



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 15 January 2015**

## EXECUTIVE NOTICES

### Chief Minister, Treasury and Economic Development

#### **Engagement**

Trevor Vivian – Director, Budget Management and Analysis (E147) Section 72 of the Public Sector Management Act 1994

#### **Variation – Transfer**

David Peffer – Deputy Director-General, Access Canberra (E782) Section 80A(1)(a) of the Public Sector Management Act 1994

### Territory and Municipal Services

#### **Contract Cessation**

Fay Steward – Executive Director, Parks and City Services (E582) – 17.01.2015

#### **Variation – Transfer**

Michael Trushell – Director, ACT NoWaste (E661) Section 80A(1)(a) of the Public Sector Management Act 1994

## VACANCIES

### Calvary Health Care ACT (Public)

#### **Nursing**

#### **Surgical**

#### **Clinical Development Nurse**

#### **Registered Nurse level 2 \$81,918 - \$86,823, Canberra (PN: 8856)**

Gazetted: 15 January 2015

Closing Date: 21 January 2015

Details: Ward 4W is looking for a dynamic Registered Nurse leader with surgical nursing experience and an interest in clinical education. This is an opportunity to work with newly graduated nurses and assist them in transitioning into the acute hospital setting. The CDN will provide clinical support, education, feedback and assessment of competencies as related to the National Competency Standards for Registered Nurses.

This temporary position is for a period of six months - 2 Feb 2015 - 5 Aug 2015 with the possibility of an extension. The successful candidate will be able to demonstrate: Demonstrated commitment to preceptorship, staff development and competence assessment within the clinical setting, and an ability to show effective guidance and clinical leadership. Demonstrated competence in education or speciality area relevant to the position and a commitment to continued clinical educational and professional development. Demonstrated ability to assist individual nurses in the assessment of their own learning needs, assimilation and application of skills and knowledge, and evaluation of outcomes incorporating adult learning principles. Demonstrate a high level of written and verbal communication skills. A sound understanding of problem solving and negotiation principles. Applicants are expected to respond in writing and include the following:

1. Statement addressing the selection criteria (The selection criteria can be found in the Position Description. The response must be maximum 300 words per criteria).
2. A copy of their current resume.
3. Names and contact details (including a contact phone number) for 2 professional referees.

Eligibility/Other Requirements: Relevant work rights

Note: Calvary Health Care Bruce is a smoke free campus Aboriginal and Torres Strait Islander people are encouraged to apply.

Contact Officer: Anne Eade (02) 6201 6878 [anne.eade@calvary-act.com.au](mailto:anne.eade@calvary-act.com.au)

**Occupational Therapy**

**Occupational Therapist**

**Allied Health Assistant Level 2 \$45,764 - \$50,951 (Full Time Rate), Canberra (PN: 6839)**

Gazetted: 15 January 2015

Closing Date: 21 January 2015

Details: The Occupational Therapy Department at Calvary Hospital, Canberra is looking for an Occupational Therapy Assistant to join our supportive team to enrich the scope of Occupational Therapy services provided at the Older Person's Mental Health Inpatient Unit (OPMHIU) located on this campus. The successful Occupational Therapy Assistant will provide clinical support to the Senior Occupational Therapist working on OPMHIU, including implementation of 1:1 and group Occupational Therapy programs for older clients with a mental illness or dementia with behavioural and psychological symptoms. This is a part time position - 4hrs per day, Monday-Friday and is offered on permanent contract to a suitable applicant. A full Australian Driver's licence and Certificate IV in Allied Health Assistance are mandatory requirements to work in this role. The Occupational Therapy Department provides fortnightly in-services and many varied training opportunities to assist in the development of all staff. A staff supervision program is in place and all staff complete an Annual Development Plan with their clinical supervisor. We offer a competitive salary, free uniforms, salary packaging, and free parking. If you are successful in your application, commencement dates are flexible.

Applicants are expected to respond in writing and include the following:

1. Statement addressing the selection criteria (The selection criteria can be found in the Position Description. The response must be maximum 300 words per criteria).
2. A copy of their current resume.
3. Names and contact details (including a contact phone number) for 2 professional referees.

Eligibility/Other Requirements: Relevant work rights.

Note: Calvary Health Care Bruce is a smoke free campus. Aboriginal and Torres Strait Islander people are encouraged to apply.

Contact Officer: Michael Malcomess (02) 6201 6087 [michael.malcomess@calvary-act.au](mailto:michael.malcomess@calvary-act.au)

**Physiotherapy**

**Physiotherapist**

**Health Professional Level 1/2 \$53,784 - \$78,731, Canberra (PN: 8880)**

Gazetted: 15 January 2015

Closing Date: 28 January 2015

Details: This is an exciting opportunity to join a friendly 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:

1. Foster evidence-based and values-based practice are self-motivated and demonstrate resilience in a contemporary healthcare setting.
2. Practice self-reflection with a desire to continually learn are committed to risk management, continuous quality improvement and/or research.
3. Can work independently and collaboratively as part of a multidisciplinary team.

4. There is an anticipation of at least 1 full-time (part time will be considered) HP1/2 position available in the Physiotherapy Department. Successful applicants will be involved in a rotational program through work areas such as Outpatients, Orthopaedics, Respiratory/ICU/Cardiac Rehabilitation, Medical/Acute Neurology, Aged Care and Rehabilitation, Women's Health and the Emergency Department. New graduates are welcome to apply  
Applicants are expected to respond in writing and include the following:

1. Statement addressing the selection criteria (The selection criteria can be found in the Position Description. The response must be maximum 300 words per criteria).
2. A copy of their current resume.
3. Names and contact details (including a contact phone number) for 2 professional referees.

Eligibility/Other Requirements: Relevant Work Rights.

Note: Calvary Health Care Bruce is a smoke free campus. Aboriginal and Torres Strait Islander people are encouraged to apply.

Contact Officer: Katie Murray (02) 6201 6190 [katie.murray@calvary-act.com.au](mailto:katie.murray@calvary-act.com.au)

### **Health Information Services**

#### **Senior Health Information Manager**

**Health Professional Level 4 \$93,254 - \$100,382, Canberra (PN: 8446)**

Gazetted: 15 January 2015

Closing Date: 28 January 2015

Details: A unique opportunity exists for a highly motivated Senior Health Information Manager to manage Clinical Records at Calvary Health Care ACT, Bruce. This position will be responsible for the following:- Provide leadership and direction on all aspects of clinical records management including security, storage and retention within the health service. Oversee and implement projects and business change aimed at improving the flow of medical information including handover processes into and out of the Health Information Service. Provide leadership and promote a commitment to high quality customer service, principles and practices and ensure the quality and availability of the clinical record to acceptable standards. Oversee the integrity and quality of patient identification data recorded in the ACT Patient Administration System (ACTPAS) and Patient Master Index (PMI) through direct supervision of the PMI Data Quality Officers. Ensure the privacy and confidentiality of clinical records are maintained by managing the appropriate release of health information and clinical records for medico-legal, research and education purposes according to relevant legislation and procedures. Co-ordinate the review, design, control and approval process of clinical record forms.

Applicants are expected to respond in writing and include the following:

1. Response to the selection criteria and copy of your current resume.
2. Cover letter outlining why you believe you are suitable for this role (Maximum 1 page).
3. Names and contact details for 2 professional referees.

Eligibility/Other Requirements: Must have appropriate work rights must address the selection criteria.

Note: Calvary Health Care Bruce is a smoke free campus. Aboriginal and Torres Strait Islander people are encouraged to apply.

Contact Officer: Janette Farrelly (02) 6201 6689 [janette.farrelly@calvary-act.com.au](mailto:janette.farrelly@calvary-act.com.au)

### **Nursing**

#### **ICU/CCU**

#### **Registered Nurse Level 2**

**Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 8220 & 8864)**

Gazetted: 15 January 2015

Closing Date: 23 January 2015

Details: This is an exciting opportunity for a suitably experienced and qualified Critical Care Nurse. To be considered for this role the candidate must meet the following selection criteria: Registered as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) Holds an appropriate post graduate qualification in the specialty clinical area. Extensive demonstrated competence in providing direct patient care for patients within the specified area utilising the nursing process, and incorporating a risk assessment approach while working within professional legislation and existing policies and procedures. Demonstrated ability in clinical teaching and performing competency based assessment skills utilising adult learning principles. Demonstrated commitment to preceptorship, staff development and competence assessment within the clinical setting and an ability to show effective guidance and leadership within the workplace. Demonstrated high level of written and verbal communication skills. A sound understanding of problem solving and negotiation principles. Demonstrated commitment to, and understanding of, the principles of quality management, nursing practice review, clinical research and policy development.

