

ACT Government Gazette

Gazetted Notices for the week beginning 08 August 2013

Executive Notices

Chief Minister and Treasury

Engagements

Meg Brighton – Director, Continuous Improvement and Workers Compensation (E657) Section 72 of the Public Sector Management Act 1994 (Amended from Gazette of 8th August 2013)

Community Services

Variation - Assignment

Kate Starick – Director, National Disability Insurance Scheme Taskforce (E271) Section 80A(1)(b) of the Public Sector Management Act 1994

Engagements

Maureen Sheehan – Executive Director, Housing and Community Services (E270) Section 72 of the Public Sector Management Act 1994

Graham Hambleton - Director, Disability ACT (E567) Section 72 of the Public Sector Management Act 1994

Lorna Sullivan - Executive Director, Disability ACT (E269) Section 72 of the Public Sector Management Act 1994

David Collett – Senior Director, Asset Management Services, Housing and Community Services (E604) Section 72 of the Public Sector Management Act 1994

Robyn Forester – Director, Office for Aboriginal and Torres Strait Islander Affairs, Office for Children, Youth and Family Support (E418) Section 72 of the Public Sector Management Act 1994

Education and Training

Engagements

Rodney Bray – Director, Schools Capital Works (E520) Section 72 of the Public Sector Management Act 1994

Leanne Cover – Executive Director, Tertiary and International Education (E606) Section 72 of the Public Sector Management Act 1994

Michael Bateman - Director, Human Resources (E222) Section 72 of the Public Sector Management Act 1994

Stephen Gniel – Director, Aboriginal and Torres Strait Islander and Student Support (E307) Section 72 of the Public Sector Management Act 1994

Tracy Stewart – Director, Measurement, Monitoring and Reporting, Business Improvement Services (E474) Section 72 of the Public Sector Management Act 1994

Environment and Sustainable Development

Engagements

Dorte Ekelund - Director-General (E907) Section 28 of the Public Sector Management Act 1994

Health

Engagements

Adrian Scott – Director, Redevelopment Unit, Strategy and Corporate (E681) Section 72 of the Public Sector Management Act 1994

Denise Lamb – Executive Director, Capital Region Cancer Service (E627) Section 72 of the Public Sector Management Act 1994

Elizabeth Chatham – Executive Director, Strategy and Corporate (E625) Section 72 of the Public Sector Management Act 1994

Elizabeth Trickett – Director, Quality and Safety Unit, Office of the Chief Executive (E453) Section 72 of the Public Sector Management Act 1994

Judi Anne Childs – Director, Human Resource Management (E284) Section 72 of the Public Sector Management Act 1994

Katrina Bracher – Executive Director, Mental Health, Justice Health and Alcohol and Drug (E622) Section 72 of the Public Sector Management Act 1994

Philip Ghirardello – Director, Strategy and Corporate (E420) Section 72 of the Public Sector Management Act 1994

Ronald Foster – Chief Finance Officer, Corporate Services (E539) Section 72 of the Public Sector Management Act 1994

Rosemary O'Donnell – Executive Director, Medicine (E626) Section 72 of the Public Sector Management Act 1994

Ross O'Donoughue – Executive Director, Policy, Strategy and Corporate (E431) Section 72 of the Public Sector Management Act 1994

Stephen Goggs – Deputy Director-General, Strategy and Corporate (E502) Section 72 of the Public Sector Management Act 1994

Peggy Brown – Director-General (E908)
Section 28 of the Public Sector Management Act 1994

Judith Redmond – Chief Information Officer, Strategy and Corporate (E288) Section 72 of the Public Sector Management Act 1994

John Woollard – Director, General Reports (E335) Section 72 of the Public Sector Management Act 1994

Linda Kohlhagen – Executive Director, Rehabilitation, Aged and Community Care (E370) Section 72 of the Public Sector Management Act 1994

Ian Thompson – Deputy Director-General, Strategy and Corporate (E502) Section 72 of the Public Sector Management Act 1994

Joanne Greenfield – Director, Health Improvement, Population Health (E711) Section 72 of the Public Sector Management Act 1994

Territory and Municipal Services

Engagements

Gary Byles - Director-General (E910) Section 29 of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

Clare Holland House
Palliative Care Registrar
Registrar Level 4 \$110,576, Canberra (PN: 7603)

Gazetted: 13 August 2013 Closing Date: 27 August 2013

Registrar Grade 4 \$ 110,576 (fulltime rate) PN 7603

Details: Participate in, and provide medical support to, the interdisciplinary team across hospice, community and hospital based palliative care programs under the supervision of Palliative Care Specialist; Participation in Palliative Care outpatient clinics; Participation in the after-hours on call roster, under supervision of Palliative Care specialist training, in procedural work; Participating in research projects and in education program at Clare Holland House; Participation in appropriate external palliative care and other medical education; Participation in Clare Holland House quality improvement projects.

