEA) credentialed diabetes educator. Highly desirable: Post graduate qualifications and experience providing diabetes care to children, youth and/or pregnant women.

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. This position may be required to participate in overtime, on call, and/or rotation roster potentially at multiple sites operated by the ACT Health Directorate.

Contact Officer: Vicki Mahood (02) 6205 5020 or Marilyn Hines (02) 6174 5117

**Strategy and Corporate**

**E-Health and Clinical Records**

**Recurring Supplies and Maintenance Section**

**ICU CIS Systems Administrator**

**Registered Nurse Level 3.1 \$93,917 - \$97,782, Canberra (PN: 30595)**

Gazetted: 04 September 2014

Closing Date: 11 September 2014

Details: MetaVision is a paperless clinical information system (CIS) which supports both the clinical and administrative processes within the intensive and coronary care environments. The system facilitates improved clinical outcomes by providing an integrated and complete view of patient health information at the point of care, and enhances patient safety by reducing transcription and documentation errors. E-Health and Clinical Records Branch is seeking an enthusiastic and professional individual to fill the position of ICU CIS System Administrator. This exciting and challenging position is available for a suitably qualified Registered Nurse with critical care experience. The successful applicant will possess a strong work ethic, ability to adapt to a constantly changing environment and continually apply clinical judgment to achieve positive results for the departments.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Minimum of three years full-time equivalent post registration experience. Critical Care post-graduate qualifications highly desirable.

Note: This is a temporary, full time position available for 12 months (Monday to Friday, business hours). The successful applicant will be required to work across Canberra Hospital and Health Services and Calvary Hospital in order to support both clinical systems. This position will report to the Clinical Systems Program Manager, e-Health and Clinical Records. To complete your application you must prepare responses to the Selection Criteria, provide a resume and two referees as a document to be uploaded and included with your application.

Contact Officer: Kerri McGufficke (02) 6174 5605

**Strategy and Corporate**

**Performance Information Branch**

**Information Support Unit**

**Information Manager (Metadata and Masterdata Services)**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 34183)**

Gazetted: 04 September 2014

Closing Date: 18 September 2014

Details: The Performance Information Branch, ACT Health, is seeking a dynamic and skilled person to fill the role of Information Manager (Metadata and Masterdata Services) within the Information Support Unit. The Information Support Unit is a new unit which will have the responsibility for managing the further development of the ACT Health Data Warehouse. The Data Quality Management section will principally undertake development of data quality initiatives and processes which underpin the repository and provide improved transparency of data security, privacy, collection, extraction, storage and use. As the Information Manager, the successful applicant will have exceptional organisational and time management skills coupled with attention to detail, and be able to work autonomously and within a team. In addition, this role will have the necessary technical skills and understanding to facilitate and support the application of meta and master data standards within ACT Health. Experience and knowledge of information management principles and its application to data systems in the health care sector is desirable.

Eligibility/Other Requirements: Relevant tertiary qualifications desirable. Knowledge and experience in the use of data systems in the healthcare sector and associated business processes. Knowledge of data quality processes. Experience and knowledge in information management principles are all desirable.

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: Julie Searle (02) 6205 5249

**Director General Reports**

**Population Health**

**Health Improvement Branch**

**Senior Officer**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 03015)**

Gazetted: 04 September 2014

Closing Date: 11 September 2014

Details: The Epidemiology Section contributes to the improvement of the health of the ACT population by providing timely and accurate population health statistics and information that is used to inform health policy and programs. The successful applicant will provide high level support for the Epidemiology Section, performing tasks such as managing the delivery of population health surveys in ACT schools, facilitating the dissemination of population health information, liaising with stakeholders, preparing minutes and briefing papers and interpreting and presenting population health statistics. Applicants should have good project management skills, excellent comprehension and writing skills, an ability to meet deadlines, be self-directed and able to work with minimal supervision. They should also be able to liaise and communicate effectively.

Eligibility/Other Requirements: Tertiary qualifications and postgraduate experience in health research, social research, epidemiology or biostatistics would be an advantage.

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. This position is a full-time, however part-time hours will be considered. Salary packaging with fringe benefits tax-free threshold up to \$8,755 is available. Applications may be assessed on application and referee reports only.

Contact Officer: Louise Freebairn (02) 6205 2608

**Strategy and Corporate**

**Performance Information**

**Information Support Unit**

**Senior Information Manager**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 34185)**

Gazetted: 04 September 2014

Closing Date: 18 September 2014

Details: The Performance Information Branch, ACT Health, is seeking a dynamic and skilled person to fill the role of Senior Information Manager (Senior Officer Grade C), within the Information Support Unit. The Information Support Unit is a new unit which will have the responsibility for managing the further development of the ACT Health Data Warehouse. The Data Quality Management section will principally undertake development of data quality initiatives and processes which underpin the repository and provide improved transparency of data security, privacy, collection, extraction, storage and use. As the Senior Information Manager, the successful applicant will have exceptional organisational and time management skills coupled with attention to detail, and be able to work autonomously and within a team. In addition, this role will have the necessary technical skills and understanding to facilitate and support the application of data standards within ACT Health. Experience and knowledge of information management principles and its application to data systems in the health care sector is desirable.