Eligibility/Other Requirements: Relevant Work Rights

Notes: Applicants are expected to respond in writing and include the following:

1. Response to the selection criteria and copy of your current resume.
2. Cover letter outlining why you believe you are suitable for this role (Maximum 1 page).

3. Names and contact details for 2 professional referees.

To be considered for this role you must have relevant work rights.

Please refer to the position description for further information.

Contact Officer: Narelle Comer (02) 6201 6099 [narelle.comer@calvary-act.com.au](mailto:narelle.comer@calvary-act.com.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)**

#### **Policy and Cabinet**

##### **Senior Project Manager**

**Senior Officer Grade A \$127,557, Canberra (PN: 35018)**

Gazetted: 15 January 2015

Closing Date: 29 January 2015

Details: The Chief Minister, Treasury and Economic Development Directorate is seeking a highly motivated and appropriately skilled person to undertake the role of Senior Project Manager to lead the review and implementation of a range of strategic reforms to the ACT Government. The successful applicant will have a strong understanding of the role of central agencies in coordinating and driving reform along with well developed analytical and numerical skills.

Notes: This is a temporary position available for a period of 12 months with the possibility of extension.

Contact Officer: Sam Engele (02) 6205 0230 [sam.engele@act.gov.au](mailto:sam.engele@act.gov.au)

#### **Shared Services**

##### **Partnership Services Group**

##### **Business Applications Management**

##### **Justice and Community Safety (JACS) ICT Manager**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 00763)**

Gazetted: 21 January 2015

Closing Date: 4 February 2015

Details: The ICT Manager is required to manage the delivery of agreed ICT Services to the Directorates. The ICT Manager provides strategic and operational support of the Directorate's ICT systems and business applications. This position manages a small 'embedded' team within the Directorate, but is strongly tied to Shared Services service strategy, plans and operational practices. A key responsibility of the position is to foster strong business relationships and consultation frameworks within the Directorate and Shared Services.

Eligibility/Other Requirements: Knowledge of the Information Technology Infrastructure Library (ITIL) would be highly advantageous.

Contact Officer: Di Neville (02) 6207 4267 [di.neville@act.gov.au](mailto:di.neville@act.gov.au)

#### **Expenditure Review**

##### **Senior Policy Analyst**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 15491, several)**

Gazetted: 16 January 2015

Closing Date: 23 January 2015

Details: Expressions of interest are sought for the position of Senior Policy Officer within Expenditure Review Division. The role of the position includes a number of functions, including: Undertaking complex research and analysis and providing accurate, robust advice and options; Identifying service delivery issues in the context of legislative, policy, community and operational drivers; Undertaking significant liaison with staff of Chief Minister, Treasury and Economic

Development (CMTEDD), other agencies and consultants supporting the reviews; and preparing reports, meeting papers, submissions, and other documentation as necessary.

Eligibility/Other Requirements: ACT Government work experience and tertiary or post graduate qualifications in government, public sector, business, law, economics, finance, or other relevant fields are highly desirable.

Notes: These are temporary vacancies available from February 2015 to May 2015. Successful applicants will be offered a four month position. Extension of this may be considered.

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: Stuart Friend (02) 6207 0213 stuart.friend@act.gov.au

## **Policy and Cabinet**

### **Project Officer**

#### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 35017)**

Gazetted: 15 January 2015

Closing Date: 29 January 2015

Details: The Chief Minister, Treasury and Economic Development Directorate is seeking a highly motivated and appropriately skilled person to undertake the role of Project Officer to support the implementation of the Whole of Government program of Activity Based Working. The successful applicant will have experience in change management projects, sound communication skills, effective stakeholder management skills, ability to analyse business processes and an understanding of how technology supports these processes.

Eligibility/Other Requirements: A qualification in Project Management is highly regarded.

Notes: This is a temporary position available for a period of 12 months with the possibility of extension.

Contact Officer: Sam Engele (02) 6205 0230 sam.engele@act.gov.au

## **Policy and Cabinet**

### **Cabinet Officer**

### **Cabinet Officer**

### **Cabinet Liaison Officer**

#### **Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 32282)**

Gazetted: 19 January 2015

Closing Date: 26 January 2015

Details: The Policy and Cabinet Division of Chief Minister, Treasury and Economic Development Directorate are seeking a highly motivated and appropriately skilled person to undertake the role of Cabinet Liaison Officer. This is an opportunity for a high performing officer to further strengthen their understanding of Cabinet and Assembly processes. The successful applicant will have excellent communication and organisational skills, a sound understanding of Cabinet and machinery of government process and be able to effectively manage a small team to deliver competing priorities within tight deadlines.

Notes: This is a temporary vacancy available asap to 30 April 2015. Selection may be based on written application and referee reports only. A national security clearance may be required.

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 relation to the duty statement, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

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

## **Shared Services**

### **ICT**

### **Business Application Management**

**Business Systems Support Specialist**

**Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 01005)**

Gazetted: 21 January 2015

Closing Date: 28 January 2015

Details: The successful applicant will be a member of a team responsible for the support of Oracle and Windows based business systems in the Community Services Directorates. The team is responsible for the system administration, security, Change Management process and vendor relationship for the support of those systems.

Contact Officer: Mick Sharp (02) 6207 1522 mick.sharp@act.gov.au

**Arts, Business, Events, Sport and Tourism**

**Territory Venues and Events**

**Venue Operations Assistant**

**Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 35036)**

Gazetted: 20 January 2015

Closing Date: 27 January 2015

Details: This position assists in the coordination and preparation of GIO Stadium for all major events, minor events, functions, meetings and conferences. This includes but not limited to room set ups, bump-in and bump-outs. The role assists in coordinating external assistance and equipment including security, equipment hire, traffic management, fire services, car parking, signage control, Australian Federal Police, cleaning, ticketing and repairs and maintenance as required; undertakes checks and tasks associated with event management and contractor support to ensure facilities are safe and effective prior to and post an event.

Eligibility/Other Requirements: Demonstrated experience in the event/venue industry is required. Current driver's licence.

Notes: Selection may be based on written applications only. Duties will include after hours and weekend work.

Contact Officer: Liz Clarke (02) 6207 2294 liz.clarke@act.gov.au

**Policy and Cabinet**

**Cabinet Office**

**Cabinet Support Officer**

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

Gazetted: 19 January 2015

Closing Date: 26 January 2015

Details: The Policy and Cabinet Division of Chief Minister, Treasury and Economic Development Directorate is seeking a highly motivated and organised person to undertake the role of Cabinet Support Officer. The Cabinet Support Officer provides assistance across a range of Cabinet Office functions including: circulation and monitoring of Cabinet submissions and decisions; liaison with other ACT Government Directorates; routine correspondence and coordination of meeting papers; and secure record keeping and destruction. This role provides an opportunity to develop a sound understanding of Cabinet and Machinery of Government processes from a central agency perspective. The successful officer will have a commitment to quality customer service and attention to detail.

Notes: This is a temporary position available asap to the 30 June 2015. Selection may be based on written application 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 relation to the duty statement, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Kylie Heath (02) 6205 0232 kylie.heath@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)

### **Disability ACT**

#### **Business Support Unit**

##### **Business Support Coordinator**

##### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 29165)**

Gazetted: 19 January 2015

Closing Date: 30 January 2015

Details: Expressions of Interest are sought from enthusiastic and motivated candidates who are interested in working as part of the Business Support Unit. The Business Support Coordinator is responsible for contributing to the financial management and negotiations of service level contracts with government and non-government organisations including analysing monthly, quarterly and annual financial reports and advising on risk management strategies. The position incumbent is required to demonstrate a commitment to the Vision and Values of Disability ACT.

Eligibility/Other Requirements: Qualifications and Experience in accounting or business management within the government sector is essential.

Notes: This is a temporary position available asap for the period of six months. The position may be filled from application only.