Eligibility/Other Requirements: Fully registered medical practitioner with the National Medical Registration Board. Successful completion of Part 1 FRACP. In support, we will provide you generous terms and conditions of employment, on-going professional development and the opportunity to excel. Applications close 27th August 2013. For further enquires please contact Tonia Alexander, Medical Services Manager on (02) 6264 7129. For selection documentation and further information about Calvary Health Care ACT visit our website at http://www.calvary-act.com.au/career-vacancies.html

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Tonia Alexander (02) 6264 7129 recruitment@calvary-act.com.au

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

Medical Administration Acting Senior Clinical Governance Officer

Administrative Services Officer Class 5 \$65,660- \$69,623, Canberra (PN: 7635)

Gazetted: 13 August 2013 Closing Date: 27 August 2013

Details: Administrative Services Officer Class 5 \$65,660 - \$69,623 (fulltime rate) PN 7635 Calvary Hospital Medical Administration is seeking an organised and capable individual to act in the post of Senior Clinical Governance Officer. This role encompasses all aspects of contracting and credentialing of medical practitioners. This is a temporary opportunity, available from 16 September, 2013 until 8 December, 2014. The successful candidate will bring to this role: Qualifications or relevant experience in a healthcare or contracting environment; Demonstrated well developed skills in the administration and management of services within a healthcare environment; Excellent interpersonal and communication skills including the ability to negotiate and liaise with professional staff and external agencies to achieve effective outcomes; Demonstrated ability in document management; Sound judgement and problem-solving abilities of a high order; Demonstrated high level organisational skills and ability to prioritise workload with limited supervision; Demonstrated high level ability in contracts and human resource processes; Knowledge and understanding of Health Directorate administrative processes, Senior Medical Officer

recruitment and the credentialing and scope of clinical practice process In support, we will provide you generous terms and conditions of employment, on-going professional development and the opportunity to excel. Applications close 27 August 2013. For further enquires please contact Tonia Alexander, Medical Services Manager on (02) 6264 7129. For selection documentation and further information about Calvary Health Care ACT visit our website at http://www.calvary-act.com.au/career-vacancies.html

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Tonia Alexander (02) 6264 7129 recruitment@calvary-act.com.au

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

Security Department

Health Services Officer Level 5

Health Services officer Level 5 \$46,021- \$48,412., Canberra (PN: various)

Gazetted: 13 August 2013 Closing Date: 30 August 2013

Details: Calvary Health Care ACT Inc - Public Hospital. Security Officer, HSO level 5. Position numbers Various, Part time permanent, 54 hours per fortnight. Applications are sought for the position of Security Officer. You will be selected for the role based on: Sound knowledge of the principles of work place equity, safety and injury prevention; Outstanding communication skills; Ability to undertake the inherent requirements of the role. Full job description and duties are available by contacting: Wayne Hafner Ph: (02) 62016440 Email Wayne.Hafner@calvary-act.com.au For further information about Calvary Health Care ACT visit our website at http://www.calvary-act.com.au/career-vacancies.html Applications Close: 30 August 2013 A service of the Sisters of the Little Company of Mary with values of hospitality, healing, stewardship and respect. Corner Belconnen Way and Hayden Drive Bruce 2617.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Wayne Hafner (02) 6201 6440 recruitment@calvary-act.com.au

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

Facilities Department - Maintenance Section Equipment Officer

Administrative Services Officer Level 3 \$52,818-\$57,004, Canberra (PN: 7583)

Gazetted: 09 August 2013 Closing Date: 23 August 2013

Details: Equipment Officer Administrative Services Officer Level 3 Permanent Full Time 73.5 hours per fortnight Calvary Health Care ACT has the requirement for an Equipment Officer. This position will be responsible for Calvary's electrical test and tag program and for providing administrative support for medical and other equipment to the Hospital. For further information about this role please contact Keith Marshall (02) 6201 6153 or keith.marshall@calvary-act.com.au For full selection documentation and to apply for this role, visit our website at http://www.calvary-act.com.au/career-vacancies.html Closing Date: 23 August 2013

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Keith Marshall (02) 6201 6808 recruitment@calvary-act.com.au

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

Canberra Institute of Technology

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

Centres Fyshwick Trade Skills Head of Department

Teacher Band 2 \$104,449, Canberra (PN: 51893)

Gazetted: 09 August 2013 Closing Date: 16 August 2013

Details: Efficiently and effectively manage, administer and coordinate the activities of the Department in accordance with Institute policy. Provide advice and proactive leadership across the Department. Efficiently manage the finances of the Department in line with Institute budgets including commercial and other. Manage both internal and external audits for the Department. Assist the Director, Trade Skills to develop, review and evaluate all educational programs offered by the Department and develop innovative and customised delivery models to meet industry needs. Schedule and chair industry validation assessment meetings.