Eligibility/Other Requirements: Graduate level qualifications in Business/Finance, Information Technology, Systems Development and/or Data reporting, with a focus on (but not necessarily experience in) health data systems are 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: Julie Searle (02) 6205 5249

**Canberra Hospital and Health Services**

**Medicine**

**Pharmacy - TCH**

**Lead Pharmacist Surgery**

**Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 28888)**

Gazetted: 04 September 2014

Closing Date: 10 October 2014

Details: Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of over 45 Pharmacists. An exciting opportunity exists within this team for the position of Lead Surgical Pharmacist. This is a permanent full-time position that will be responsible for providing leadership and coordination for all pharmacy services to the Surgical services of CHHS. This position will also provide advanced clinical, education, research, mentoring and quality improvement roles relating to surgical disciplines.

Eligibility/Other Requirements: Mandatory: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications (or working towards) relevant to this position (e.g. Clinical Pharmacy, Surgery, Management, Education or Research) and /or a minimum of five years working in Surgical pharmacy services. Highly Desirable: Membership with the Society of Hospital Pharmacists of Australia. Pharmacists outside Australia will be considered for these positions. Contact the Australian Pharmacy Council and the Pharmacy Board of Australia to enquire about your eligibility for registration. A summary of the Assessment and Registration process for Overseas trained pharmacists in Australia can be found on the APC website [http://pharmacycouncil.org.au/content/assets/files/Examination Guides/Flowchart - 2012.02.08.pdf](http://pharmacycouncil.org.au/content/assets/files/Examination%20Guides/Flowchart%20-%202012.02.08.pdf)

Note: Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant. It is expected that this position will have a 50% FTE clinical load, with the other listed duties making up the remaining 50% FTE. Part-time/job share will be considered. 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: Miriam Lawrence (02) 6244 2203

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

##### **Medicine**

##### **Pharmacy - TCH**

##### **Lead Pharmacist Cancer Ambulatory and Community Health Support**

##### **Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 24088)**

Gazetted: 04 September 2014

Closing Date: 10 October 2014

The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of over 45 Pharmacists. We are currently recruiting a Lead Pharmacist Cancer Ambulatory and Community Health Support (HP4). This position will be based in a brand new, purpose built satellite oncology pharmacy.

Eligibility/Other Requirements: Mandatory: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications (or working towards) relevant to this position (e.g. Clinical Pharmacy, Cancer Studies, Management, Education or Research) and/or a minimum of five years working in Cancer pharmacy services. Highly Desirable: Membership with the Society of Hospital Pharmacists of Australia and/or Clinical Oncology Society of Australia.

Note: Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant. 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: Stuart Margison (02) 6244 2120

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

##### **Medicine**

##### **Pharmacy**

##### **Lead Pharmacist for Aseptic and Production Services**

##### **Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 29898)**

Gazetted: 04 September 2014

Closing Date: 10 October 2014

Details: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of over 45 Pharmacists. An exciting opportunity exists to join our team as the Lead Pharmacist for Aseptic and Production Services. The responsibility of this position is to provide leadership, management, and coordination of the pharmacy production services within Canberra Hospital and Health Services (including the aseptic production unit, Total Parenteral Nutrition (TPN) for adults, paediatrics and neonates, extemporaneous compounding and pre-packs. This position will also include advanced operational, education, research and quality improvement roles and provide a range of pharmacy services on weekends and after hours on a rotational basis as rostered.

Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications (or working towards) in Clinical Pharmacy, Management, Education or Research or extensive specialist clinical pharmacy experience deemed equivalent. Pharmacists outside Australia will be considered for these positions. Contact the Australian Pharmacy Council and the Pharmacy Board of Australia to enquire about your eligibility for registration. A summary of the Assessment and Registration process for Overseas trained pharmacists in Australia can be found on the APC website <[http://pharmacycouncil.org.au/content/assets/files/Examination Guides/Flowchart - 2012.02.08.pdf](http://pharmacycouncil.org.au/content/assets/files/Examination%20Guides/Flowchart%20-%202012.02.08.pdf)>

Notes: Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant. 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: Monica Jones (02) 6244 2118

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

##### **Surgery, Oral Health and Imaging**

##### **Operating Room**

##### **Clinical Development Nurse Instrument/Circulating**

##### **Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 20313)**

Gazetted: 04 September 2014

Closing Date: 18 September 2014

Details: The Perioperative Services at The Canberra Hospital is seeking a dynamic Registered Nurse to join our team as an Instrument/Circulating Clinical Development Nurse. This role is to facilitate the educational needs of the nurses within the Instrument/Circulating specialty. Our Perioperative Unit consists of a Dosa Admissions Unit, 13 Operating Theatres covering a wide range of surgical specialties, The Post Anaesthetic Care Unit and a 12 Bed Extended Day Surgery Unit.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Holds or working towards Certificate IV in Workplace Training and Assessment; A postgraduate qualification in Nursing or clinical education is highly desirable. Current clinical experience as a Clinical Development Nurse is highly 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: Margaret Lepper (02) 6244 2765 [margaret.lepper@act.gov.au](mailto:margaret.lepper@act.gov.au)

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

##### **Women, Youth and Children**

##### **Women and Babies**

##### **Maternity Outpatients Team Leader**

##### **Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 26910)**

Gazetted: 04 September 2014

Closing Date: 18 September 2014

Details: Maternity Outpatients are looking for a motivated full-time Registered Midwife with an interest in coordinating and delivering care to women during pregnancy. The position involves working weekdays in the antenatal clinic. This vacancy is ideal for a Midwife interested in joining a dynamic team. The role incorporates triage of referrals,



direct client care and coordination of outpatient clinics. The Team Leader supports the development and orientation of new staff and students and acts as a role model to promote evidence based practise.