How to Apply: Applications should include a supporting statement of no more than two pages outlining experience and/or ability in accordance with the selection criteria, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer: [leanne.power@act.gov](mailto:leanne.power@act.gov)

Contact Officer: Leanne Power (02) 6207 5990 [leanne.power@act.gov](mailto:leanne.power@act.gov)

### **Disability ACT**

#### **Therapy ACT**

##### **Transition Team**

##### **Project Officer**

##### **Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 22971)**

Gazetted: 15 January 2015

Closing Date: 23 January 2015

Details: Therapy ACT provides a range of multidisciplinary therapy and support services for children, adolescents and adults with delays in development and developmental disabilities. Services are provided through age based and specialist teams in a range of community settings. This position is responsible for managing several projects relating to the implementation and introduction of National Disability Scheme (NDIS) in the ACT and the impact it will have on the operations of Therapy ACT. The position will support the Transition Team Leader. The officer will assist in the preparation of regular reporting and undertake coordination of many of the outcomes of the projects.

Eligibility/Other Requirements: Current driver's licence essential. Current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp). An Allied Health background and or experience in the disability sector is highly desirable.

Notes: This is a temporary position available until the end of December 2015. Applications for these positions should address the selection criteria and include a current CV. Written referee reports will be required at interview. Please see the ACT Government jobs website for the required referee report proforma.

Contact Officer: Jacinta Evans (02) 6205 1273 [jacinta.evans@act.gov.au](mailto:jacinta.evans@act.gov.au)



**Disability ACT  
Therapy ACT  
Therapy Assistants Program  
Technical Officer**

**Technical Officer Level 1 \$47,953 - \$50,376, Canberra (PN: 34937)**

Gazetted: 20 January 2015

Closing Date: 3 February 2015

Details: Therapy ACT provides a range of multidisciplinary therapy and support services for children, adolescents and adults with delays in development and developmental disabilities. Services are provided through age based and specialist teams in a range of community settings. The individuals in these positions will provide assistance to Therapy ACT Health Professionals in the provision of client care through the implementation of individual or group therapy program for clients of Therapy ACT. This may include the use of specialised therapeutic equipment and resource preparation. The individuals will work under the supervision and direction of health professionals in a variety of settings, including clinics, homes, schools and community settings.

Eligibility/Other Requirements: This is an identified position and only open to Aboriginal and Torres Strait Islander people. Confirmation of Aboriginality will be required before appointment to this position. Essential: current driver's licence. Current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp). Highly Desirable: Experience in the areas of disability and/or working with children; Certificate Level 4 or Associate Diploma in relevant field or enrolment in Certified Training for Allied Health Assistants (CIT).

Notes: This is a temporary position available until 31 December 2015. Applications for these positions should address the selection criteria and include a current CV. Written referee reports will be required at interview. Please see the ACT government jobs website for the required referee report proforma.

Contact Officer: Jacinta Evans (02) 6205 1277 [jacinta.evans@act.gov.au](mailto:jacinta.evans@act.gov.au)

**Director of Public Prosecutions**

**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)**

**Executive Assistant**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 33661)**

Gazetted: 21 January 2015

Closing Date: 4 February 2015

Details: Perform the functions of Executive Assistant to the Director of Public Prosecutions. This position requires strong communication and organisational skills. The successful applicant will be required to undertake research tasks, prepare complex correspondence and co-ordinate the activities of the Directors Office. Assist the Director of Corporate Services in a range of administrative matters and maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Well developed keyboard skills with a typing speed of 50 words per minute and experience in using a dictaphone is essential. Previous experience in a legal environment is highly desirable. The successful candidate will be required to undergo a criminal record check.

Notes: Selection may be based on application and referee reports only.

Contact Officer: Leeanne Hollow (02) 6207 5399 [leeanne.hollow@act.gov.au](mailto:leeanne.hollow@act.gov.au)

**Prosecutor Grade 1**

**Prosecutor Grade 1 \$67,196 - \$76,215, Canberra (PN: 00535, several)**

Gazetted: 20 January 2015

Closing Date: 3 February 2015

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. The duties of these positions include to prosecute less complex summary hearings; appear in mention lists in the Magistrate's Court and Children's Court; act as instructing solicitor in trials in the Supreme Court; appear in less complex coronial inquests and prepare advices of a routine nature.

Eligibility/Other Requirements: Applicants will either be admitted or eligible to practice as a Barrister and/or Solicitor in the ACT. The successful applicants will be required to undergo a criminal record check.

Notes: These positions are available for a period of up to 12 months with a possibility of permanency. An order of merit will be created for temporary or permanent filling of future positions at level within the next 12 months.

Contact Officer: Shane Drumgold (02) 6207 5399 shane.drumgold@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)**

### **Deputy Director-General's Office**

#### **Training and Tertiary Education**

#### **Director, Training and Tertiary Education**

**Executive Level 1.2 \$197,350 to \$207,343 depending on current superannuation arrangements, Canberra (PN: E074)**

Gazetted: 21 January 2015

Closing Date: 5 February 2015

Details: The Director, Training and Tertiary Education Branch reports to the Deputy Director-General Division and supports the Director-General and the Minister for Education and Training Senior with strategic and policy advice and leadership on vocational education training. The position leads the management of the ACT Australian Apprenticeship system and coordinates the Government's strategic and operational management of government funded vocational education and training programs in the ACT. In addition it provides strategic advice and leads vocational education and training policy development for the ACT and for the ACT implementation of Commonwealth Government skills development initiatives. As a leader in the Deputy Director-General Division, the Director will contribute to the design and delivery of significant reform aligned with the direction of the Directorate's Strategic Plan 2014-2017, Education Capital: Leading the Nation.

Eligibility/Other Requirements: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

Remuneration: The position attracts a remuneration package ranging from \$197,350 to \$207,343, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$153,744.

Contract: The successful applicant will be engaged under a performance based contract for up to five years.

Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Diane Joseph (02) 6205 9156 lynn.bell-towers@act.gov.au

### **Education Strategy**

#### **School Performance**

#### **School Reform**

#### **Senior Project Manager**

**Senior Officer Grade A \$127,557, Canberra (PN: 35222)**

Gazetted: 21 January 2015

Closing Date: 4 February 2015

Details: Applications are sought from a high performing person to manage the Student Resource Allocation Project. The Project is developing a method of allocating resources to ACT public schools based on student need. The successful applicant will have experience in, sound knowledge and understanding of complex project management and will have outstanding communication skills and the capacity to liaise effectively with stakeholders.

Notes: This is a temporary position for a period of 12 months with the possibility of extension.

Contact Officer: Nancye Burkevics (02) 6205 9199 [nancye.burkevics@act.gov.au](mailto:nancye.burkevics@act.gov.au)

## **Education Strategy**

### **Student Engagement**

#### **International Education Unit**

##### **Homestay Manager**

##### **Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 16414)**

Gazetted: 19 January 2015

Closing Date: 26 January 2015

Details: The International Education Unit is seeking a highly motivated Homestay Manager. The successful applicant will be responsible for the Directorate's International Student Homestay Program. As a member of a small team, the successful applicant will also be required to provide support to schools as required, assist the Manager and Assistant Manager as required, communicate with international students and their parents, homestay host families, offshore education agents, schools and government agents and data entry and assistance with compliance reporting. The position requires the ability to interpret and implement Immigration and Education regulations and legislation in relation to the accommodation and welfare arrangements for international students in ACT public schools.

Sophisticated communication and negotiation skills with a commitment to client service is critical to this position.

Notes: This is a temporary position available until 7 March 2016 with the possibility of extension.

Contact Officer: Nicole King/Carolyn Lovgren (02) 6205 6998 [nicole.king@act.gov.au](mailto:nicole.king@act.gov.au) / [carolyn.lovgren@act.gov.au](mailto:carolyn.lovgren@act.gov.au)

## **Office of the Deputy Director-General**

### **Training and Tertiary Education**

#### **Business Processes and Systems - AVETARS**

##### **System Support Officer**

##### **Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 34941)**

Gazetted: 19 January 2015

Closing Date: 30 January 2015

Details: The Directorate requires the services of an Officer with proven ability to provide user support for online application software and complex databases, including the maintenance of training materials and delivery of training to a range of stakeholders. The successful applicant will have a deep understanding of, and demonstrated practical experience with the general operation of large computerised record keeping systems, application development, user acceptance testing, data extraction tools and SQL for the production of standard and ad hoc reports.

