



ACT Government Gazette

Gazetted Notices for the week beginning 21 May 2015

EXECUTIVE NOTICES

Environment and Planning

Engagement

Bruce Fitzgerald – Director, Finance and Operational Support (E562) Section 72 of the Public Sector Management Act 1994

Chief Minister, Treasury and Economic Development

Engagement

Gary Davis – Executive Director, Information Communication Technology (E768) Section 72 of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

Registered Nurse Level 2 - 4W

Registered Nurse Level 2 Salary: \$83,146 - \$88,125 , Canberra (PN: 9398)

Gazetted: 22 May 2015

Closing Date: 10 June 2015

Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html>

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

Registered Nurse Level 2 - 4W

Registered Nurse Level 2 Salary: \$83,146 - \$88,125 , Canberra (PN: 8320)

Gazetted: 22 May 2015

Closing Date: 10 June 2015

Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html>

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

Medical Records Coordinator

Administrative Services Officer Level 5 \$69,797 - \$73,881, Canberra (PN: 6858)

Gazetted: 21 May 2015

Closing Date: 3 June 2015

Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html>

Contact Officer: Louise Edmonds (02) 6201 6281 louise.edmonds@calvary-act.com.au

Wardperson

Ward Services Officer Level 3 – 4 \$45,588 - \$48,870, Canberra (PN: Various)

Gazetted: 26 May 2015

Closing Date: 31 May 2015

Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html>

Contact: Oliver Holst on oliver.holst@calvary-act.com.au or (02) 6201 6891

Canberra Institute of Technology

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

CIT Pathways College

CIT English Language Centre

English Language Centre Teachers

Teacher Level 1 \$66,442 - \$88,654, Canberra (PN: 51945, several)

Gazetted: 25 May 2015

Closing Date: 1 June 2015

Details: CIT Pathways College is looking for two teachers who have demonstrated knowledge and practical skills appropriate to teaching English as a Second Language to international students.

Eligibility/Other Requirements: Mandatory Qualifications and/or Registrations/Licensing-refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. New Teachers at Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) within twelve months of engagement. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning & Development (or equivalent). Bachelor Degree plus Post-Graduate qualification in TESOL (Teaching English to Speakers of Other Languages) or Bachelor of Education with a TESOL major. Industry Experience In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable: Experience in teaching English as a Second Language to international students. Master of Teaching English to Speakers of Other Languages (TESOL).

Notes: These are temporary positions available until 30 June 2016 with the possibility of extension. There is one full-time position and one part-time position at 29:24 hours per week. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp.

Contact Officer: Irena Nikolic (02) 6207 3347 irena.nikolic@cit.edu.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**

Workplace Safety and Industrial Relations Division

Workplace Safety Policy

Senior Manager Workplace Safety Branch

Senior Officer Grade A \$129,470, Canberra (PN: 32582)

Gazetted: 27 May 2015

Closing Date: 3 June 2015

Details: The Workplace Safety and Industrial Relations Division performs these functions:

Provide advice and development of legislation on industrial relations, work safety (including dangerous substances and asbestos), public holidays and daylight savings; Develop and review whole of government work health and safety policies and provide work health and safety services to support this framework; Coordinate the Territory's consultative bodies for workers' compensation and work health and safety; Monitor the performance of the ACT workers' compensation scheme, make changes to the Scheme where agreed by the Government and supervise the ACT Default Insurance Fund; Manage and deliver return to work and injury management programs for the ACT Government; Manage the ACT Government accident and incident data repository.

The successful applicant will need to have:

Demonstrated high-level leadership and management skills with the capacity to deliver significant policy and legislative projects; Demonstrated understanding of work safety legislation and policy; High level of written and oral communication skills together with experience in managing, building and maintaining effective stakeholder relationships; Demonstrated ability to work in a high volume work environment and manage competing priorities; Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

Eligibility/Other Requirements: Qualifications and/or equivalent relevant experience in workplace safety would be an advantage.

Note: This is a temporary position available asap for the period of up to six months.

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

Applications should be sent to kristin.craig@act.gov.au

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

Access Canberra

WorkSafe ACT

Deputy Director

Senior Officer Grade A \$129,470, Canberra (PN: 35631)

Gazetted: 22 May 2015

Closing Date: 29 May 2015

Details: Provide high level technical advice and leadership in relation to achieving education and compliance with the legislation regulated by WorkSafe ACT; Establish and maintain effective working relationships with stakeholders, both internal and external; Lead the strategic direction and planning for the whole of WorkSafe ACT; Liaise with other areas of the Directorate and ACT government in relation to policy and regulatory matters relevant to WorkSafe ACT's areas of responsibility; Represent WorkSafe ACT and the Directorate at a range of forums both locally and interstate.

Eligibility/Other Requirements: Qualifications relevant to the work of WorkSafe ACT highly desirable. Willingness to travel interstate as required.

Note: This is a temporary vacancy available asap to the 31 August 2015.

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: Mark McCabe (02) 6205 0349 mark.mccabe@act.gov.au

Expenditure Review Division

Senior Analyst

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 33132, several)

Gazetted: 25 May 2015

Closing Date: 16 June 2015

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking to fill the position(s) of Senior Analyst within the Expenditure Review Division (ERD). ERD is responsible for expenditure and

operational review activities on specific services and functions as determined by the Government. It also undertakes broader across-government reviews on discrete areas of activity or spending as requested. The role of the position(s) 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 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.

Note: There are vacancies available for both permanent and temporary positions. The temporary positions are available for a period of eight months with the possibility of extension. Applicants must specify if applying for a permanent or temporary position at time of application.

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

Corporate

Corporate Management

Information Management and Business Support

Business System Support Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 17046)

Gazetted: 27 May 2015

Closing Date: 9 June 2015

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking a highly motivated individual to fill the role of Business System Support Officer. The responsibilities of this position cross business system support, business analysis and improvement, information management and Directorate operational ICT support. The successful candidate will have demonstrated experience with business system support and administration (such as TRIM and SharePoint), strong customer service, communication and liaison skills, be self-motivated, reliable and able to work in a busy environment and have a keen interest in business improvement.

Note: This is a temporary position available until 31 December 2016 with the possibility of extension and/or permanency from this process.

Contact Officer: Kirsten Thompson (02) 6207 8207 kirsten.thompson@act.gov.au

Access Canberra

Business and Development

Records

IDMS Administrator and Records Manager

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 04281)

Gazetted: 26 May 2015

Closing Date: 2 June 2015

Details: Administrator and Records Manager to assist in the provision of database administration and records management support. The position will involve a high level of Integrated Document Management System (IDMS) operation, maintenance and administrator support, including auditing, compliance troubleshooting and advice to clients. The position will also be involved in the ongoing maintenance of records (both physical and electronic) in accordance with agency practices and legislative requirements; and may include the delivery of informal training to staff. Candidates should have proven experience in the operation and administration of an IDMS and records management practices along with a high level of demonstrable communication skills, both written and oral.

Candidates should have the ability to interpret and apply policy and identify non compliance.

Eligibility/Other Requirements: Previous experience and/or knowledge of an IDMS and records management would be highly desirable.

Note: This is a temporary position available asap to 13 October 2015.

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: Hollie Drewitt (02) 6205 2790 hollie.drewitt@act.gov.au

Corporate

Corporate Management

Corporate Services

Facilities and Fleet Officer

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 42158)

Gazetted: 25 May 2015

Closing Date: 1 June 2015

Details: Corporate Services is seeking an organised and enthusiastic officer to fill the position of Facilities and Fleet Officer. In support to the Facilities and Fleet Manager, the role provides a coordination point for Chief Minister, Treasury and Economic Development Directorate (CMTEDD) facilities and fleet matters, and maintains the register of fire wardens and first aid officers across the Directorate. The position also supports the security management of the Canberra Nara Centre. The successful candidate will have excellent liaison and prioritisation skills.