Eligibility/Other Requirements: Registered or eligible for registration as a Midwife with the Australian Health Practitioner Regulation Authority.

Note: This is a permanent full-time position. The clinic operates during business hours. 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: Wendy Alder (02) 6142 6101

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

#### **Women, Youth and Children**

#### **Women and Babies**

#### **Clinical Development Midwife**

#### **Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 03943)**

Gazetted: 04 September 2014

Closing Date: 18 September 2014

Details: The Maternity Inpatient areas are looking for an energetic and dynamic Clinical Development Midwife to join their Nursing and Midwifery team. This role covers the Antenatal and Postnatal units and is responsible for the education of all staff in these units. The successful applicant will display advanced leadership qualities and a high level of emotional intelligence. This is a full-time, Monday to Friday position.

Eligibility/Other Requirements: Registered or eligible for registration as a Nurse/Midwife with the Australian Health Practitioner Regulation Agency (AHPRA). It is desirable that the applicant holds or is working towards qualifications either at a certificate or postgraduate level.

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: Jenni Eling (02) 6142 6281

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

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

#### **Community Care Program**

#### **Dietitian**

#### **Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 20222)**

Gazetted: 04 September 2014

Closing Date: 11 September 2014

Details: Applications are sought from suitably qualified Dietitians to fill a new permanent position in the Community Care Nutrition service. The successful applicant will work within a multidisciplinary team to provide nutrition assessment and counselling services in a community setting. Applicants are required to have good communication skills, experience in renal dialysis nutrition and enteral feeding, and demonstrated ability to work in a team environment to coordinate nutrition care for clients with complex needs. This is an exciting opportunity to work in a progressive and rewarding Program, providing health care to residents of Canberra, in their homes and health centre clinics.

Eligibility/Other Requirements: Degree in Science with qualifications in Nutrition and Dietetics, or equivalent. Eligible for Accredited Practising Dietitian status with the Dietitians Association of Australia. Current driver's licence.

Note: This is a full-time permanent position available immediately. Applicants seeking part-time employment will also be considered but full-time is preferred. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. This position may be required to participate in an overtime, on call, and/or rotation roster.

Contact Officer: Ana O'Rourke (02) 6205 1103

**Canberra Hospital and Health Services**

**Clinical Support Service**

**Director Acute Support Service**

**Physiotherapist**

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 21926)**

Gazetted: 04 September 2014

Closing Date: 11 September 2014

Details: An opportunity exists for a suitably experienced Physiotherapist to join the dynamic cardio-respiratory team in Acute Support Physiotherapy. This team provides specialised Cardio Respiratory Physiotherapy assessment and treatment in specialty units and/or general medical and surgical areas. This team also provide an Outpatient Service in areas such as Cardiac and Pulmonary Rehabilitation and Adult Cystic Fibrosis. Acute Support Physiotherapy aims to provide high quality, patient focused Physiotherapy in an environment of supported learning, care and excellence. Eligibility/Other Requirements: Degree or Diploma in Physiotherapy or equivalent qualifications. Registered or eligible for registration with the Australian Health Practitioner Regulation Agency.

Note: This is a part-time position available at 14:42 hours a week and may require you 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. Appointment may be made on application and referee reports only.

Contact Officer: Lisa Gilmore (02) 6244 2154

**Director General Reports**

**Population Health**

**Health Protection Service**

**Finance Officer**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 29450)**

Gazetted: 04 September 2014

Closing Date: 11 September 2014

Details: Business Management Group at Health Protection Service requires a temporary Administrative Services Officer Class 6 Finance Officer. This position covers finance and budget responsibilities, it also supervises staff admin duties.

Note: This is a temporary position available until 31 January 2015 with the possibility of extension. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. The selection process may be based on application and referee reports only. Please ensure a two page statement to the Selection Criteria together with at least one Referee Report are uploaded and included with your application.

Contact Officer: Maggie Shao (02) 6205 8705

**Canberra Hospital and Health Services**

**Women, Youth and Children**

**Womens and Babies**

**Registered Midwife**

**Registered Nurse Level 1 \$58,989 - \$78,799, Canberra (PN: 31413, several)**

Gazetted: 04 September 2014

Closing Date: 12 September 2014

Details: The Centenary Hospital for Women and Children, as part of ACT Health, has a number of temporary full-time and part-time positions available in their Birthing, Post Natal and Ante Natal Units. We are seeking experienced Midwives who embody the ACT Health values of care, excellence, collaboration and integrity.