Contact Officer: Gillian Abdilla (02) 6207 4015 [Gillian.Abdilla@act.gov.au](mailto:Gillian.Abdilla@act.gov.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)**

## **Construction & Client Services**

### **Human Resources**

#### **Senior HR Manager**

##### **Senior Officer Grade A \$127,557, Canberra (PN: 28915)**

Gazetted: 20 January 2015

Closing Date: 3 February 2015

Details: The Environment and Planning Directorate is seeking a highly motivated officer to fill the role of Senior HR Manager for a temporary period. The successful candidate will have highly developed interpersonal skills, investigation skills, an ability to manage complex employment matters, work collaboratively with Managers and Senior Executive as well as lead and manage a small Human Resources team.

Eligibility/Other Requirements: A tertiary qualification in human resources; or equivalent senior level experience would be desirable.

Notes: This temporary vacancy available from 16 March 2015 to 31 July 2015 with the possibility of a short term extension.

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: Elizabeth Jolley (02) 6205 8791 [elizabeth.jolley@act.gov.au](mailto:elizabeth.jolley@act.gov.au)

## **Health**

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

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

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

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

#### **Women's, Youth and Children**

#### **Paediatrics**

#### **Visiting Medical Officer**

#### **Visiting Medical Officer (VMO) \$Negotiable, Canberra (PN: n/a)**

Gazetted: 22 January 2015

Closing Date: 29 January 2015

The Position: Applications are invited for the above 0.5 FTE VMO position from suitably qualified medical graduates with Fellowship of the relevant Australian Medical Specialist College (FRACS) in Paediatric Surgery or equivalent who are eligible for medical specialist registration with the Australian Health Practitioner's Regulation Agency.

Paediatric Surgery at the Canberra hospital covers the full scope of Neonatal Surgery, Paediatric General Surgery, Paediatric Thoracic Surgery and Paediatric Urology.

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

Salary, Remuneration and Conditions:

Visiting Medical Officer: Sessional rates

VMO's are engaged under the terms of the VMO contract. The generic VMO contract is available online:

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

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If you are successful and move to Canberra, you will have a Canberra liaison person to help provide you information to settle you into our community. For more information on our great city, Live in Canberra's website below is highly informative: [www.liveincanberra.com.au](http://www.liveincanberra.com.au)

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of FRACP Paediatric Surgery or equivalent.

Contact Officer: Dr George Malecky, Director of Paediatric Surgery (02) 6285 1233 or Dr Jeffrey Fletcher, Clinical Director of Paediatrics (02) 6174 7607.

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

## **Strategy and Corporate**

### **Business and Infrastructure**

#### **Business Support Services**

##### **Manager of Sterilising Services**

##### **Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 14198)**

Gazetted: 22 January 2015

Closing Date: 2 February 2015

Details: Expressions of interest are sought for an experienced individual to fill the position of Manager of Sterilising Services, Business Support and Development in the Business and Infrastructure Branch. The primary role of the position is to provide leadership and management of the Sterilising Services in ACT Health, based at Mitchell. As the successful applicant, you will possess achievement in a leadership and management role with a thorough knowledge and understanding of the relevant ISO standards and their application in the sterilising services. You will also need to have significant experience in budget management, performance targets and financial constraints.

Eligibility/Other Requirements: Recognised tertiary qualifications in Health Services Management, the sciences, Nursing or Midwifery are highly desirable, with relevant management experience in a large and complex corporate environment, preferably in Health.

Notes: This is a temporary position available for an immediate start for a six month period with the possibility of extension.

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

Applicants are required to submit a two page application addressing the Selection Criteria, a current CV and two recent referees.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at

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Contact Officer: Gul Rucinski (02) 6205 0606

## **Strategy and Corporate**

### **E-Health and Clinical Records**

#### **ISB Management and Strategy**

##### **Executive Officer and Quality Improvement Officer**

##### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 25756)**

Gazetted: 22 January 2015

Closing Date: 29 January 2015

Details: The Executive Officer in the E-Health and Clinical Records Branch (EHCR) provides high level support to the Chief Information Officer including through: coordinating and preparing Ministerial responses; managing and maintaining a number of registers and reporting requirements; preparing complex correspondence; and Minute taking and secretariat services for Tier 1 and Tier 2 meetings.

The Executive Officer coordinates Branch involvement and input into the Accreditation process for the National Safety and Quality Health Service Standards. The Executive Officer also manages the delivery of the eLearning strategy for Clinical Systems Training.

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 and upload this as part of your application.

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Contact Officer: Barbara De Costa (02) 6205 1768

**Canberra Hospital and Health Services**

**Medicine**

**Medical Units**

**Endocrine Nurse**

**Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 22215)**

Gazetted: 22 January 2015

Closing Date: 29 January 2015

Details: The Division of Medicine is looking for a motivated and enthusiastic Registered Nurse to work in an exciting and challenging Monday to Friday outpatient setting. The Endocrine Nurse is responsible for caring for patients with endocrine disorders - including performing dynamic testing relating to those disorders. The applicant must be self motivated and suitably qualified. Applicants must submit a Statement of Claims addressing the below Selection Criteria, an updated curriculum vitae and two written professional references.

Eligibility/Other Requirements: Be registered or have applied for registration as a registered nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Recent clinical post registration experience at an advanced level including Venepuncture and IV Cannulation is highly 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 and upload this as part of your application.

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Contact Officer: Cathy Clift (02) 6244 2265

**Canberra Hospital and Health Services**

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

**Justice Health Services**

**Primary Health Nurse**

**Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 17290, several)**

Gazetted: 22 January 2015

Closing Date: 29 January 2015

Details: You are invited to submit your application for a Registered Nurse Level 2 positions within the Division of Mental Health, Justice Health and Alcohol and Drug Services, Justice Health Services – Primary Health. Justice Health Services is responsible for the delivery of primary health care to young people and adults in custody at the Alexander Maconochie Centre, Bimberi Youth Justice Centre, Symonston Periodic Detention Centre and the ACT Court Cells. Our staff find working with people in custody challenging, interesting and an extremely satisfying area of nursing where you'll experience working across many areas of health - mental health, alcohol and drug, acute and chronic health care and responding to clients with complex health needs. You'll be working in a multidisciplinary team with autonomy at times but also with the support of the larger team including forensic services and ACT Corrective Services.

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

Notes: These are full-time positions however part-time hours will be considered. Justice Health Nurses qualify for a custodial allowance of up to \$96.39 per fortnight and receive a 30 minute paid meal break per shift worked.

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 and upload this as part of your application.

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Contact Officer: Linda Wigginton (02) 6207 2841

**Special Purpose Accounts The Canberra Hospital**

**Special Purpose Accounts**

**Research**

**Research Nurse - Cardiology**

**Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 28840)**

Gazetted: 22 January 2015

Closing Date: 29 January 2015

Details: Applications are invited from dynamic Registered Nurses to work within the Cardiology Unit. The applicants must possess excellent clinical, leadership, and time management skills.

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

Notes: This is a permanent part-time position working 16 hours per week. Selection maybe based on written application and referee reports only.

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

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Pearle Taverner (02) 6244 3762

**Canberra Hospital and Health Services  
Rehabilitation, Aged and Community Care  
Community Care Nursing  
Registered Nurse**

**Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 35170)**

Gazetted: 22 January 2015

Closing Date: 29 January 2015

Details: An exciting opportunity exists for dynamic, motivated Registered Nurses to work in the progressive and rewarding Community Care Program providing clinical nursing care to the residents of Canberra, in their homes and in Health Centre Clinics. The Community Care Program is seeking applications from Registered Nurses for a permanent RN2 position. Nurses interested in working in community nursing should have a wide range of recent clinical experience and be committed to high quality customer service with a multidisciplinary focus. The role requires an ability to work autonomously with a high level of problem solving ability. Interested nurses are encouraged to speak with the Contact Officer to discuss these positions.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Tertiary or postgraduate qualifications and recent experience in a wide range of clinical hospital and/or community health settings is highly desirable.