Note: This is a temporary vacancy available asap to 8 September 2015.

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: Imogen Davis (02) 6207 7661 imogen.davis@act.gov.au

Shared Services

Partnership Services Group

Business Application Management

Purchasing and Support Officer

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 05117)

Gazetted: 27 May 2015

Closing Date: 10 June 2015

Details: Provide purchasing and administrative support to the various Education and Training ICT Sections.

Note: This is a temporary vacancy available from June 2015 to 30 November 2015.

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: Christine McGaghey (02) 6207 6885 chris.mcgaghey@act.gov.au

Revenue Management Division

Revenue Office

Advice and Assessments

Administrative Service Officer

Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 04265, several)

Gazetted: 27 May 2015

Closing Date: 3 June 2015

Details: The Advice and Assessments Section is looking for motivated and enthusiastic team members with a strong focus and commitment to customer service. The successful applicants will be a part of the customer service team; answering written and phone enquiries relevant to duty assessments on property transactions and accurately completing simple duty assessments to meet relevant deadlines. Applicants must demonstrate the ability to interpret and correctly apply Revenue legislation and policy directives or procedures related to the conveyance concessions schemes administered at the ACT Revenue Office.

Note: Applicants are requested to respond to the selection criteria with a maximum of 600 words per criteria, and accompany the response with current curriculum vitae, including contact details for at least two referees.

Interviews will be held in the week following the application closing date; the successful applicant would ideally be available as soon as possible.

Contact Officer: Rachel Crampton Smith (02) 6205 7724 rachel.cramptonsmith@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**

Disability ACT

Direct Service Delivery

Business Support Unit

Workforce Central System Administrator

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 12837)

Gazetted: 22 May 2015

Closing Date: 29 May 2015

Details: Expressions of Interest are sought from enthusiastic and motivated candidates who are interested in working as part of the Business Support Unit. This position is responsible for building and maintaining effective partnerships with Disability ACT staff and Non-Government Agencies who provide relief staff in a rostering environment for the ongoing support of clients living in Disability ACT group homes. The successful applicant will be responsible for the ongoing administration of the Workforce Central rostering system used by Disability ACT. The position will also be responsible for a small team and will report to the Senior Manager of the Business Support Unit.

Note: This is a temporary position available for a period of up to six months. Selection may be based on application and referee reports 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.

Contact Officer: Lynette Daly (02) 6207 1618 lynette.daly@act.gov.au

Cultural Facilities Corporation

Canberra Museum and Gallery

Visitor Services

Cafe Operator

General Service Officer 2 \$41,941 - \$43,467, Canberra (PN: 8515)

Gazetted: 27 May 2015

Closing Date: 10 June 2015

Details: ACT Museums and Galleries is seeking applications from suitably experienced individuals to work as a Cafe Operator at Canberra Museum and Gallery (CMAG) as part of the Visitor Services team. The museum and gallery is located in the heart of Canberra's CBD on the corner of London Circuit and Civic Square. The Cafe opening hours are Monday to Friday from 8.00am to 3.00pm. There are also occasional weekend openings of the Cafe in association with events at CMAG and in the city.

This role demands excellent customer service, organisation and communication skills. High quality hospitality services including the provision of food and beverage services, maintaining excellent food hygiene, management of a cash register and till balancing. The successful applicant will have experience working in a cafe or restaurant operation, ideally in a museum or gallery environment.

Eligibility/Other Requirements: Essential: Availability on Monday to Friday and must be prepared to work some weekends and evenings. Current Food Safety Supervisor (SITXFSA101 ACT, SITXFSA201 ACT) certification and current Senior First Aid Certificate.

Note: Applicants must submit a written statement addressing the selection criteria. This position may be filled from applications and referee reports only.

Contact Officer: Danyka Van Buuren (02) 6205 0584 danyka.vanbuuren@act.gov.au

Applications can be forwarded to: CFC.HR@act.gov.au

Education and Training

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

Office for Schools

South/Weston Network

Garran Primary School

Principal

School Leader A \$133,402-\$160,181, Canberra (PN: 01770)

Gazetted: 25 May 2015

Closing Date: 8 June 2015

Details: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

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

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp.

Contact Officer: Judy Hamilton (02) 6205 5479 judith.hamilton@act.gov.au

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

Office for Schools

South/Weston Network

The Woden School

School Leader C-Executive Teacher

School Leader C \$104,319, Canberra (PN: 02679)

Gazetted: 26 May 2015

Closing Date: 16 June 2015

Details: As a member of the Executive Team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Notes: 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.

Contact Officer: Ian Copland (02) 6205 5966 ian.copland@ed.act.edu.au

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

Organisational Integrity

Infrastructure and Capital Works

Major Projects

Senior Infrastructure Project Officer

Infrastructure Officer 3 \$94,873 - \$104,145, Canberra (PN: 23616)

Gazetted: 26 May 2015

Closing Date: 9 June 2015

Details: The Directorate is seeking an experienced Infrastructure Project Officer to plan and deliver a new ACT Public School project. The role will focus on the coordination and management of project planning, achieving required milestones and representation of the Directorate in meetings, negotiations and discussions with a wide range of internal and external stakeholders. The successful candidate will have sound knowledge and understanding of the planning and design of large construction projects and be able to demonstrate well developed communication and representational skills.

Eligibility/Other Requirements: Hold relevant qualifications or Building and infrastructure knowledge and/or project management experience. Possession of a 'white card' or willingness to complete the required training. Asbestos awareness training certificate or willingness to complete the required training.

Notes: This is a temporary position available until 30 June 2019, with the possibility of an extension. Successful applicant may be selected from application and referee reports only. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp.

Contact Officer: Jurgen Lebang (02) 6205 9133 jurgen.lebang@act.gov.au

Organisational Integrity

Infrastructure and Capital Works

School Infrastructure Management

Infrastructure Project Officer

Infrastructure Officer 2 \$75,299 - \$86,631, Canberra (PN: 35531)

Gazetted: 26 May 2015

Closing Date: 9 June 2015

Details: The Directorate is seeking an Infrastructure Project Officer to support the section Manager in the planning and delivery of the ACT public schools repairs and maintenance programs and the management of service contracts. This role will include assisting with: The assessment and recording of the condition of ACT public school infrastructure assets. The development and delivery of the Directorate's annual repairs and maintenance programs. The management of contract services, including time, cost and quality. Maintaining good working relationships with schools, service delivery agencies and contractors.

Eligibility/Other Requirements: Hold relevant qualifications or Building and infrastructure knowledge and/or project management experience. Possession of a 'white card' or willingness to complete the required training. Asbestos awareness training certificate or willingness to complete the required training. Successful applicant may be selected from application and referee reports only.

Contact Officer: Phillip Morton (02) 6207 6551 phillip.morton@act.gov.au

Office for Schools

South Canberra/Weston Network

Duffy Primary School

Special Education Teacher

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 23309)

Gazetted: 25 May 2015

Closing Date: 8 June 2015

Details: Duffy Primary School is committed to professional learning communities, collaboration, differentiation, inclusivity and working with the community. An opportunity exists for a Special Education Teacher to join our supportive community and work closely with others to maximise student potential.

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

Notes: 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.