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

Note: These are temporary full-time and part-time positions available from three to 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: Regina Ginich (02) 6174 7582

**Canberra Hospital and Health Services**

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

**Adult Mental Health Services**

**Registered Nurse**

**Registered Nurse Level 1 \$58,989 - \$78,799, Canberra (PN: 33109)**

Gazetted: 04 September 2014

Closing Date: 18 September 2014

Details: The successful applicant will work in the Mental Health Assessment Unit (MHAU) to provide high quality mental health assessment and care for mental health consumers. The MHAU is a 24 hour six bed assessment Unit located in the Emergency Department (ED) at the Canberra Hospital that provides a safe environment for specialised mental health assessment, crisis stabilisation and treatment for all people presenting with an acute mental illness or disorder. The focus of care in the MHAU is comprehensive assessment and early decision making, developing strong relationships with community teams, Alcohol and Drug Services and the Adult Mental Health Unit and maintaining consumer focused care using the least restrictive framework. You will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). 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: Fiona Keddie (02) 6174 5406

**Canberra Hospital and Health Services**

**Clinical Support Services**

**Acute Support Service**

**Administrative Support**

**Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 33407)**

Gazetted: 04 September 2014

Closing Date: 11 September 2014

Details: Applications are sought from enthusiastic individuals to fill a permanent part-time Administration Officer 3 position in the Acute Support Psychology team. This position is expected to provide high quality customer service to the consumers, carers and staff of Acute Support Allied Health. Duties include provision of comprehensive clerical, administration and secretarial support to managers and staff and undertake client service functions including receiving and screening allied health referrals and managing outpatient appointments.

Note: This is a part-time position at 18:38 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.

Applicants are required to provide two written referee reports with their application. The successful applicant may be selected from application and referee reports only.

Contact Officer: Rebecca Lennie (02) 6244 2045

**Canberra Hospital and Health Services**

**Surgery and Oral Health**

**Surgical Administration**

**Preadmission/Surgical Bookings Officer**

**Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 22149)**

Gazetted: 04 September 2014

Closing Date: 11 September 2014

Details: Expressions of interest are sought to fill this full-time temporary vacancy. The successful applicant will be required to provide reception services and coordinate outpatient clinics for the Pre-Admission Clinic in the Surgical Bookings Department. Duties include provision of high quality customer service to patients and stakeholders who contact the Pre-Admission Clinic, liaising with Surgical Bookings staff, clinical staff, surgeons, theatre staff and other stakeholders.

Eligibility/Other Requirements: Sound communication skills, knowledge of surgical bookings process and experience working with ACTPAS and Microsoft Office Suite is essential.

Notes: This is a full-time temporary position available until 30 June 2015, part-time may be considered. Selection may be based on application and one referee report only. To complete your application, applicants are asked to address the selection criteria, one referee report and attach a recent CV as a document to be uploaded and included with your application. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Melissa Warylo (02) 6244 4175

**Canberra Hospital and Health Services**

**Medicine**

**Pharmacy**

**Intern, Pre-Registration Pharmacist**

**Health Professional Level 1 \$50,899 - \$65,424, Canberra (PN: 26229, several)**

Gazetted: 04 September 2014

Closing Date: 20 September 2014

Details: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of over 45 Pharmacists. An exciting opportunity exists for temporary Intern, Pre-Registration Pharmacist positions at Canberra Hospital and Health Services (CHHS).

Eligibility/Other Requirements: The applicant will have been awarded an Australian entry level Pharmacy degree by the end of 2014. The applicant will be eligible to enrol in an Intern Training Program accredited by the Australian Pharmacy Council prior to employment.

Notes: These are temporary positions available for a period of 14 months. This position will also be required to provide a range of pharmacy services on weekends and after hours on a rotational basis as rostered. 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. Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant.

Contact Officer: Jessica Parker (02) 6244 2721 [jessica.parker@act.gov.au](mailto:jessica.parker@act.gov.au)

**Canberra Hospital and Health Services**

**Rehabilitation, Aged Care and Community Care**

**Community Care Program**

**Occupational Therapy Assistant**

**Health Care Assistant 3 \$47,764 - \$48,861, Canberra (PN: 27165)**

Gazetted: 04 September 2014

Closing Date: 18 September 2014

Details: There is an exciting opportunity for a suitably qualified Occupational Therapy Assistant to join the Rehabilitation, Aged and Community Care (RACC) Community Care Program Occupational Therapy team. As a permanent full-time Occupational Therapy Assistant, you will work under the clinical guidance and direction of an Occupational Therapist to install adaptive equipment and assist with placement of basic home modifications. You will also undertake clinical administrative tasks. The service provides intervention to ACT residents and you may be

required to travel to patient's homes and to equipment suppliers. This role requires a person who has effective interpersonal skills and time management practice. The Occupational Therapy 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.

Eligibility/Other Requirements: Certificate IV in Allied Health Assistance (Occupational Therapy) or recognised equivalent. Current driver's licence is essential.