Notes: This recruitment process may be used to fill any future vacancies across the community nursing service within the next 12 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 and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits



cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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Contact Officer: Deirdre Barter (02) 6205 1285

**Canberra Hospital and Health Services**

**Medicine**

**Respiratory Outpatients**

**Cystic Fibrosis Registered Nurse**

**Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 17926)**

Gazetted: 22 January 2015

Closing Date: 29 January 2015

Details: An exciting opportunity exists for an enthusiastic and suitably qualified Registered Nurse to join the Department of Respiratory and Sleep Medicine. Our service delivery is at the Canberra Hospital and Belconnen Health Centre and provides nursing services to both inpatient and outpatients for TB case management, TB employment screening, smoking cessation, asthma education, Cystic Fibrosis (CF), allergy skin testing and sleep medicine. The successful applicant will work predominantly within a multidisciplinary team supporting patients with CF.

Eligibility/Other Requirements: Registered or eligible for registration with Australian Health Practitioner Regulation Agency (AHPRA). A current Australian driver's licence. Holds or is progressing towards a postgraduate qualification relevant to the area would be an advantage.

Notes: This is a permanent part-time position 20 hours per week (5 days per fortnight). The current working hours are 8:30am to 5:00pm. The possibility of job sharing will be considered also. To apply please submit a written application addressing the selection criteria and a current curriculum vitae listing names and numbers of two professional referees. Please note selection may be based on written application and referee report only.

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

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Wendy Mossman (02) 6244 2066

**Canberra Hospital and Health Services**

**Rehabilitation, Aged and Community Care**

### **Community Care Program**

#### **Clinical Development Nurse Community Care Program**

#### **Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 29931)**

Gazetted: 22 January 2015

Closing Date: 5 February 2015

Details: The Community Care Program is seeking applications from highly skilled and enthusiastic Registered Nurses for the position of Clinical Development Nurse, Community Care Program. The successful applicant will be required to facilitate and support the learning needs of community nurses, contribute to policy development and quality improvement and research initiatives.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Current driver's licence. Knowledge and/or recent experience in utilising the principles of adult learning in clinical practice would be an advantage. Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and/or community health activities applicable to the position are highly desirable.

Notes: Applicants should apply online to the ACT Health website. Please provide a statement addressing the selection criteria, your current CV and the names of two referees (including one from a current supervisor). Interested nurses are encouraged to speak with the contact officer to discuss this position.

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 and upload this as part of your application.

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Contact Officer: Judith Perry (02) 6205 1498

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

#### **Women's, Youth and Children**

#### **Child, Youth and Women Program**

#### **Nutritionist**

#### **Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade), Canberra (PN: 28439)**

Gazetted: 22 January 2015

Closing Date: 29 January 2015

Details: Applications are invited from suitably qualified and experienced dietitians to fill a position within the Women, Youth and Children Community Health Programs Nutrition Team. The Nutrition service provides high level clinical services and health promotion activities for infants, children, young people and their families and pregnant and breastfeeding women. The successful candidate must have proven knowledge, skills and experience in paediatric and maternal nutrition, excellent organisational skills and the ability to engage and liaise with colleagues and external stakeholders.

Eligibility/Other Requirements: An appropriate degree or equivalent qualification in Nutrition and Dietetics. Eligible for membership of the Dietitians Association of Australia. Current driver's licence.

Experience working in eating disorders is highly desirable.

Notes: This is a permanent part-time position working four days 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 and upload this as part of your application.

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Contact Officer: Pip Golley (02) 6205 1073

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

**Senior Podiatrist**

**Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade), Canberra (PN: 25712)**

Gazetted: 22 January 2015

Closing Date: 5 February 2015

Details: The Rehabilitation, Aged and Community Care (RACC) Community podiatrist's scope of practice includes screening and evaluation of risk, general podiatry treatment, nail surgery, biomechanical assessment and orthotic therapy, wound management and health promotion. The service provides clinics across the ACT at Gungahlin, Dickson, Tuggeranong, Belconnen and Phillip health centres. We are a friendly team with strong supportive links across our facilities and meet regularly to share knowledge and develop services via quality improvement activities. We are primarily staffed with Senior Clinicians who provide a wealth of knowledge and expertise to foster professional development, peer support and excellent patient outcomes.

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

Notes: This is a temporary position available for a period of nine months with the possibility of permanency. An order of merit will be established from this process that may be used to fill future temporary full-time or part-time positions at level over the next 12 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 and upload this as part of your application.

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Contact Officer: Kerryn Maher (02) 6205 1496

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

#### **Clinical Support Services**

#### **Acute Support Service**

#### **Senior Pain Management Unit Physiotherapist**

**Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade), Canberra (PN: 30585)**

Gazetted: 22 January 2015

Closing Date: 5 February 2015

Details: Senior Pain Management Unit Physiotherapist required to provide direct patient care including individual and multidisciplinary assessments, individual or group based therapy and group based education to chronic Pain Management Unit clients. This position will contribute to development and delivery of comprehensive multidisciplinary services in Pain Management Unit.

Eligibility/Other Requirements: An appropriate Degree or Diploma in Physiotherapy, or recognised equivalent qualification. Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a current driver's licence.

Notes: This position is a permanent part-time position of 14:42 hours per week. This position may be required to participate in overtime, on call, and/or rotation roster.

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

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Kerry Boyd (02) 6244 2154

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

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

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

#### **Clinical Manager**

**Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade), Canberra (PN: 20881)**

Gazetted: 22 January 2015

Closing Date: 29 January 2015

Details: The City Mental Health team provides recovery-focused clinical services for mental health consumers in the ACT and is strongly focused on the provision of timely and effective interventions for our consumers. The successful applicant will be required to complete mental health assessments and work as a member of a multi disciplinary team, to provide assessment and clinical management of consumers with major mental illnesses. The successful applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies. At this level, the applicant is expected to fulfil the role of a Senior Clinician in support of the Team Leader, providing clinical leadership and supervision for Health Professional Level 1/2 staff and

students. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers and Consultant Psychiatrists.

Eligibility/Other Requirements: Tertiary qualifications in Psychology, Occupational Therapy or Social Work with current Australian Health Practitioner Regulation Agency (AHPRA) registration where applicable. Demonstrated mental health clinical skills. Current passenger vehicle driver's licence.

Notes: This is a temporary position available for a period of 12 months. Applicants will need to address the selection criteria in their application and provide two referee reports that also address the selection criteria.

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 and upload this as part of your application.

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Contact Officer: John Acs (02) 6205 1338

**Strategy and Corporate**

**Performance Information**

**Business Intelligence Corporate**

**Information Officer**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 11233)**

Gazetted: 22 January 2015

Closing Date: 29 January 2015

Details: This position will support Senior Executives, clinicians and staff within selected Divisions within Canberra Hospital and Health Services through the provision of timely and accurate information about the performance and operation of health services. Work with other officers within Performance and Information Branch in the development of reports in relation to the performance of selected Divisions within Canberra Hospital and Health Services.

Eligibility/Other Requirements: 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:

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Contact Officer: Michael Phipps (02) 6174 7271

**Strategy and Corporate**

**Performance Information**

**Systems Integration Developer**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 34176)**

Gazetted: 22 January 2015

Closing Date: 5 February 2015

Details: The Performance Information Branch, ACT Health, is seeking a dynamic and skilled person to fill the role of Systems Integration Developer, 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 including the development, enhancement and evaluation of standards, policies and processes which underpin the repository. The unit will undertake development of data processes that provide improved transparency of data quality, security, privacy, collection, extraction, storage and use. As the system integration developers, the successful applicants 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, these roles will have the necessary technical skills and understanding to design, develop and test processes for the extraction, transformation and loading of data from sources systems into the data warehouse. Candidates with experience with Microsoft SQL Server data tools will be highly regarded.

Eligibility/Other Requirements: A tertiary degree in information technology or computer science would be highly desirable. Experience in Microsoft SQL Server Business Intelligence Tools also highly desirable. Knowledge and experience in the use of data systems in the healthcare sector and associated business processes. Experience and knowledge in information technology 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.

Employees of ACT Health have available to them salary packaging with fringe benefits, a tax-free threshold up to \$9095 is available.

Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items.

ACT Health also provides employees with the opportunity to utilise tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards.