Contact Officer: Sarah Harris (02) 6205 6022 sarah.harris@ed.act.edu.au

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

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

Paediatrician

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

Senior Specialist \$199,231, Canberra (PN: 31467)

Gazetted: 28 May 2015

Closing Date: 11 June 2015

The Position: Applications are invited for the above 0.5 FTE staff specialist position from suitably qualified medical graduates with Fellowship of the relevant Australian Medical Specialist College (FRACP) or equivalent who are eligible for medical specialist registration with the Australian Health Practitioner's Regulation Agency. Paediatrics at Canberra Hospital (PatCH), is the Paediatric Unit in Canberra Hospital, can cater for up to 50 inpatients, and has an active medical and surgical day stay and clinical investigation unit, and a busy and growing outpatient department. There is also a tertiary accredited Level 5 NICU. The hospital also offers subspecialty paediatric care in areas of Paediatric Respiratory Medicine, Paediatric Nephrology, Paediatric Endocrinology and Diabetes. The Outpatient department includes a range of multidisciplinary clinics and is actively supported by staff specialists and visiting consultants from Canberra and from Paediatric tertiary hospitals in Sydney. There is a Paediatric Surgical Unit that performs a wide range of paediatric and neonatal surgery and is an accredited paediatric surgical training centre. The emergency department for the Canberra Hospital sees over 18,000 paediatric presentations per year, and is accredited with the RACP for paediatric basic training and ACEM training. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 Senior Specialist: \$199,231 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$242,052 - \$320,753. Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Paediatrics or equivalent higher specialist qualification. Note: This is a permanent part time position Contact Officer: Dr Jeffery Fletcher, Clinical Director of Paediatrics (02) 6174 7607 jeffery.fletcher@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Clinical Immunology

Immunology

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

Senior Specialist \$199,231, Canberra (PN: 21432)

Gazetted: 28 May 2015

Closing Date: 18 June 2015

The Position: We invite applications from qualified medical graduates for the above position. This position is a fractional position. Eligible applicants will hold Fellowships of the Royal Australasian College of Physicians and Royal College of Pathologists of Australasia (or equivalent), and will be registered for medical specialist practice in Australia (AHPRA). Applicants with a higher research degree, and proven academic track record relative to opportunity are highly desirable. The Immunology Department at Canberra Hospital is currently staffed by four part-time specialists and provides a comprehensive in-patient, out-patient and consultative service, which encompasses the spectrum of immunological disorders. Existing clinics include general immunology, vasculitis, paediatric immunology and allergy. We have a substantial day-stay service for antibody replacement, immunosuppressive and immune modulating treatment, as well as allergy testing and allergen desensitisation. In

addition, we host a burgeoning genomics medicine service. We are seeking an applicant who will develop a sub-specialty interest and also contribute to existing clinics. The successful applicant will participate in the after hours, ward service and consultation roster, in proportion to their fractional appointment. The Department of Immunology is accredited for training Clinical Immunologists and Immunopathologists by both RCPA and RACP, each for two years, and is supported by advanced trainees in both disciplines. In addition, we have several clinical research fellows who contribute to the research and clinical activities of the department. We have dedicated Immunology nursing staff to support our immunodeficiency service, allergy testing, and other aspects of our clinical service. The Department has a strong track record of research, particularly in immune deficiency, autoimmune and inflammatory disease, and medical genomics. Further information is available at <http://www.health.act.gov.au/our-services/cancer-services/health-professionals/immunology>; and <http://www.jcsmr.anu.edu.au/research/cpi>). We are seeking an applicant with evidence of achievement and potential for further contributions to the academic activities of the department, either by to the teaching program at ANUMS, investigator-led research, or both. Academic status at the Australian National University will be conferred in line with the qualifications of the successful applicant. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 Senior Specialist: \$199,231 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$242,052 - \$320,753 Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowships of the Royal Australasian College of Physicians and Royal College of Pathologists of Australasia (or equivalent). Applicants with a higher research degree, and proven academic track record relative to opportunity are highly desirable. Contact Officer: Matthew Cook, Director of Immunology (02) 6174 8523 matthew.cook@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

Canberra Hospital and Health Services

Women, Youth and Children

Child, Youth and Children Health Programs

Community Paediatrician

Staff Specialist Band 1-5 \$147,465-\$181,976, Canberra (PN: 19619)

Gazetted: 28 May 2015

Closing Date: 11 June 2015

The Position: An exciting opportunity has arisen for paediatricians with experience in the fields of developmental paediatrics, child behaviour and child protection, including forensic medical assessments to join the multidisciplinary team at the Child At Risk Health Unit (CARHU). CARHU provides specialist health services to children, young people and their families/carers who have been affected by abuse and/or neglect. The successful applicant will provide paediatric services from CARHU and the Canberra Hospital, may provide services at various community health centres, and will be required to participate on the after hours paediatric forensic roster. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$242,052 - \$294,520. Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHRPA). Fellowship of the Royal Australasian College of Physicians or an equivalent higher specialist qualification. Note: This position is a part time temporary position for 9 months, working 4 days per week and commencing 5 August 2015. Contact Officer: SEE SPECIAL CONDITIONS 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

Population Health

Health Protection Service

Pharmaceutical Services

Chief Pharmacist

Health Professional Level 6 \$129,470, Canberra (PN: 27948)

WHOG: 26 May 2015

Closing Date: 29 May 2015

Details: The Director Health Protection Service is seeking expressions of interest to fill the role of Acting Chief Pharmacist. The Chief Pharmacist manages the Pharmaceutical Services section within the Health Protection Service. The section is responsible for regulatory and policy activities in relation to the supply of medicines and poisons in the ACT, in accordance with local legislation. The primary operational activities of the section include regulating the prescribing of controlled medicines and monitoring their supply, as well as licensing and inspection functions. Policy activities include managing projects to consider amendments to local legislation and providing high level advice to the Chief Health Officer, Director General and Minister for Health in relation to medicines prescribing and supply. To apply, applicants must be an experienced pharmacist. Management experience within a government regulatory and policy setting will also be highly regarded.

Eligibility/Other Requirements: Registered pharmacist.

Note: This is a temporary position available from 1 July 2015 to 27 July 2015.

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: Vivien Bevan (02) 6205 0961 vivien.bevan@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Staff

Shock/Trauma Coordinator Nurse Practitioner

Registered Nurse Level 4.2 \$115,404, Canberra (PN: 27005)

Gazetted: 28 May 2015

Closing Date: 4 June 2015

Details: The Trauma Coordinator Nurse Practitioner (TCNP) practices in the health care settings that provide acute and sub-acute care to severely injured patients. These environments include the acute care setting (emergency department, diagnostic and interventional radiology, surgical services, critical care, and general care), as well as trauma outpatient clinics. This is a new position for Shock Trauma at The Canberra Hospital.

Eligibility/Other Requirements: Registration or eligible to register as a Nurse Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA). Essential: Master of Nursing (Nurse Practitioner) - Trauma and Resuscitation as recognised by NMBA. Extensive clinical experience in the acute management of major trauma across all facets of the injury trajectory with at least five years advanced practice within the specialty. Proven responsibility and accountability for direct patient management and the resulting outcomes, working within the defined scope of practice which complies with the NMBA Nurse Practitioner Standards of Practice.

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.

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

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

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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Contact Officer: Jeanine Young (02) 6244 3375

Strategy and Corporate

E-Health and Clinical Records

E-Health

Change Manager

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 27614)

Gazetted: 28 May 2015

Closing Date: 4 June 2015

Details: The ACT Government Health Directorate is currently implementing a range of e-health initiatives aimed to facilitate a safe, high quality, secure health systems that ensure the right information is available to the right person at the right time, regardless of their location. The Clinical Systems team in the eHealth and Clinical Records branch is looking for an organised and motivated person to take up this temporary position of Change Manager for the implementation of the Electronic Medication Management system for ACT Health facilities – inpatient, outpatient and community services at Canberra Hospital and Health Services (CHHS) and inpatient services at Calvary Health Care Bruce (CHCB).

Eligibility/Other Qualifications: Experience with project management and/or change management preferably within an acute health care environment is highly desirable.