Note: To complete your application you should include a written response to the Selection Criteria and provide two written referee reports as a document to be uploaded and included with your application. 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 will be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Kari Moore (02) 6205 1224

**Canberra Hospital and Health Services  
Surgery, Oral Health and Imaging  
Medical Staff**

**Cadet - Trainee Perfusion**

**Cadet – Practical Training \$43,710 - \$48,084, Canberra (PN: 34411)**

Gazetted: 04 September 2014

Closing Date: 18 September 2014

Details: The Canberra Hospital has a three year temporary Trainee Perfusion position with a possible permanent position at the completion of the Australasian Diploma Perfusion Course. No experience necessary as on the job training will be provided under the supervision of a qualified ANZCP Perfusionist. The position requires an applicant with a Bachelor of Science/Applied Science or equivalent qualification, applicants with the Masters in Perfusion will also be considered. The suitable applicant will be required to complete the two year ANZCP Diploma Perfusion course within the allotted time and be prepared to travel interstate to other Cardiac Units to gain the necessary experience to complete the course syllabus. The successful applicant will be trained in the monitoring, assembling and management of adult Cardiopulmonary Bypass and its associated equipment. The applicant will need to have good communication skills and be able to work within a close team.

Eligibility/Other Requirements: Prescribed Qualifications - Bachelor of Science/Applied Science/Nursing or equivalent qualification.

Note: This is a temporary position available for three years with the possibility of permanency. 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: Kaye Collins (02) 6244 3096

**Justice and Community Safety**

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

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

**Office of Regulatory Services  
Registration and Fair Trading  
Rental Bonds**

**Assistant Manager**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 42525)**

Gazetted: 29 August 2014

Closing Date: 12 September 2014

Details: Under limited direction of the Manager: manage and supervise staff as required and provide training where necessary. Issue and monitor work flows and report on activities and outcomes. Assist the Manager to achieve outcomes through designated programs and maintaining the ACT's statutory obligations under legislation. Represent the Office at meetings, seminars, working parties and conferences relating to the unit's functions. Provide a high-level of customer service in accordance with the functions and responsibilities of the unit. Perform more complex applications in relation to the licences, registrations and permits, liaising where appropriate with officers of the other departments and agencies. Where required, conduct investigations and inquiries, and audit records and returns under various legislation administered by the Office. Where appointed or delegated, exercise the functions of a decision-maker or an inspector or investigator under the various Acts of the Office of Regulatory Services. Maintain records in accordance with the *Territory Records Act 2002*. Assist in the management of the Office of Regulatory Services to ensure objectives are met.

Eligibility/Other Requirements: Occupant of this position may be required to rotate throughout other positions at the same classification within Registrations and Fair Trading. A registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required for this role. Current driver's licence desirable. Relevant tertiary qualifications an advantage.

Notes: This is a temporary position available until 30 June 2015.

Contact Officer: Josh Rynehart (02) 6205 3740 [josh.rynehart@act.gov.au](mailto:josh.rynehart@act.gov.au)

#### **Office of Regulatory Services**

#### **Registrations and Fair Trading**

#### **Background Screening**

#### **Senior Risk Assessment Officer**

#### **Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 22103)**

Gazetted: 28 August 2014

Closing Date: 4 September 2014

Details: Under the limited direction of the Senior Manager, Registrations and Background Screening; Supervise staff as required and provide training where necessary. Issue and monitor work flows and report on activities and outcomes. Where required, conduct investigations, either individually, or as a team member, under various pieces of legislation administered by the Office. Provide assistance analysing complex registrations under the Working with Vulnerable People scheme. Undertake complex risk assessments under the Working with Vulnerable People Risk Assessment Guidelines. Deal appropriately with confidential and sensitive information. Assist the Manager of the unit to achieve outcomes through leading designated programs and maintaining the ACT's statutory obligations under various legislation. Contribute to Office of Regulatory Services (ORS) operations and perform other duties as directed; Maintain records in accordance with the *Territory Records Act 2002*; Contribute to workplace diversity, participative work practices and promote OHS principles.

Notes: This is a temporary position available until 30 June 2015. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Keith Ward (02) 6207 1921 [keith.ward@act.gov.au](mailto:keith.ward@act.gov.au)

#### **Office of Regulatory Services**

#### **WorkSafe ACT**

#### **Proactive Services**

#### **Training and Learning Development Coordinator**

#### **WorkCover Officer 6 \$70,913 - \$81,460, Canberra (PN: 32675)**

Gazetted: 02 September 2014

Closing Date: 16 September 2014

Details: Under the broad direction of the Manager of Proactive Services, you will be responsible for developing and designing a Learning and Development strategy, including the development of training curriculum for Inspectors and Investigators. To do this, you will liaise with various business units and across the organisation and may include contact

with other jurisdictions, or government departments. The role also requires coordination and facilitation of "in-house" specialist training sessions for all WorkSafe ACT staff in relation to high risk work activities, including sourcing appropriate guest speakers with relevant technical specialist background. You will also be required to maintain and update both internal and external training and guidance materials in accordance with related legislation, policy and Standard Operating Procedures.