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ACT Government employees enjoy excellent employment conditions, more information is available at

<http://health.act.gov.au/employment/enterprise-agreements>

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Contact Officer: Philip Crawford (02) 6205 4380

**Strategy and Corporate**

**People Strategy and Services**

**PSSB Executive Unit**

**Compliance, Quality and Risk Officer**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 29787)**

Gazetted: 22 January 2015

Closing Date: 29 January 2015

Details: This position is responsible for the coordination of the accreditation process in accordance with the National Safety and Quality Health Service Standards (NSQHSS) for the People Strategy and Services Branch (PSSB). This role also coordinates the responses in respect of risk management and audit. You will need to be able to maintain systems regarding correspondence and provide secretarial support to the Executive Director People Strategy and Services.

Eligibility/Other Requirements: Working knowledge of the TRIM record keeping system and relevant legislation in a Health environment.

Notes: This is a temporary position available for a period of six months with the possibility of extension. Selection may be based on written application and referee reports only.

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

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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Contact Officer: Judi Childs (02) 6205 1083

**Canberra Hospital and Health Services**

**Deputy Director General Canberra Hospital and Health Services**

**Quality Business Officer**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 11126)**

Gazetted: 22 January 2015

Closing Date: 29 January 2015

Details: Expressions of Interest are sought to fill a temporary role as Quality Business Officer within the Business Management and Efficiency Team. This opportunity would suit a talented, highly skilled and consultative leader. The applicant should have a comprehensive understanding of business management approaches in addition to the local and national patient safety and quality arena, and be able to apply these within the strategic environment to support organisational efficiency and effectiveness. This position will be expected to champion the organisation's values by modelling associated behaviours which are:

- Care - Go the extra distance in delivering services to our patients, clients and consumers. Be diligent, compassionate and conscientious in providing a safe and supportive environment for everyone. Be sensitive in managing information and ensuring an individual's privacy. Be attentive to the needs of others when listening and responding to feedback from staff, clinicians and consumers.
- Excellence - Be prepared for change and strive for continuous learning and quality improvements. Acknowledge and reward innovation in practice and outcomes. Develop and contribute to an environment where every member of the team is the right person for their job, and is empowered to perform to the highest possible standard.
- Collaboration - Actively communicate to achieve the best results by giving time, attention and effort to others. Respect and acknowledge everyone's input, skills and experience by working together and contributing to solutions. Share knowledge and resources willingly with your colleagues.
- Integrity - Be open, honest and trustworthy in communicating with others, and ensure correct information is provided in a timely way. Be accountable, reflective and open to feedback. Be true to yourself, your profession, consumers, colleagues and the government.

Notes: This is a temporary position available for a period of six months with the possibility of extension. Applicants are requested to submit an expression of interest that includes a supporting statement addressing the selection criteria (max. two pages), resume and names and contact details of two referees. Selection may be based on written applications only.

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

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Temisha Grohs (02) 6174 7266

**Strategy and Corporate**

**Performance Information**

**Surgery Access Registered Nurse**

**Registered Nurse Level 1 \$58,989 - \$78,799, Canberra (PN: 35012, several)**

Gazetted: 22 January 2015

Closing Date: 29 January 2015

Details: An exciting opportunity exists for a motivated and organised Registered Nurses with experience in peri-operative nursing and assessment. These positions are part of a new service supporting surgical services across the territory. The successful applicants will be responsible for assisting patients to be added to the elective surgery waiting list and liaising with other health professionals to ascertain other pertinent information that may assist in the preparation for surgery.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Experience in the Microsoft suite of applications including outlook, word and excel and the ACTPAS patient information system would be advantageous.

Notes: These are temporary positions available for a period of six months. Part-time hours 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 and upload this as part of your application.

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Contact Officer: Nicole Larkin (02) 6205 2561

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

**Rehabilitation Allied Health**

**Social Worker**

**Health Professional Level 2 \$57,352 - \$78,731, Canberra (PN: 23674)**

Gazetted: 22 January 2015

Closing Date: 29 January 2015

Details: Rehabilitation, Aged Care and Community Care (RACC) is a vibrant Division within ACT Health providing multidisciplinary care across a range of hospital and community settings. Our services incorporate the ACT Health values of care, excellence, collaboration and integrity. Applications are invited from qualified Social Workers for a full time temporary Health Professional Level 2 position. Our Rehabilitation and Aged Care social work services are located across hospital inpatient and community outpatient service areas. There is scope for this position to rotate into other multi-disciplinary team service areas, such as inpatient or community based rehabilitation within the Division.

Eligibility/Other Requirements: A degree or diploma in Social Work, eligibility for membership of the Australian Association of Social Workers, Working with Vulnerable People registration, current driver's licence.

Note: This is a temporary position available for a period of 12 months. Social Workers with clinical experience are encouraged to apply.

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 and upload this as part of your application.

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Contact Officer: Robyn McCormack (02) 6244 4159

**Canberra Hospital and Health Services**

**Medicine**

**Pharmacy - TCH**

**Administration Support**

**Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 25110)**

Gazetted: 22 January 2015

Closing Date: 29 January 2015

Details: Applications are sought from enthusiastic and professional individuals to fill an Administration Support position in the Pharmacy Department. Working in conjunction with the Office Manager, this person will provide administrative support to the Pharmacy department and complete tasks including (but not limited to) screening of telephone calls, management of incoming and outgoing correspondence, data entry, financial and human resource support.

Notes: Selection may be based on written application and referee reports only. Applicants are requested to provide a statement of claims against the selection criteria (maximum one page per criteria), a resume and the contact details of two current referees.

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 and upload this as part of your application.

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Contact Officer: Belinda Carrington (02) 6244 2063

**Canberra Hospital and Health Services**

**Pathology**

**Haematology**

**Health Professional**

**Health Professional Level 1 \$53,784 - \$68,527, Canberra (PN: 18174, several)**

Gazetted: 22 January 2015

Closing Date: 29 January 2015

Details: ACT Pathology is a department of the Canberra Hospital offering a Diagnostic Pathology service to the ACT and surrounding region. The Haematology and Biochemistry laboratories operate 24/7, 365 days a year. This is a new graduate position and the successful applicant will rotate between departments to gain experience in diagnostic testing. Applicants will also be required to participate in some research testing.

Eligibility/Other Requirements: Science Degree or equivalent relevant qualification.

Notes: These are temporary positions available for a period of six months with the possibility of extension.

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

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Kerrie Andriolo (02) 6244 2034

**Strategy and Corporate  
Business and Infrastructure  
Security and Emergency Preparation  
Switchboard Operator**

**Administrative Services Officer Class 2/3 \$49,189 - \$59,980, Canberra (PN: 21365, several)**

Gazetted: 22 January 2015

Closing Date: 29 January 2015

Details: These positions are responsible for providing excellent customer service by answering and transferring telephone callers to appropriate personnel and services within the Health Directorate, by operating communications equipment. The successful candidates will have excellent customer service skills and a positive approach to their work. These positions provide multi-skilling in applicable areas across the section at level and are required to work flexible hours, including shift work, public holidays, weekend rosters and occasionally solo night shifts.

Eligibility/Other Requirements: Experience in the operation of a switchboard is highly desirable.

Notes:

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

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Contact Officer: Jacqueline Williams (02) 6174 5116

**Canberra Hospital and Health Services  
Cancer Ambulatory and Community Health  
Community Health Support  
Administrative Officer**

**Administrative Services Officer Class 2 \$49,189 - \$54,315, Canberra (PN: 20266, several)**

Gazetted: 22 January 2015

Closing Date: 5 February 2015

Details: Several exciting opportunities exist for suitably skilled representatives to work in Community Health Intake. The successful applicants will be working in a team and customer focused environment. The duties include providing booking and coordinating of client appointments in a busy call centre environment using various IT applications, administrative duties, maintaining electronic records in accordance with approved records management practices and relevant legislation. The successful applicants will require well-developed organisation, communication and keyboard skills and the ability to actively participate in quality improvement activities.

Note: There is a full-time permanent position based in Community Health Intake (CHI) and several temporary positions. An order of merit will be established from this selection process and may be utilised to fill any full-time, part-time or temporary positions, which occur within the following twelve 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 and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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Contact Officer: Bernadette Armati (02) 6205 2339

**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)**

**Legislation, Policy and Programs**

**Executive Director, Legislation, Policy and Programs**

**Executive Level 2.4 \$238,982 to \$251,417 depending on current superannuation arrangements, Canberra (PN: E629)**

Gazetted: 16 January 2015

Closing Date: 23 January 2015

Details: Expressions of interest are sought for the Executive Director, Legislation, Policy and Planning. A dynamic leader with excellent communication, organisational and collaboration skills is required. This role is responsible for providing the Government with high level legal policy, regulatory and human rights advice across the spectrum of government business and ACT laws; the development and management of the Attorney General's and Minister for Justice's law reform agenda and associated legislative program. Collaborating with other agencies to further the ACT Government's law reform agenda is a critical part of the role.