Note: This is a temporary position available for a period of 12 months. Applicants are to address the selection criteria, provide a resume and two referees. Selection may be based on 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*.

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Contact Officer: Angela Tarn (02) 6205 9226

Note: This is a temporary position available for a period of 12 months. Applicants are to address the selection criteria, provide a resume and two referees. Selection can be made 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*.

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Contact Officer: Angela Tarn (02) 6205 9226

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Rehabilitation, Aged and Community Care Executive
Dementia Care in Hospital Project Manager
Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 16058)**

Gazetted: 28 May 2015

Closing Date: 11 June 2015

Details: An exciting opportunity has arisen for a Project Manager to manage and introduce a multi-centred project - "Dementia Care in Hospital Project" (DCHP) which aims to introduce better practice for patients with cognitive impairment. The DCHP is an all of hospital education program to improve communication with and awareness of patients with cognitive impairment.

The successful applicant needs to have enthusiasm and excellent stakeholder engagement skills. Previous experience in grants administration would be an advantage.

Eligibility/Other Requirements: A degree or diploma in a relevant health related field. Current driver's licence.

Notes: This is a temporary position available for 18 months. This is a full-time position and is to be filled as soon as possible.

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 Kohlhagen (02) 6244 3579 linda.kohlhagen@act.gov.au

**Canberra Hospital and Health Services
Cancer, Ambulatory and Community Health Support
Capital Region Cancer Service
Outpatient Services
Minimal Trauma Fracture Nurse Coordinator
Registered Nurse Level 3.1 \$95,326 - \$99,249, Canberra (PN: 17692)**

Gazetted: 28 May 2015

Closing Date: 11 June 2015

Details: As part of the Outpatient Services Clinical Support team the successful applicant for this Nurse Coordinator position will develop and provide a coordinated approach in the prevention of second fractures through the management and education of patients with minimal trauma fractures in the Outpatient Services Clinic setting.

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

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. 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 <http://health.act.gov.au/employment/enterprise-agreements/>. Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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Contact Officer: Kellie Burke (02) 6244 4019

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Community Care Program

After Hours Community Nurse/Coordinator

Registered Nurse Level 3.1 \$95,326 - \$99,249, Canberra (PN: 20150)

Gazetted: 28 May 2015

Closing Date: 4 June 2015

Details: The Rehabilitation, Aged and Community Care (RACC) Program is seeking applications from experienced Registered Nurses for a temporary vacancy within the Link Team. This is a part time supervisory position, coordinating the afterhours rapid response service for community nursing including alternate weekends and public holidays within the ACT. The team provides after hours nursing services to patients with a broad range of needs within the ACT community. Nurses interested in working with the Link Team should have a wide range of clinical experience in nursing and be committed to high quality customer service with a multidisciplinary focus. This position requires an ability to work autonomously and a high level of problem solving ability.

Eligibility/Other Requirements: Essential - Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Current driver's licence. Highly desirable - Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and/or community health applicable to the position.

Notes: This is a part-time position at 22:75 hours per week. If you would like to be part of this innovative service and dynamic team please apply online by providing a current Curriculum Vitae, addressing the selection criteria and providing the names and contact numbers of two referees one being a current Manager/Supervisor. The contact officer is available as below for further details regarding this position. Selection for this position 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.

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Contact Officer: Leontine Muis (02) 6244 2900 or 0417 434 990

Canberra Hospital and Health Services

Pathology

Immunoassay

Chief Scientist Immunoassay

Health Professional Level 4 \$94,653 - \$101,888, Canberra (PN: 29251)

Gazetted: 28 May 2015

Closing Date: 25 June 2015

Details: ACT Pathology is a department of the Canberra Hospital offering a diagnostic Pathology service to the ACT and surrounding region. The Canberra and Calvary hospital laboratories operate 24 hours, seven days a week, offering a wide range of testing procedures. The successful applicant will be responsible for the day to day management of the Immunoassay department providing leadership in strategic planning and optimal operational management, be involved in procurement processes for new equipment, prepare financial and staffing budgets and monitor budget programs. A commitment to own personal development is essential.

Eligibility/Other Requirements: A Science Degree or equivalent relevant qualification. A relevant Post Graduate or professional qualification would be an advantage. A minimum of five years relevant experience in an Immunoassay Laboratory.

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: Monica Brady (02) 6244 2835

Strategy and Corporate

Policy and Government Relations

Mental Health Policy

Population Health and Community Development Officer

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 23705)

Gazetted: 28 May 2015

Closing Date: 4 June 2015

Details: Suitably qualified and experienced candidates are sought to apply for the Senior Officer Grade C position within the Mental Health Policy Unit. The position is permanent full-time. The Population Health and Community Development Officer position offers an opportunity to work at a community level towards the Territory's vision for mental health "For the people of the ACT to achieve and maintain mental health and wellbeing". The position is part of a small team responsible for strategic policy and planning for mental health in the ACT. The successful applicant must be self-motivated, possess highly developed communication skills, both written and verbal, strong liaison skills and demonstrate a proven ability to meet tight deadlines.

Eligibility/Other Requirements: Relevant qualifications or experience in population health or mental health promotion and community development is required. Desirable -demonstrated knowledge or practice in mental health promotion, prevention, early intervention and suicide prevention.

Notes: Applicants are required to submit a response to the selection criteria, plus their Curriculum Vitae with contact details for two referees, it is preferred that one referee is a current or very recent supervisor.

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, this position is not 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.

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Contact Officer: Richard Bromhead (02) 6207 1066

Population Health

Health Improvement

Epidemiology

Senior Officer

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 32538)

Gazetted: 28 May 2015

Closing Date: 4 June 2015

Details: The Epidemiology Section is responsible for monitoring and reporting on the health status of the ACT community. This is an opportunity for someone with well developed research, writing and analytical skills to join a small team of Epidemiologists within ACT Health. Duties include analysing and reporting on population health survey data and providing epidemiological advice on population health priority areas. The successful applicant will be required to work under minimal supervision. Other duties will include preparation of briefing documents, representation of ACT Health or the Epidemiology Section at meetings, conferences and seminars, staff supervision, as required.

Eligibility/Other Requirements: Tertiary qualifications and postgraduate experience in Health Research, Social Research, Epidemiology or Biostatistics would be an advantage.

Note: This is a temporary part-time position at 25:44 hours per week available until 30 June 2016, with the possibility of extension. Selection may be based on application and referee reports only. Expressions of Interest (no longer than two pages) should address the Selection Criteria, and include a Curriculum Vitae and two referee contacts, including most recent supervisor.

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: Hai Phung (02) 6205 2609

Canberra Hospital and Health Services

Surgery, Oral Health and Imaging

Surgical Administration

Discharge Liaison Nurse

Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 22700)

Gazetted: 28 May 2015

Closing Date: 4 June 2015

Details: Are you a highly motivated and experienced Registered Nurse who would be interested in working as part of a dynamic Surgical/multidisciplinary team? The Discharge Liaison Nurse is the central point of contact for the referral of identified patients for a range of community services on discharge from the Surgical Wards. We are

looking for an experienced Registered Nurse with proven communication skills to fill the position of the Discharge Liaison Nurse for Surgery and Oral Health.

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

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: Jeanine Young (02) 6244 3375

Canberra Hospital and Health Services

Women, Youth and Children

Children, Youth and Women's Health Program

Maternal and Child Health Nurse

Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 22759, several)

Gazetted: 28 May 2015

Closing Date: 11 June 2015

Details: ACT Health currently has several positions available for suitably qualified Nurses and Midwives who aspire to work in the community as a Maternal and Child Health Nurse/Child and Family Health Nurse (MACH). This is an excellent opportunity to join a professional nursing team who work in partnership with families and children, from birth to five years, in the Canberra community. The MACH service is provided Monday to Friday. Full-time or part-time hours are negotiable.