Eligibility/Other Requirements: A Cert IV in Training and Assessment or equivalent and knowledge of Work Health and Safety legislation in a regulatory or policy environment is highly desirable.

Contact Officer: Clayton Baldwin (02) 6205 2271 [clayton.baldwin@act.gov.au](mailto:clayton.baldwin@act.gov.au)

## **Legislation, Policy and Programs**

### **Administration**

#### **Administrative Officer**

#### **Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 43412)**

Gazetted: 29 August 2014

Closing Date: 5 September 2014

Details: Legislation, Policy and Programs is seeking a motivated person who is well organised and possesses good communication skills to provide administrative assistance to the branch. The successful applicant will be required to perform a wide variety of administrative tasks including the preparation and monitoring of accounts, journals, financial reports, staff training, arrange travel, ICT, stationary orders and much more. This position is required to provide relief executive assistance for the Executive Director and Deputy Executive Director, including taking minutes at meetings.

Eligibility/Other Requirements: Experience in Oracle and an understanding of the ACT Government financial framework would be an advantage.

Contact Officer: Cathy Millett (02) 6205 3743 [cathy.millett@act.gov.au](mailto:cathy.millett@act.gov.au)

## **Office of Regulatory Services**

### **Registrations and Fair Trading**

#### **Births, Deaths and Marriages**

#### **Client Service Officer**

#### **Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 45222)**

Gazetted: 28 August 2014

Closing Date: 4 September 2014

Details: Under the general direction of the Manager: provide high level client service, either at the counter, over the phone, or in writing; where delegated, prepare, arrange and complete a range of licences, registrations and permits administered by the office; where delegated, critically examine documents for registration and reconcile relevant cash and trust accounts; Resolve more complex issues for clients and staff; accept and account for a range of fees by exercising responsibilities as a collector of public monies; assist with the supervision, management, training and development of other staff within a business unit; maintain accurate records managed in a variety of databases and manual registers; contribute to Office of Regulatory Services (ORS) operations and perform other duties as directed; maintain records in accordance with the *Territory Records Act 2002*; contribute to efficient work practices and sound corporate governance; contribute to workplace diversity, participative work practices and promote OHS principles; and assist senior staff members with work in the unit to ensure objectives are achieved.

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

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

Contact Officer: Keith Ward (02) 6207 1921 [keith.ward@act.gov.au](mailto:keith.ward@act.gov.au)

## **Office of Regulatory Services**

### **Registrations and Fair Trading**

#### **Background Screening**

**Client Services Officer**

**Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 30735)**

Gazetted: 28 August 2014

Closing Date: 4 September 2014

Details: Under the general direction of the Manager: Provide high level client service, either at the counter, over the phone, or in writing. Where delegated, prepare, arrange and complete a range of licences, registrations and permits administered by the office. Where delegated, critically examine documents for registration and reconcile relevant cash and trust accounts. Resolve more complex issues for clients and staff. Accept and account for a range of fees by exercising responsibilities as a collector of public monies. Assist with the supervision, management, training and development of other staff within a business unit. Maintain accurate records managed in a variety of databases and manual registers. Contribute to Office of Regulatory Services (ORS) operations and perform other duties as directed. Maintain records in accordance with the *Territory Records Act 2002*. Contribute to efficient work practices and sound corporate governance. Contribute to workplace diversity, participative work practices and promote OHS principles. Assist senior staff members with work in the unit to ensure objectives are achieved.

Notes: Selection may be based on application and referee reports only. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Keith Ward (02) 6207 1921 keith.ward@act.gov.au

**Transport and Infrastructure**

**Transport Regulation**

**Road User Services**

**Infringement Plan Officer**

**Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 34449)**

Gazetted: 29 August 2014

Closing Date: 12 September 2014

Details: The Infringement Plan Office assists eligible people with outstanding infringement debts to discharge their debt through instalment payment plans or work or social development programs. The successful applicant must be able to demonstrate their experience in providing high level client services in a regulatory environment, maintain client confidentiality, provide accurate advice and information to clients on eligibility and options to address their debt, and liaise with other Road User Service sections and non-government agencies.

Contact Officer: Mardi Cleggett (02) 6207 8493 mardi.cleggett@act.gov.au

**Office of the Legislative Assembly**

**Hansard, Technology and Library**

**Director, Hansard, Technology and Library**

**Senior Officer Grade A \$127,557, Canberra (PN: 500)**

Gazetted: 29 August 2014

Closing Date: 12 September 2014

Details: The Director is responsible for the management of the Hansard, Technology and Library functions of the Office of the legislative Assembly. Hansard, Technology and Library is responsible for: Producing and publishing accurate and timely transcripts of Assembly debates and evidence given before Assembly committees; producing a daily audiovisual replay of Assembly proceedings; managing information technology for non-executive members and OLA and developing ICT policies; managing the Assembly's Hansard database service; providing broadcasting and related technical services, and developing broadcasting policy for the Assembly and its committees; records and information management; providing library information and reference services.

Note: This is a temporary position available for a period of 12 months with the possibility of extension or permanency from this process.