Eligibility/Other Requirements: Mandatory Qualifications: All Teacher Band 2 teachers are expected to hold; a Training and Assessment Certificate IV level (such as a TAE4110 or equivalent); and an Advanced Diploma in Adult Education (or equivalent). And Desirable Qualifications: It is desirable that all Teacher Band 2 teachers hold a minimum of a Bachelor degree in Education, Management or relevant industry specialisation. Appropriate industry competencies demonstrated by the following qualifications: Certificate III from the Metals Training Package; or Certificate III from the Automotive Training Package. Mandatory Industry Experience: All Teacher Band 2 teachers are required to have relevant industry experience in one of the above industry disciplines.

Notes: This position is being readvertised as a Permanent Vacancy. Previous applicants will be considered and need not reapply.

Contact Officer: Brian Coates (02) 6207 4124 brian.coates@cit.edu.au Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Centres
CIT Health Community and Wellbeing
Health Sciences
Senior Teaching Post
Senior Teaching Post \$89,829, Canberra (PN: 51870)

Gazetted: 14 August 2013 Closing Date: 21 August 2013

Details: Efficiently and effectively manage, administer and co-ordinate the activities of a program area in accordance with institute policy, assist Head of Department to develop, review and evaluate all educational programs. Provide professional education leadership in the program area. Plan, distribute and utilise resources to achieve performance targets and liaise with industry, community and educational organisations as appropriate. Eligibility/Other Requirements: Mandatory Qualifications: All STP teachers are expected to hold: A Training and Assessment Certificate IV level (such as TAE4110 or equivalent); and an Advanced Diploma in Adult Education (or equivalent); and Appropriate industry competencies demonstrated by the following qualifications: Bachelors Degree (or equivalent) in health, fitness or sport. All STP teachers are required to have relevant industry experience. 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.

Notes: This temporary position is available 6 September 2013 until 20 December 2013. 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.

Contact Officer: James Dunstan (02) 62073491 James.Dunstan@cit.edu.au

Centres

CIT Health, Community and Wellbeing Human Services Senior Teacher, Nursing Senior Teaching Post \$89,829, Canberra (PN: 32101)

Gazetted: 09 August 2013 Closing Date: 23 August 2013

Details: Senior Teaching Post (STP) is responsible to the Education Manager for the course content, development and delivery of Diploma of Nursing (DN) (Enrolled /Division 2 Nursing).

Eligibility/Other Requirements: Mandatory Qualifications: All STP teachers are expected to hold: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent); and an Advanced Diploma in Adult Education (or equivalent); Appropriate industry competencies demonstrated by the following qualifications: Registered Nurse with current registration with the Australian Health Professionals Regulation Agency (AHPRA) this registration needs to be maintained - AQF level nursing qualifications of at least 6 by 2016. Mandatory Industry Experience: All STP teachers are required to have relevant industry experience.

Notes: This position is for temporary filling for the period of two years with the possibility of extension up to five years.

Contact Officer: Lily Muthurajah (02) 6205 7381 lily.muthurajah@cit.edu.au Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Commerce and Works

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

Shared Services
Shared Services ICT
Customer Relations
ICT Novell Team Leader

Senior Information Technology Officer Grade B \$106,086 - \$119,426, Canberra (PN: 14346)

Gazetted: 09 August 2013 Closing Date: 23 August 2013

Details: The successful applicant will be required to provide leadership, strategic advice and high level technical support in a complex Novell environment, as part of a team of specialist technical engineers. The role requires indepth analysis and fault finding as well as provision of technical support, planning, architectural reviews and oversight of the development, implementation and on-going support to Shared Services ICT staff and customers relating to various Novell, Microsoft and Vmware virtualisation platforms.

Contact Officer: Chris Ginman (02) 6207 3253 chris.ginman@cit.edu.au

Shared Services
Shared Services ICT
Business Development
Support and Training Lead

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 24319)

Gazetted: 12 August 2013 Closing Date: 19 August 2013

Details: This role in conjunction with the eHealth Training and Support Manager provides Help Line support to users, which includes participation in the afterhours on-call application support roster, helping investigate operational problems by either providing a solution or escalating as required and investigating operation and business application problems.