Eligibility/Other Requirements: Registered Nurse with The Australian Health Practitioner Regulation Agency (AHPRA) or eligible for registration. Relevant post graduate qualifications in Maternal, Child and Family Health. Hold a current driver's licence. Qualifications in Midwifery or Paediatrics are 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: Louise Murphy (02) 6205 1827

Canberra Hospital and Health Services

Medicine

Pharmacy - TCH

Senior Rotational Pharmacist

Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 26227, several)

Gazetted: 28 May 2015

Closing Date: 11 June 2015

Details: The Canberra Hospital and Health Services Pharmacy Department employs over 75 full time equivalent staff, including 45 Pharmacist positions. The Department provides a full range of contemporary pharmacy services including clinical pharmacy services, specialised compounding services, investigational drug support, quality use of medicines (medicines information, medicines safety), and corrections health services.

The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team. Due to an expansion of services we are currently recruiting a variety of permanent and temporary positions for Senior Rotational Pharmacists (HP3). Duties include the following on a rotational basis:

Provision of clinical pharmacy services to inpatients as part of a multi-disciplinary team including specialised areas such as intensive care, emergency medicine, paediatrics, neonatology, renal, oncology and mental health.

Provision of pharmacy services from the dispensary, sterile production, and chemotherapy production. Provision of quality use of medicines services

Teaching and supervision opportunities. Opportunities to be involved in teaching and supervision and links with the University of Canberra Pharmacy School.

Postgraduate study and continuing professional development opportunities, Post graduate study is encouraged in our Department and study leave is available to support this. Employees are eligible to apply for several scholarships and grants to support postgraduate study <http://health.act.gov.au/professionals/allied-health/scholarships>. In house, continuing professional development opportunities are available for Pharmacists at all levels. The Department is affiliated with both the Australian National University Medical School and the University of Canberra School of Pharmacy

Eligibility/Other Requirements: Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia At least three years experience as a registered Pharmacist, preferably in a hospital pharmacy.

Highly Desirable: Postgraduate qualifications (or working towards) relevant to this position (e.g. Clinical Pharmacy, Management, Education or Research). Membership with the Society of Hospital Pharmacists of Australia.

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Contact Officer: Monica Jones (02) 6244 2118 monica.r.jones@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

CAMHS Mental Health Clinician

Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 29234)

Gazetted: 28 May 2015

Closing Date: 4 June 2015

Details: The Division of Mental Health, Justice Health, Alcohol and Drug Services provide contemporary evidence based mental health services guided by the principles of recovery. Mental Health Services collaborates with consumers, works respectfully with their carers and with the government sector, primary providers and community agencies to promote recovery. Mental Health Services provide services congruent with national and territory plans and policies. The Child and Adolescent Mental Health Service (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health problems. The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment, treatment and clinical management within a recovery focused framework. This position is located within the Northside team, based in Belconnen and will perform clinical management, therapeutic intervention, assessment, intake and triage duties. Applications are sort from allied health professionals who have experience in providing therapeutic interventions for children, young people and their families. As this is a senior role, experience in mental health, assessment, case management and interagency liaison is highly desirable.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Occupational Therapy, Psychology or Social Work with current unconditional Australian Health Practitioner Regulation Agency registration where applicable and/or eligibility for membership of the appropriate professional organisation. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence.

Notes: Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant. Please note this is a permanent, full-time position. An Order of Merit may be used to fill future identical full-time permanent vacancies in either the North or South Community Teams within a 12 month period. 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.

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Contact Officer: Elloise Barry (02) 6205 1050

Strategy and Corporate

Performance Information

Information Support Unit

Systems Integration Developer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 34175, several)

Gazetted: 28 May 2015

Closing Date: 11 June 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 and upload this as part of your application.

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ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Philip Crawford (02) 6205 4380

Canberra Hospital and Health Services

Executive Director of Medical Services

Clinical Trials Unit

Finance Officer

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 08009)

Gazetted: 28 May 2015

Closing Date: 11 June 2015

Details: Applications are invited from suitably experienced candidates for the position of Clinical Trials Unit Finance Officer. This position provides key support to a growing clinical research program undertaken at Canberra Hospital under the supervision of the Clinical Trials Unit. The main responsibilities of the Finance Officer will be to provide timely, accurate, high quality accounting information. Responsibilities will also include clinical trial budget calculation, the negotiation of Clinical Trial Agreements and to provide human resource management assistance within the various clinical trials units managed by the Clinical Trials Unit. The Finance Officer will also provide assistance to other research units in the area of financial management.

Eligibility/Other Requirements: A degree in a relevant area, from a recognised university with relevant work experience or an equivalent combination of experience and/or education highly desirable. The successful applicant will show proficiency in the use of computerised information systems for financial processing, spreadsheets, word and data processing. Key attributes for the successful candidate will be perseverance and attention to detail.

Notes: The option to work part-time will be considered. Hours of work are flexible.

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: Katherine Johnson (02) 6244 2811

**Canberra Hospital and Health Services
Medicine**

Personal Assistant to Executive Director

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 13141, expected vacancy)

Gazetted: 28 May 2015

Closing Date: 4 June 2015

Details: Applications are sought from enthusiastic and professional individuals to fill the position of Personal Assistant to the Executive Director for the Division of Medicine. This is a great opportunity to develop your skills in a busy office environment. This position is responsible for managing the daily activities of the office of the Executive Director, Division of Medicine by preparing a range of correspondences, providing secretariat support to committees, assisting with recruitment and human resource functions, financial functions, research and initiating action to ensure the timely response to requests. Applicants will need to have excellent communication, organisational and time management skills with the ability to liaise effectively with staff at all levels.

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. 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 <http://health.act.gov.au/employment/enterprise-agreements/>. Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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<http://www.canberrayourfuture.com.au/>.

Contact Officer: Belinda Carrington (02) 6244 2063 belinda.carrington@act.gov.au

Canberra Hospital and Health Services

Surgery, Oral Health and Imaging

Medical Staff

Office Manager Anaesthetics

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 24237)

Gazetted: 28 May 2015

Closing Date: 4 June 2015

Details: Applications are sought from suitably qualified candidates to undertake an Office Management role in the Department of Anaesthesia. The position is responsible for the management of daily rostering of anaesthesia work for Anaesthetists including Visiting Medical Officers. Other key responsibilities are the preparation/collation of daily theatre lists and after hours on-call rosters as well as providing high level administration support to the Director, Deputy Director, Supervisor of Training and staff specialists.

Eligibility/Other Requirements: High level of keyboard, secretarial and administrative skills. Good communication and liaison skills. An understanding of matched contractual obligations and specific knowledge of anaesthetic sub-specialties would be desirable.

Notes: This is a temporary position available for a period of eight months. Please submit your CV and application addressing the selection criteria. Please arrange to have two referee contacts available, including one from your current manager. 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 Jenkins (02) 6244 4175

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Program

Administrative Assistant

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 25907)

Gazetted: 28 May 2015

Closing Date: 11 June 2015

Details: Applications are invited for an experienced and enthusiastic Administration Assistant to provide administrative and coordination support to the Operational and Clinical Directors of Alcohol and Drug Services. The successful person for this position should have a flexible and helpful approach, be able to work under pressure and meet deadlines, provide a high level of administration support, exercise a high level of discretion and have well developed computer skills. The primary responsibilities of the role include management of the daily activities of the Operational Director, including the management of the diary and email correspondence, and providing assistance in the strategic and operational process required for the Operational and Clinical Directors to undertake their accountability. The position reports to the Operational Director of Alcohol and Drug Services.