Eligibility/Other Requirements: The Executive Director will lead and manage (within budget) staff, and be accountable for the development and implementation of ACT Policy on such diverse matters as human rights, criminal and public law, delivery of the justice system, discrimination, constitutional law and regulatory policy. The Executive Director is also responsible for managing the delivery of restorative justice and development implementation of a range of crime prevention and justice programs.

The successful applicant will also possess legal qualifications and a strong understanding of development and progress of legal policy.

Remuneration: The position attracts a remuneration package ranging from \$238,982 to \$251,417, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$191,308.

Contract: The successful applicant will be engaged under a performance based contract for the period 3 March 2015 to 3 April 2015. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

How to Apply: Applicants are requested to submit an EOI of no more than two pages providing details of their relevant experience and skills, with consideration of the executive capabilities, to undertake the duties and responsibilities outlined above, a copy of current CV and the name and contact details for two referees.

Applications should be sent to: [maureen.sheehan@act.gov.au](mailto:maureen.sheehan@act.gov.au).

Contact Officer: Maureen Sheehan (02) 6205 3504 [maureen.sheehan@act.gov.au](mailto:maureen.sheehan@act.gov.au)

**Emergency Services**

**ACT Fire and Rescue**

**Deputy Chief Officer, ACT Fire and Rescue**

**Executive Level 1.1 \$181,647 to \$190,709 depending on current superannuation arrangements, Canberra (PN: E354)**

Gazetted: 16 January 2015

Closing Date: 23 January 2015

Details: Expressions of interest are sought for the role of Deputy Chief Officer, ACT Fire and Rescue. This Senior Executive role forms part of the Emergency Services Agency (ESA) executive leadership team and works in partnership with other emergency services, both internal and external to the ESA.

Details of the responsibilities can be found in the attached documentation.

Remuneration: The position attracts a remuneration package ranging from \$181,647 to \$190,709, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$139,404.

Contract: The successful applicant will be engaged under a performance based contract for a period of three months with the possibility of extension. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

How to Apply: Applicants are requested to submit an EOI of no more than two pages providing details of their relevant experience and skills, with consideration of the executive capabilities, to undertake the duties and responsibilities outlined in the attached. Please provide your EOI, a copy of your current CV and the name and contact details for two referees.

Applications are to be sent to: [conrad.barr@act.gov.au](mailto:conrad.barr@act.gov.au)

Contact Officer: Conrad Barr (02) 6205 2477 [conrad.barr@act.gov.au](mailto:conrad.barr@act.gov.au)

**Office of Regulatory Services**

**Transport Regulation**

**Business Systems and Reform**

**Manager, Business Development and Information**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 33199)**

Gazetted: 16 January 2015

Closing Date: 30 January 2015

Details: Under the limited direction of the Manager, Business Systems and Reform manage and direct the activities of the Business Development and Information section of Business Systems and Reform, including the Road Transport Authority (RTA) business information processing, data integrity, reporting and the quality assurance testing of the RTA's business system (rego.act); Manage the security and access to the RTA's business system and the terms of access protocol for the management, use and release of RTA information including regular auditing of access, monitoring of reports preparation and distribution to authorised agencies; Manage the change management and build processes for the RTA's business system, including the programming, allocation, coordination and delivery of projects and enhancements; Communicate with key stakeholders in the management of the rego.act Program of Work and the development of business plans, policies and strategies to initiate change/work requests for enhancements to the RTA's business system and provide advice to the Manager Business Systems and Reform on enhancement priorities and the rego.act Program of Work; Manage and implement programs associated with workplace diversity, participative work practices, Occupational Health and Safety, staff development and training; and maintain records in accordance with the *Territory Records Act 2002*.

Contact Officer: John Moore (02) 6205 7240 [john.moore@act.gov.au](mailto:john.moore@act.gov.au)

**Office of Regulatory Services**

**Transport Regulation**

**Business Systems and Reform**

**Business Analyst**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 14903)**

Gazetted: 16 January 2015

Closing Date: 30 January 2015

Details: Under the limited direction of the Senior Business Analyst, research, analyse and document road transport authority business requirements to enable the (rego.act) system. Development team to program and implement enhancements; Maintain use case functional specifications to reflect enhancements and changes to the rego.act application; Consult with stakeholders to ensure system enhancements reflect user requirements and efficient and effective business practices; Assist with the documentation of rego.act user acceptance test cases; Assist in the documentation of current business practices and update as required; Manage and implement programs associated with workplace diversity, participative work practices, Occupational Health and Safety, staff development and training; and maintain records in accordance with the *Territory Records Act 2002*.

Contact Officer: Neil Klee (02) 6207 7193 neil.klee@act.gov.au

## **Public Advocate of the ACT Guardianship**

### **Advocate/Guardian**

#### **Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 27453)**

Gazetted: 15 January 2015

Closing Date: 22 January 2015

Details: As a member of the guardianship team of the Public Advocate(PA) of the the ACT, the successful applicant will have responsibility for managing a case load of clients for whom PA ACT has been appointed as guardian of last resort.

Under supervision, duties include representing the PA ACT in performing her statutory duties as substitute decision-maker for individuals with impaired decision-making capacity; liaising with government and non-government service providers and advocating on behalf of clients; undertaking investigations and preparing reports as requested by the ACT Civil and Administrative Tribunal; and responding to initial enquiries from the community including those related to the role of PA ACT and applications for guardianship.

Eligibility/Other Requirements: The successful applicant will need to have demonstrated experience in working with vulnerable individuals with complex needs. Tertiary qualifications in a relevant discipline (ie social work, nursing or human services) are highly desirable.

Note: This is a temporary position available asap to 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\\_wwwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwwvp).

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: Sue Houghton (02) 6207 0707 sue.houghton@act.gov.au

## **Office of Regulatory Services**

### **Transport and Regulation**

#### **Road User Services**

#### **Business Support and Training Officer**

#### **Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 12978)**

Gazetted: 21 January 2015

Closing Date: 4 February 2015

Details: Under the general direction of the Business Support and Training Manager provide Helpdesk services and support to users of the rego.act computer system and Transport Regulation staff, including assistance with system functionality and advice on Road Transport Authority (RTA) legislation, policy and business rules; Investigate, analyse and provide solutions to rectify issues related to the rego.act computer system and RTA legislation, policy and business rules. Assist the Road User Services Training Supervisor with the preparation and delivery of training courses in relation to the procedures, policies and legislation of the RTA and the rego.act computer system in accordance with best adult training practices. Prepare and update communication plans, staff instructions, rego.act Help SharePoint knowledge

database and other notices to ensure that end users and stakeholders are kept updated and informed of changes to RTA policies and procedures. Research and document Road User Services Standard Operating Procedures. Prepare and maintain written correspondence with customers and other stakeholders. Maintain records in accordance with the *Territory Records Act 2002*.

Contact Officer: Frances Stanford (02) 6207 0403 frances.stanford@act.gov.au

**Office of Regulatory Services  
Registrations and Fair Trading  
Business Licensing and Community Regulation  
Client Services Officer**

**Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 10733)**

Gazetted: 20 January 2015

Closing Date: 27 January 2015

Details: Under the general direction of the Manager, Business Industry and Licensing: Provide high level client service, either at the counter, over the phone, or in writing; receive and process applications for a range of licences, registrations and permits administered by the office; undertake cashier duties in accordance with the *Financial Management Act 1996*, including managing cash and daily balancing; undertake responsibilities of data entry, scanning, indexing and searching databases to provide client services; undertake other administrative functions as required, which may include opening and distributing mail and courier duties; be the first point of contact for clients; answer, screen and transfer telephone calls; provide administrative support; contribute to Office of Regulatory Services 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 OH&S principles; assist senior staff members with work in the unit to ensure objectives are achieved.