For further information visit: <http://www.parliament.act.gov.au/functions/jobs>

Contact Officer: Tom Duncan, Clerk of the Legislative Assembly (02) 6205 0191 [tom.duncan@parliament.act.gov.au](mailto:tom.duncan@parliament.act.gov.au)

Applications can be forwarded to: Office of the Legislative Assembly C/-Recruitment - Business Support GPO Box 1020 Canberra ACT 2601 [OLARecruitment@parliament.act.gov.au](mailto:OLARecruitment@parliament.act.gov.au).

### **Hansard, Technology and Library**

#### **Senior Editor**

**Senior Officer Grade C \$93,254 - \$100,382 , Canberra (PN: 502)**

Gazetted: 29 August 2014

Closing Date: 12 September 2014

Details: This position provides the opportunity for an experienced Hansard editor to manage the production and publication of Legislative Assembly and committee transcripts. To be successful you will need to demonstrate your ability to deliver exceptional and impartial client services and your experience in using automated systems to provide electronic information services.

Note: This is a temporary position available for a period of 12 months. For further information visit:

<http://www.parliament.act.gov.au/functions/jobs>

Contact Officer: Val Barrett (02) 6205 0126 [val.barrett@parliament.act.gov.au](mailto:val.barrett@parliament.act.gov.au)

Applications can be forwarded to: Office of the Legislative Assembly C/-Recruitment - Corporate Services GPO Box 1020 Canberra ACT 2601 [OLARecruitment@parliament.act.gov.au](mailto:OLARecruitment@parliament.act.gov.au)