Note: This position may be required to work at various sites, including but not limited to, 1 Moore Street, Canberra City.

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: Jill Hughes (02) 6205 0947 jill.hughes@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Clinical Manager - Psychologist/Occupational Therapist/Social Worker

Health Professional Level 2 \$58,212 - \$79,912, Canberra (PN: 29218)

Gazetted: 28 May 2015

Closing Date: 11 June 2015

Details: An exciting opportunity exists for a Health Professional Level 2 to join the Belconnen Mental Health Team in a permanent capacity. This innovative multidisciplinary team provides the community with a range of services guided by evidence-based principles of Recovery. At this level it is expected that clinicians will provide high quality care to consumers under limited supervision. You will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Tertiary qualifications in Psychology or Occupational Therapy or Social Work with current Australian Health Practitioner Regulation Agency (AHPRA) registration where applicable. Demonstrated mental health knowledge and practice, applicants must have a minimum of 12 months paid professional work experience in a related/relevant organisation/service. Current driver's licence.

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

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

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Contact Officer: Helen Kirkwood (02) 6205 1523

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

Clinical Manager

Health Professional Level 2 \$58,212 - \$79,912, Canberra (PN: 29031, several)

Gazetted: 28 May 2015

Closing Date: 4 June 2015

Details: The Division of Mental Health, Justice Health, Alcohol and Drug Services provide contemporary evidence-based mental health services guided by the principles of recovery. Mental Health Services collaborates with consumers, works respectfully with their carers and with the government sector, primary providers and community agencies to promote recovery. Mental Health Services provide services congruent with national and territory plans and policies. The Child and Adolescent Mental Health Service (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health problems. The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment, treatment and clinical management within a recovery focused framework. There are two permanent, full-time positions available, which are located within the Northside team, based in Belconnen and will perform clinical management, therapeutic intervention, assessment, intake and triage duties. Applications are sort from allied health professionals who have experience in providing therapeutic interventions for children, young people and their families.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Occupational Therapy, Psychology or Social Work with current unconditional Australian Health Practitioner Regulation Agency (AHPRA) registration where applicable and/or eligibility for membership of the appropriate professional organisation. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence.

Notes: Successful applicants may be kept on a merit list to fill future full-time permanent vacancies with the same duty statement and selection criteria across either the North or South Community Teams within a 12 month period.

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: Elloise Barry (02) 6205 1050

**Canberra Hospital and Health Services
Cancer, Ambulatory and Community Health Support
Cancer Ambulatory and Community Health Support Medical
Genomics Clinic Technical Officer
Technical Officer Level 2 \$55,806 - \$63,903, Canberra (PN: 19189)**

Gazetted: 28 May 2015

Closing Date: 11 June 2015

Details: The Immunology Department within Cancer, Ambulatory and Community Health Support invites applications for a Technical Officer to support the new Medical Genomics Clinic. The successful applicant would be well organised, have well developed interpersonal skills, and have appropriate laboratory experience, encompassing molecular biology and sequencing. In addition, the successful applicant will be competent with data management using spreadsheets and have some understanding of the principles of database access and entry. Previous experience with and some understanding of the principles of next generation sequencing would be an advantage but is not essential. The Medical Genomics initiative is being implemented in order to develop strategies for implementation of next generation sequencing in the clinic. This is an initiative of the Canberra Hospital and Health Services, and supports the activities of the Centre for Personalised Immunology, which is an NHMRC Centre for Research Excellence <http://www.health.act.gov.au/our-services/cancer-services/health-professionals/immunology>; and <http://www.jcsmr.anu.edu.au/research/cpi>.

The successful applicant will be responsible for sample collection and processing, data entry, and maintenance sample repository. They will be expected to contribute to data analysis. Where necessary, they will assist with patient recruitment to clinical studies. They will contribute to overall laboratory management, and will perform laboratory tasks and experiments with integrity.

Eligibility/Other Requirements: Bachelors degree in Science or higher.

Notes: This is a part-time position at 18:37 hours per week. 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: Matthew Cook (02) 6174 8523

**Canberra Hospital and Health Services
Clinical Support Services
Acute Support Service
Physiotherapist**

Health Professional Level 1 \$54,591 - \$69,555, Canberra (PN: 29725)

Gazetted: 28 May 2015

Closing Date: 4 June 2015

Details: Acute Support Physiotherapy is seeking suitably qualified new graduates to join our dynamic team. This temporary HP1 position is a rotational position across Acute Support Physiotherapy and Rehabilitation, Aged and Community Care (RACC). The department has a commitment to high quality and safe clinical service provision and excellent workplace culture.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy or equivalent qualifications. Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence is mandatory.

Notes: This is a temporary position available until 10 February 2016. This position will be required to participate in an overtime 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

Women's, Youth and Children

Paediatrics

Visiting Medical Officer

Visiting Medical Officer (VMO) \$Negotiable, Canberra (PN:)

Gazetted: 28 May 2015

Closing Date: 11 June 2015

The Position: Applications are invited for the above Visiting Medical Officer General Paediatrician position from suitably qualified medical graduates with Fellowship of the relevant Australian Medical Specialist College (FRACP) or equivalent that are eligible for medical specialist registration with the Australian Health Practitioner's Regulation Agency. Paediatrics at Canberra Hospital (PatCH), is the Paediatric Unit in Canberra Hospital, can cater for up to 50 inpatients, and has an active medical and surgical day stay and clinical investigation unit, and a busy and growing outpatient department. There is also a tertiary accredited Level 5 NICU. The hospital also offers subspecialty paediatric care in areas of Paediatric Respiratory Medicine, Paediatric Nephrology, Paediatric Endocrinology and Diabetes. The Outpatient department includes a range of multidisciplinary clinics and is actively supported by staff specialists and visiting consultants from Canberra and from Paediatric tertiary hospitals in Sydney. There is a Paediatric Surgical Unit that performs a wide range of paediatric and neonatal surgery and is an accredited paediatric surgical training centre. The emergency department for the Canberra Hospital sees over 18,000 paediatric presentations per year, and is accredited with the RACP for paediatric basic training and ACEM training.

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

Conditions: Visiting Medical Officer: Sessional & Fee For Service 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> About our great city, Canberra, Australia's National Capital: Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and

monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

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 and your future, visit: <http://www.canberrayourfuture.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 Paediatrics or equivalent. Contact Officer: Dr Jeffrey Fletcher, Clinical Director of Paediatrics 02) 6174 7607. jeffrey.fletcher@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

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**

Justice

Legislation, Policy and Programs

Justice Planning and Safety Programs

Project Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 42741)

Gazetted: 27 May 2015

Closing Date: 3 June 2015

Details: The Legislation, Policy and Programs Branch is seeking expressions of interest for a person to join the Justice Planning and Safety Programs Group. The Justice Planning and Safety Programs Group is responsible for developing policy and programs related to: Regulatory licencing; Road safety; Transport regulation; Policing services for the ACT; Crime Prevention; Justice Statistics; Aboriginal and Torres Strait Islander Justice; Victims of Crime; and, Sexual Assault. Additionally the Group is responsible for secretariat support for numerous National Forums and other bodies. The advertised position relates to a temporary vacancy within the area of Road Safety. Key priorities in this area include the development of road safety policy and reforms that involve a whole-of-government and community approach, development of public awareness campaigns, and development and analysis of reports relating to road crash statistics.

Eligibility/Other Requirements: Experience within a transport or community safety environment would be highly desirable.

Note: This is a temporary position available until 31 December 2015 with the possibility of extension. Potential candidates are invited to submit an expression of interest of no more than two pages, and including a curriculum vitae outlining experience and ability relevant to the selection documentation.