Contact Officer: Dale Pegg (02) 6207 0458 dale.pegg@act.gov.au

**Office of the Legislative Assembly**

**Governance and Communications**

**Financial Accountant**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 603)**

Gazetted: 21 January 2015

Closing Date: 4 February 2015

Details: The Financial Accountant position reports to the Office's Chief Finance Officer and is responsible for undertaking a wide range of accounting tasks relating to budgeting, internal and external reporting, preparation of financial statements, banking, developing policies and procedures and the maintenance of an effective internal control framework.

Eligibility/Other Requirements: Qualifications in accounting or accounting related discipline and/or extensive relevant experience would be an advantage.

Contact Officer: Melody Carr (02) 6205 0443 melody.carr@parliament.act.gov.au

## **APPOINTMENTS**

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

**Information Technology Officer Class 2 \$70,913 - \$81,460**

Paul Boustead 836-09056, Section 68(1), 19 January 2015

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

Rachel Crampton Smith 844-80987, Section 68(1), 16 January 2015

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

Natalie Pasalic 836-11260, Section 68(1), 20 January 2015

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

Chantel Potter 844-82851, Section 68(1), 19 January 2015

**Senior Officer Grade B \$109,831 - \$123,642**

Alan Ross 844-82982, Section 68(1), 19 January 2015

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

Paul Wilson 844-83993, Section 68(1), 19 January 2015

### **Community Services**

**Health Professional Level 2 \$57,352 - \$78,731**

Jessica Allen 836-11236, Section 68(1), 15 January 2015

### **Education and Training**

**General Service Officer Level 6 \$48,163 - \$50,446**

Glen Massey 843-30540, Section 68(1), 19 January 2015

### **Health**

**Health Professional Level 2 \$57,352 - \$78,731**

Emilie Clarke 842-89410, Section 68(1), 16 January 2015

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

Patama Indhasolasa 844-83950, Section 68(1), 19 January 2015

**Health Professional Level 4 \$93,254 - \$100,382**

Joshua Kennedy 844-83782, Section 68(1), 19 January 2014

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

Shannon Mead 844-83387, Section 68(1), 15 January 2015

**Health Professional Level 2 \$57,352 - \$78,731**

Laura Murnane 842-89402, Section 68(1), 20 January 2015



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

Pooja Prabhakaran 825-49899, Section 68(1), 14 January 2015

**Health Professional Level 2 \$57,352 - \$78,731**

Simbarashe Sigauke 844-83096, Section 68(1), 19 January 2015

**Justice and Community Safety**

**Ambulance Support Officer 1 \$48,163 - \$51,314**

Lisa Maree Barber 844-84312, Section 68(1), 2 February 2015

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

Daniel Dojcinovski 821-98259, Section 68(1), 27 January 2015

**Government Solicitor 2 \$102,920 - \$123,495**

Amber Shergis 844-02532, Section 68(1), 15 January 2015

**TRANSFERS**

**Education and Training**

**Deanne Barnes: 799-98722**

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

To: Administrative Services Officer Class 5 \$68,766 - \$72,789  
Education and Training, Canberra (PN. 00590) (Gazetted 22 October 2014)

**Health**

**Tania Atkin: 834-54082**

From: Registered Nurse Level 1 \$58,989  
Health

To: Registered Nurse Level 1 \$58,989 - \$78,799  
Health, Canberra (PN. 12060) (Gazetted 30 October 2014)

**Jingkehan Wang: 836-56194**

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

To: Administrative Services Officer Class 6 \$74,098 - \$84,803  
Health, Canberra (PN. 34200) (Gazetted 20 November 2014)

## PROMOTIONS

### Chief Minister, Treasury and Economic Development

#### **ACT Insurance Authority**

##### **Insurance Claims**

##### **Cherie Cortes: 738-47536**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 56110) (Gazetted 6 November 2014)

#### **Shared Services**

##### **Human Resources**

##### **Employee Relations**

##### **Paul Morgan: 607-58382**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 33461) (Gazetted 10 December 2014)

#### **Economic and Financial Group**

##### **Federal Financial Relations**

##### **David Vanderwolf: 836-12781**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 35013) (Gazetted 12 December 2014)

### Education and Training

#### **Office for Schools**

##### **Tuggeranong Network**

##### **Taylor Primary School**

##### **Meryn Ann Cashmere: 751-17388**

From: School Assistant 2/3 \$41,826 - \$51,005

Education and Training

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

Education and Training, Canberra (PN. 00571) (Gazetted 13 March 2014)

#### **Office for Schools**

##### **South Canberra/Weston Network**

##### **Narrabundah Early Childhood School**

##### **Bernadette Marie Hayes: 711-00383**

From: School Leader B \$121,464

Education and Training

To: †School Leader A \$133,042 - \$160,181

Education and Training, Canberra (PN. 14755) (Gazetted 17 October 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.

**Office for Schools**

**Tuggeranong Network**

**Wanniassa School**

**Darren King: 817-94227**

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

Education and Training

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 02775) (Gazetted 14 November 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.

**Education Strategy**

**Student Engagement**

**Disability Education**

**Joanne Monteith: 766-20249**

From: School Leader C \$104,319

Education and Training

To: †School Leader B \$121,464

Education and Training, Canberra (PN. 31024) (Gazetted 17 October 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.

**Office for Schools**

**South Canberra/Weston Network**

**Curtin Primary School**

**Merryn O'Dea: 798-34680**

From: School Leader B \$121,464

Education and Training

To: †School Leader A \$133,042 - \$160,181

Education and Training, Canberra (PN. 01817) (Gazetted 17 October 2014)

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

**Health**

**Strategy and Corporate**

**E-Health and Clinical Records**

**Recurring Supplies and Maintenance**

**Robert Clarke: 820-74053**

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

Health

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

Health, Canberra (PN. 33892) (Gazetted 3 December 2014)

**Canberra Hospital and Health Services**

**Clinical Support Service**

**Nursing Administration**

**Kim Dowling: 827-44651**

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

Health

To: Registered Nurse Level 1 \$58,989 - \$78,799  
Health, Canberra (PN. 11772) (Gazetted 26 June 2014)

**Canberra Hospital and Health Services**

**Medicine**

**Medicine Units**

**Geoffrey Hunt: 827-24650**

From: Technical Officer Level 1 \$47,953 - \$50,376

Health

To: Health Professional Level 1 \$53,784 - \$68,527  
Health, Canberra (PN. 33888) (Gazetted 7 August 2014)

**Canberra Hospital and Health Services**

**Medicine**

**Medical**

**Jennifer Ogilvy: 835-95280**

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

Health

To: Administrative Services Officer Class 4 \$61,874 - \$66,997  
Health, Canberra (PN. 14190) (Gazetted 18 December 2014)

**Strategy and Corporate**

**Business and Infrastructure**

**Business and Infrastructure Executive**

**Sally-Anne Pini: 825-47973**

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

Health

To: †Senior Officer Grade C \$93,254 - \$100,382  
Health, Canberra (PN. 17666) (Gazetted 4 December 2014)

**Justice and Community Safety**

**ACT Government Solicitor**

**Government Law**

**Laeticia Holley: 827-07885**

From: Government Solicitor 2 \$102,920 - \$123,495

Justice and Community Safety

To: †Government Solicitor 3 \$129,169 - \$146,123  
Justice and Community Safety, Canberra (PN. 19641) (Gazetted 14 October 2014)

**Office of Regulatory Services**

**Transport Regulation**

**Business Systems and Reform**

**Tony Spasenoski: 780-02620**

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

Justice and Community Safety

To: †Senior Officer Grade C \$93,254 - \$100,382  
Justice and Community Safety, Canberra (PN. 27308) (Gazetted 8 November 2014)

## **Territory and Municipal Services**

### **Roads and Public Transport**

#### **Public Transport**

##### **ACTION**

##### **Bren Burkevics: 754-06486**

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

Territory and Municipal Services

To: †Senior Officer Grade A \$127,557

Territory and Municipal Services, Canberra (PN. A20254) (Gazetted 20 September 2013)

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

### **Directorate Services**

#### **Canberra Connect**

##### **Shopfront Services**

##### **Lisa Fairbairn: 827-48572**

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

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 21827) (Gazetted 7 March 2014)

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

## **Retirement and Dismissals**

Stacey Chan: 793-38492, Section 122 of the *Public Sector Management Act 1994* – 13 November 2014