## **APPOINTMENTS**

### **Canberra Institute of Technology**

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

Lynette Hamilton 827-14356, Section 68(1), 1 September 2014

### **Chief Minister, Treasury and Economic Development**

#### **Senior Officer Grade C \$93,254 - \$100,382**

Tracey Anne Gower 827-45611, Section 68(1), 1 September 2014

### **Education and Training**

#### **School Assistant 2 \$41,826 - \$46,188**

Ronald Raj Amaladass 844-75627, Section 68(1), 1 September 2014

#### **Administrative Services Officer Class 6 \$74,098 - \$84,803**

Ben Ryan 844-76590, Section 68(1), 11 September 2014

### **Health**

#### **Assistant in Nursing \$45,381 - \$46,917**

Amanda Bourke 840-51621, Section 68(1), 26 August 2014

#### **Dental Assistant - Qualified \$46,377 - \$54,579**

Melissa Childs-Smith 831-24235, Section 68(1), 4 September 2014

**Administrative Services Officer Class 3 \$55,732 - \$59,980**

Geoffrey Clarke 844-76259, Section 68(1), 1 September 2014

**Administrative Services Officer Class 3 \$55,732 - \$59,980**

David Thomas Devoy 844-75870, Section 68(1), 1 September 2014

**Administrative Services Officer Class 3 \$55,732 - \$59,980**

Wai Lung Kwok 844-75838, Section 68(1), 1 September 2014

**Administrative Services Officer Class 3 \$55,732 - \$59,980**

Laura McCleane 844-75977, Section 68(1), 1 September 2014

**Enrolled Nurse Level 1 \$53,501 - \$57,161**

Claire Moore 844-76371, Section 68(1), 1 September 2014

**Registered Nurse Level 2 \$81,918 - \$86,823**

Jennifer O'Connor 843-90519, Section 68(1), 28 August 2014

**Registered Nurse Level 2 \$81,918 - \$86,823**

Gillian Paulden 827-81911, Section 68(1), 4 September 2014

**Registered Nurse Level 1 \$58,989 - \$78,799**

Kamal Singh 842-90091, Section 68(1), 28 August 2014

**Administrative Services Officer Class 3 \$55,732 - \$59,980**

Jimmy Varghese 844-75985, Section 68(1), 1 September 2014

**Administrative Services Officer Class 3 \$55,732 - \$59,980**

Schae Zarew 840-51701, Section 68(1), 1 September 2014

**Justice and Community Safety**

**Administrative Services Officer Class 6 \$74,098 - \$84,803**

Michele-Charee Abel 835-99820, Section 68(1), 28 August 2014

**Administrative Services Officer Class 3 \$55,732 - \$59,980**

Amanda Brown 844-03199, Section 68(1), 3 September 2014

**Senior Officer Grade C \$93,254 - \$100,382**

Angela Brown 827-54219, Section 68(1), 1 September 2014

**Administrative Services Officer Class 6 \$74,098 - \$84,803**

Fabi Kandamparambil 836-12132, Section 68(1), 1 September 2014

**Administrative Services Officer Class 6 \$74,098 - \$84,803**

Rachel Maxwell 827-53515, Section 68(1), 1 September 2014

**Administrative Services Officer Class 6 \$74,098 - \$84,803**

Lana Miller 836-12271, Section 68(1), 1 September 2014

**Administrative Services Officer Class 6 \$74,098 - \$84,803**

Alison Watts 844-76347, Section 68(1), 1 September 2014

**Office of the Legislative Assembly**

**Professional Officer Class 1, \$52,351 - \$72,539**

Fiona Bright, Section 68(1), 8 September 2014

**Territory and Municipal Services**

**General Service Officer Level 5/6 \$45,647 - \$50,446**

Harley Baker 827-49321, Section 68(1), 1 September 2014

**Administrative Services Officer Class 6 \$74,098 - \$84,803**

Christopher Chilvers 836-08109, Section 68(1), 25 August 2014

**Administrative Services Officer Class 6 \$74,098 - \$84,803**

Karen de Plater 762-54701, Section 68(1), 15 September 2014

**General Service Officer Level 8 \$56,611 - \$59,939**

Grant Williams 844-76013, Section 68(1), 1 September 2014

**TRANSFERS**

**Calvary Health Care ACT (Public)**

**Shireen Leonard: 827-6152**

From: Registered Nurse/Midwife Level 1 \$58,989 – \$78,799  
Health

To: Registered Nurse/Midwife Level 1 \$58,989 - \$78,799  
Calvary Health Care-ACT, Canberra (PN. 9123) (Gazette)

**Health**

**Ciaran Bird: 829-67724**

From: Registered Nurse Level 3.1 \$93,917 - \$97,782  
Health

To: Health Professional Level 4 \$89,786 - \$96,809  
Health, Canberra (PN. 21787) (Gazetted 3 July 2014)

**Angie O'Neill: 799-83205**

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

To: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)  
Health, Canberra (PN. 34437) (Gazetted 16 January 2014)

## PROMOTIONS

### Chief Minister, Treasury and Economic Development

#### Shared Services ICT

#### Business Applications Management

#### Business Applications and Support

#### Anthony Kirk: 527-21977

From: Senior Officer Grade C \$93,254 - \$100,382

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade B \$106,086 - \$119,426

Chief Minister, Treasury and Economic Development, Canberra (PN. 34347) (Gazetted 22 July 2014)

#### Revenue Management

#### Advice and Assessments

#### Bernada McDonald: 836-1194

From: Administrative Services Officer Class 3 \$55,732 - \$59,980

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$61,874 - \$66,997

Chief Minister, Treasury and Economic Development, Canberra (PN. 33724) (Gazetted 3 June 2014)

#### Shared Services

#### Procurement

#### Rebecca Anne Power: 795-56836

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

Chief Minister, Treasury and Economic Development

To: †Senior Professional Officer Grade B \$106,086 - \$119,426

Chief Minister, Treasury and Economic Development, Canberra (PN. 13535) (Gazetted 23 April 2014)

### Director of Public Prosecutions

#### Eleanor Mae Hoskins: 827-08490

From: Administrative Services Officer Class 5 \$68,766 - \$72,789

Director of Public Prosecutions

To: †Senior Officer Grade C \$93,254 - \$100,382

Director of Public Prosecutions, Canberra (PN. 02916) (Gazetted 18 June 2014)

### Education and Training

#### Organisational Integrity

#### Human Resources

#### HR People Services

#### Katrina Sheaves: 755-72759

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

Education and Training

To: †Senior Officer Grade B \$109,831 - \$123,642

Education and Training, Canberra (PN. 33987) (Gazetted 6 June 2014)

## **Environment and Planning**

### **Planning Delivery**

#### **Merit Assessment**

##### **Syed Ali: 827-32159**

From: Administrative Services Officer Class 5 \$68,766 - \$72,789

Environment and Planning

To: Administrative Services Officer Class 6 \$74,098 - \$84,803

Environment and Planning, Canberra (PN. 05512) (Gazetted 11 March 2014)

## **Health**

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

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

##### **Adult Mental Health Services**

##### **Joshua Carr: 817-50160**

From: Technical Officer Level 2 \$52,078 - \$59,939

Health

To: Registered Nurse Level 1 \$58,989 - \$78,799

Health, Canberra (PN. 21178)

This promotion to a non-advertised position has been made under ACT Public Service Nursing and Midwifery Enterprise Agreement 2013-2017.

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

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

##### **Adult Mental Health Services**

##### **Felicity O'Neil: 834-53477**

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

Health

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

Health, Canberra (PN. 31328) (Gazetted 17 July 2014)

### **Strategy and Corporate**

#### **David Smith: 817-42814**

From: Administrative Services Officer Class 6 \$74,098 - \$84,803

Health

To: †Senior Officer Grade C \$93,254 - \$100,382

Health, Canberra (PN. 34196) (Gazetted 31 July 2014)

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

#### **Medicine**

##### **Department of Medical**

##### **Biljana Zeljkovic: 755-62059**

From: Registered Nurse Level 2 \$81,918 - \$86,823

Health

To: †Registered Nurse Level 3.1 \$93,917 - \$97,782

Health, Canberra (PN. 18483) (Gazetted 21 August 2014)

**Territory and Municipal Services**

**Parks and City Services**

**Libraries ACT**

**ACT Heritage Library**

**Antoinette Buchanan: 782-05583**

From: Professional Officer Class 2 \$70,913 - \$81,460

Territory and Municipal Services

To: †Senior Officer Grade C \$93,254 - \$100,382

Territory and Municipal Services, Canberra (PN. 34405) (Gazetted 5 August 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.