Contact Officer: Geoff Davidson (02) 6207 7195 geoffrey.davidson@act.gov.au

Corporate

ICT Programs and Project Delivery

Executive Assistant

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 12587)

Gazetted: 25 May 2015

Closing Date: 1 June 2015

Details: A great opportunity exists for a motivated and organised individual to provide high level administrative and secretariat support to the ICT Executive Director. Provide administrative and secretarial support of a high level to the Executive Director, ICT including: managing the Executive calendar, scheduling and prioritising meetings and organising information in preparation for meetings; examining, recording and registering incoming correspondence; screening and classifying incoming telephone calls; preparing draft correspondence, reports and statistics as necessary; arranging travel and accommodation bookings for the Executive when required; organising and prioritising own workload; providing secretariat support to a number of working committees including

preparation of agenda and taking and transcribing of minutes; and maintaining records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Well developed Microsoft Office and keyboard skills are desirable. Willingness to learn SharePoint and TRIM. The successful candidate will be required to undergo a criminal record check.

Notes: This is a temporary position commencing asap until 30 October 2015 with a possibility of 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: Melissa Tierney (02) 6205 3196 melissa.tierney@act.gov.au

Legislation, Policy and Programs

Justice Planning and Safety Programs

Policy Officer

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 42750)

Gazetted: 27 May 2015

Closing Date: 9 June 2015

Details: The Legislation, Policy and Programs Branch seeks a motivated Policy Officer to join the Justice Planning and Safety Programs Group. The Justice Planning and Safety Programs Group is responsible for developing policy and programs related to: Regulatory licencing; Road safety; Transport regulation; Policing Services for the ACT; Crime Prevention; Justice Statistics; Aboriginal and Torres Strait Islander Justice; Victims of Crime; and, Sexual Assault. Additionally the Group is responsible for secretariat support for numerous National Forums and other bodies. The successful applicant will work within the Regulatory licencing area developing regulatory and licencing reforms.

Eligibility/Other Requirements: Relevant tertiary qualifications or significant study towards gaining qualifications, or experience within a justice or community safety environment would be highly desirable.

Note: This is a temporary position for a period of six months with the possibility of extension.

Contact Officer: Andrew McIntosh (02) 6207 0550 andrew.mcintosh@act.gov.au

Office of the Legislative Assembly

Committee Support

Committee Secretary

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 311, 312)

Gazetted: 22 May 2015

Closing Date: 9 June 2015

Details: The Office of the Legislative Assembly is seeking expressions of interest from potential candidates for a Senior Committee Secretary position. The role to be performed will be either the Secretary to the Public Accounts Committee (PN:311) or the Secretary to an Assembly Committee and Estimates Committee (PN: 312). The selection criteria for both positions are identical.

Notes: The temporary vacancy will be from late June 2015 until 11 December 2015. Application close 9am Tuesday 9 June 2015.

How to Apply: Candidates should include: A supporting statement outlining experience and/or ability as outlined in the position duties; Contact details of at least two referees and a current curriculum vitae

Applications should be sent to OLARecruitment@parliament.act.gov.au

Contact Officer: Andrew Snedden (02) 6205 0199 andrew.snedden@parliament.act.gov.au

Territory and Municipal Services

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

Infrastructure Roads and Public Transport

Asset Information Management Services

Asset Information Group

Spatial Integration Architect

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 23568, expected vacancy)

Gazetted: 27 May 2015

Closing Date: 16 June 2015

Details: The position reports directly to the Spatial Infrastructure Manager. The position is a subject matter specialist responsible for solution delivery of the integration of spatial and related information. Operational Support's managed and administered business systems include the Corporate Geographic Database (CGD) and Integrated Asset Management System (IAMS).

Eligibility/Other Requirements: Experience and knowledge of ESRI platform and spatial tools such as FME.

Experience and knowledge of Databases (Oracle, Access) and related tools such as SQL, TOAD. A tertiary level qualification appropriate to the scope of activities to be performed is highly desirable.

Note: The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Contact Officer: Chris Comer (02) 6207 6557 chris.comer@act.gov.au

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

Business Enterprises

Yarralumla Nursery

Sales Team

Wholesale Sales Coordinator

General Service Officer Level 7 \$55,806 - \$58,933, Canberra (PN: 18416)

Gazetted: 25 May 2015

Closing Date: 1 June 2015

Details: This position, under the supervision of the Sales Manager, plans, co-ordinates and supervises the operations of the Wholesale Sales section of Yarralumla Nursery. The position holder will be required to exercise initiative and judgement in solving day to day operational problems including staff supervision, work prioritising, forward planning, ordering of green life, coordinating customer orders and deliveries and implement quality standards of the Nursery. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability, to apply.

Eligibility/Other Requirements: Hold a Certificate III in Horticulture or have equivalent demonstrated competence. Attained a Certificate II in Government or be willing to obtain one as part of your initial performance management plan. Current driver's licence. Have the ability to lift heavy materials (16-20kg); bend repeatedly; and carry out a variety of other heavy manual work (all applicants will be required to undergo a medical fitness for duty test).

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

For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Farley Hayward (02) 6205 6102 farley.hayward@act.gov.au

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

Parks and Territory Services

Libraries ACT

Public Libraries

Librarian

Professional Officer Class 1 \$53,100 - \$73,627, Canberra (PN: 46058)

Gazetted: 25 May 2015

Closing Date: 1 June 2015

Details: Libraries ACT is looking for a Librarian who would like to help create lifelong learners, deliver and support literacy programs, storytime, giggle and wiggle, facilitate information-sharing with the community, and provide access to computers, the internet and inclusive spaces.

Eligibility/Other Requirements: Recognised tertiary qualifications in Library and Information Studies (as defined by ALIA) or a related discipline. Libraries ACT operate seven days a week and so this position may require working weekday and weekend shifts at any Libraries ACT location.

Note: This is a temporary position available 1 July 2015 to 6 November 2015.

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: Jan Thurling (02) 6205 8551 jan.thurling@act.gov.au

APPOINTMENTS

Calvary Health Care ACT (Public)

Senior Officer A \$129,470

Karen Caldwell, 1611092, Section 68, 1 July 2015

Canberra Institute of Technology

Teacher Level 1 \$66,442 - \$88,654

Mari Harrison 821-00506, Section 68(1), 25 May 2015

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 6 \$75,209 - \$86,075

Christopher Carter 846-87128, Section 68(1), 1 June 2015

Administrative Services Officer Class 6 \$75,209 - \$86,075

Matthew Davis 836-06410, Section 68(1), 18 May 2015

Senior Officer Grade A \$129,470

Gilbert Kruidenier 843-99150, Section 68(1), 26 May 2015

Senior Officer Grade C \$94,653 - \$101,888

Renee Bo Rocha 846-86088, Section 68(1), 28 May 2015

Community Services

Health Professional Level 2 \$58,212 - \$79,912

Chelsea Gutterson 843-99759, Section 68(1), 13 May 2015

Administrative Services Officer Class 6 \$75,209 - \$86,075

Paul Hewett 846-86774, Section 68(1), 25 May 2015

Administrative Services Officer Class 5 \$69,797 - \$73,881

Ryan McLaughlan 844-76558, Section 68(1), 19 May 2015

Health

Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade)

Heather Byrne 831-22547, Section 68(1), 20 May 2015

Registered Nurse Level 1 \$59,874 - \$79,980

Lachlan Circuit 844-35115, Section 68(1), 20 May 2015

Allied Health Assistant 2 \$47,147 - \$54,052

Rekha Dahiya 847-26721, Section 68(1), 20 May 2015

Registered Nurse Level 1 \$59,874 - \$79,980

Patrick Hourigan 845-20539, Section 68(1), 25 May 2015

Radiation Therapist Grade 2 \$60,667 - \$83,852

Melissa Ind 846-86897, Section 68(1), 25 May 2015

Administrative Services Officer Class 6 \$75,209 - \$86,075

Caroline McIntyre 844-33136, Section 68(1), 1 July 2015

Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade)

Kathryn Nicholls 844-33355, Section 68(1), 1 June 2015

Administrative Services Officer Class 4 \$62,802 - \$68,002

Stjepan Steve Sculac 846-87101, Section 68(1), 25 May 2015

Senior Officer Grade C \$94,653 - \$101,888

Louise Symons 840-49281, Section 68(1), 25 May 2015

Justice and Community Safety

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

Jason Benefield 846-85851, Section 68(1), 30 May 2015

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

Nioka BILL 846-86029, Section 68(1), 30 May 2015

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

David Brown 835-98676, Section 68(1), 30 May 2015

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

Craig Collins 846-85771, Section 68(1), 30 May 2015

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

Elliott Davis 846-86010, Section 68(1), 30 May 2015

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

Darren Stuart ELY 799-18884, Section 68(1), 30 May 2015

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

Tara Hay 846-85843, Section 68(1), 30 May 2015

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

Jonathon Honchera 846-85878, Section 68(1), 30 May 2015

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

Heath Jones 843-99070, Section 68(1), 30 May 2015

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

Matthew Kelly 846-86176, Section 68(1), 30 May 2015

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

Struan Kelly 843-99177, Section 68(1), 30 May 2015

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

Shane Lockwood 846-85819, Section 68(1), 30 May 2015

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

Dale Peterson 846-85798, Section 68(1), 30 May 2015

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

Lisabeth Jane Spulak 835-95205, Section 68(1), 25 May 2015

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

Sharon Sutcliffe 846-86002, Section 68(1), 30 May 2015

PROMOTIONS

ACT Auditor General's Office

Financial Audit

Madara Kahawatta: 835-70112

From: Audit Band 1 - Auditor \$48,597 - \$72,137

ACT Auditor General's Office

To: Audit Band 1 - Senior Auditor \$75,954 - \$92,496

ACT Auditor General's Office, Canberra (PN. 42822) (Gazetted 28 January 2014)

Chief Minister, Treasury and Economic Development

Strategic Finance

Financial Services - Costing and Analysis

Yvonne Gray: 710-39885

From: Administrative Services Officer Class 6 \$75,209 - \$86,075
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade C \$94,653 - \$101,888
Chief Minister, Treasury and Economic Development, Canberra (PN. 23691) (Gazetted 23 March 2015)

Community Services

Office for Children, Youth and Family Support

Child and Youth Protection Services

CYPS Operations

Nicole Catherine Eldridge: 779-16180

From: Administrative Services Officer Class 6 \$75,209 - \$86,075
Community Services
To: †Senior Officer Grade C \$94,653 - \$101,888
Community Services, Canberra (PN. 18686) (Gazetted 24 April 2015)

Education and Training

Office for Schools

North/Gungahlin Network

Gold Creek School

Michelle Morthorpe: 755-76610

From: School Leader C \$104,319
Education and Training
To: †School Leader B \$121,464
Education and Training, Canberra (PN. 23497) (Gazetted 24 March 2015)
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 School

South Canberra/Weston Network

Alfred Deakin High School

Alexander Jozsef Nagy: 733-19290

From: School Leader C \$104,319
Education and Training
To: †School Leader B \$121,464
Education and Training, Canberra (PN. 04114) (Gazetted 24 February 2015)
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.

Organisational Integrity

Strategic Finance

Strategic Finance

Debra Narayan: 824-56596

From: Administrative Services Officer Class 4 \$62,802 - \$68,002
Education and Training
To: Administrative Services Officer Class 6 \$75,209 - \$86,075
Education and Training, Canberra (PN. 35350) (Gazetted 1 April 2015)

Health

**Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Adult Community and Older Persons**

Belinda Cox: 836-05266

From: Administrative Services Officer Class 3 \$56,568 - \$60,880

Community Services

To: Administrative Services Officer Class 4 \$62,802 - \$68,002

Health, Canberra (PN. 28661) (Gazetted 19 March 2015)

**Strategy and Corporate
Policy and Government Relations
Jane Pepper: 752-29037**

From: Senior Officer Grade C \$94,653 - \$101,888

Health

To: †Senior Officer Grade B \$111,478 - \$125,497

Health, Canberra (PN. 15846) (Gazetted 26 March 2015)

**Strategy and Corporate
E-Health and Clinical Records
Recurring Supplies and Maintenance
Katherine Rawlins: 845-20213**

From: Registered Nurse Level 1 \$59,874 - \$79,980

Calvary Health Care ACT (Public)

To: †Senior Officer Grade C \$94,653 - \$101,888

Health, Canberra (PN. 35293) (Gazetted 19 March 2015)

**Canberra Hospital and Health Services
Pathology
Specimen Reception**

Janine Taylor: 774-31466

From: Administrative Services Officer Class 3 \$56,568 - \$60,880

Health

To: Administrative Services Officer Class 5 \$69,797 - \$73,881

Health, Canberra (PN. 25091) (Gazetted 16 April 2015)

**Canberra Hospital and Health Services
Critical Care
Critical Care Administration**

Lisa Wright: 799-96751

From: Registered Nurse Level 3.1 \$95,326 - \$99,249

Health

To: †Registered Nurse Level 3.2 \$107,764

Health, Canberra (PN. 24728) (Gazetted 2 April 2015)

**Canberra Hospital and Health Services
Surgery and Oral Health
Anaesthesia**

Elizabeth Anne Merenda: 788-07795

From: Senior Registrar \$124,330

Health

To: Staff Specialist 1-5 \$147,465 - \$181,976

Health, Canberra (PN. 16099) (Gazette 31 July 2014)

Canberra Hospital and Health Services

Pathology

Specimen Reception

Janine Taylor: 774-31466

From: Administrative Services Officer Class 3 \$56,568 - \$60,880
Health

To: Administrative Services Officer Class 5 \$ 69,797 - \$73,881
Health, Canberra (PN. 25091)) (Gazette 16 April 2015)

Justice and Community Safety

ACT Corrective Services

Community Corrections

Probation and Parole

Vanessa Akyol-Quinn: 817-39586

From: Administrative Services Officer Class 6 \$75,209 - \$86,075
Justice and Community Safety

To: †Senior Officer Grade C \$94,653 - \$101,888
Justice and Community Safety, Canberra (PN. 35177) (Gazetted 20 February 2015)

Victim Support ACT

Maret Rebane: 260-97701

From: Registered Nurse Level 4.2 \$115,404
Health

To: †Senior Officer Grade B \$111,478 - \$125,497
Justice and Community Safety, Canberra (PN. 35325) (Gazetted 1 April 2015)

Territory and Municipal Services

Directorate Services

Human Resources

Organisational Development

Casey Barrie: 827-60336

From: Administrative Services Officer Class 5 \$69,797 - \$73,881
Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 6 \$75,209 - \$86,075
Territory and Municipal Services, Canberra (PN. 09966) (Gazetted 23 June 2015)

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.

Roads and Public Transport

Public Transport

ACTION/Operations

Andrew McCall: 510-34323

From: Bus Operator \$69,202
Territory and Municipal Services

To: †Transport Officer Grade 3 - ACTION \$89,697
Territory and Municipal Services, Canberra (PN. A11773) (Gazetted 16 December 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.

CORRIGENDA

Territory and Municipal Services

Appointment Notice

Transport Officer Grade 3 \$89,697

Andrew McCall 510-34323, Section 68(1), 19 March 2015

Incorrect action was notified in the Gazette on 26 March 2015. Process is a promotion, not appointment.