Eligibility/Other Requirements: Participation in the afterhours on-call roster for application support is mandatory. The possession of, or the ability to attain, a protected security clearance is a requirement. Awareness of privacy and confidentiality when working with health business applications and information would be an advantage. Educational and professional qualifications checks may be undertaken prior to employment. Qualifications in IT applications training would be an advantage.

Notes: This temporary position is available 30 September 2013 until 31 December 2013 with the possibility of extension. Selection may be from application and referee reports only.

Contact Officer: Melinda Jeffery (02) 6205 2272 melinda.jeffery@act.gov.au

Community Services

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

Office for Children, Youth and Family Support
Policy, Data and Research
Child Protection Policy
Senior Policy Officer
Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 11515)

Gazetted: 09 August 2013 Closing Date: 16 August 2013

Details: Applications are invited for the above position, in Policy, Data and Research, Office for Children, Youth and Family Support (OCYFS). We are seeking a person who has demonstrated experience in providing policy and project advice to the Executive and Senior Management. The successful applicant will be required to contribute to strategic activities and projects relating to child protection and out of home care in the ACT. This position operates within a fast paced environment, focused on delivering outcomes for children, young people and their families. Eligibility/Other Requirements: Tertiary qualifications in a relevant field and experience in child protection and out of homecare, or the ability to quickly acquire this knowledge.

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

Contact Officer: Michael Reid (02) 6207 0913 michael.reid@act.gov.au

Policy and Organisational Services
Governance Advocacy and Community Policy
Community Recovery and Emergency Planning
Assistant Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 00305)

Gazetted: 09 August 2013 Closing Date: 16 August 2013

Details: Policy and Organisational Services is seeking a dynamic and self motivated person to fill this exciting and important corporate role. Expressions of interest are sought from enthusiastic and energetic applicants to temporarily fill the role of Assistant Manager Community Recovery and Emergency Planning. The position is responsible for maintaining the Directorates preparedness for emergencies affecting the ACT community, and for managing whole of directorate business continuity and security arrangements. Tasks include the preparation of briefs, maintenance of a range of emergency response plans and secretariat services for several committees involving Government agencies and community partners. The position represents the directorate at a range of whole of Government forums and committees involving security and emergency management issues. Eligibility/Other Requirements: The occupant is required to be on call for response to a range of potential emergency situations.

Notes: This temporary position is available 2 September 2013 until 29 November 2013.

Contact Officer: Janelle Wheatley (02) 6207 2343 janelle.wheatley@act.gov.au

Office of Children, Youth and Family Support
Care and Protection Services
Assessment Unit
Assessment Worker

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 11990)

Gazetted: 08 August 2013 Closing Date: 22 August 2013

Details: Care and Protection Services are seeking a highly qualified individual to deliver high quality professional assessments and therapeutic services to children and families in accordance with the objectives and statutory responsibilities of the *Children and Young People Act 2008*. The owner of the position would be required to

undertake complex assessment work and supervise professional staff to ensure the provision of quality professional services, consistent with the policies and programs of the Office for Children Youth and Family Support.

Eligibility/Other Requirements: Preferred Qualification - Psychology or a relevant tertiary qualification in Social Work, Social Welfare, Social Science or related discipline. Applicants of the position will have a least five years experience working with children, youth and/or families in a senior social work/case management role. Current driver's licence.

Contact Officer: Jenna Schoer (02) 6205 3283 jenna.schoer@act.gov.au

Disability ACT

Services for Adults Team, Children and Young People's Team and Intensive Treatment and Support Team Support Worker

Disability Support Officer Level 1 \$43,767 - \$45,521, Canberra (PN: C04796, several)

Gazetted: 12 August 2013 Closing Date: 30 August 2013

Details: Are you looking for a rewarding and enjoyable position? Do you enjoy interacting with a variety of people? Disability ACT is seeking individuals who are committed to assisting people with a disability to be active members of the ACT Community. Do you feel that people with a disability are entitled to the same respect, and quality of life as everyone else? If so Disability ACT would like to hear from you. We have several casual positions available! If you do not have the relevant experience, your diverse life and work experiences can be transferred to support people with a disability. You will need a current driver's licence. 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.

Disability ACT will provide all additional training.

To find out more about the role of a Disability Support Officer please attend one of our information sessions on: Wednesday 21 August 2013 at 12:30 – 1:30pm or 5:00pm – 6:00pm at Disability ACT, Nature Conservation House, Cnr Emu Bank and Benjamin Way, Belconnen.

Note: These are temporary/casual positions. Penalty payments have the potential to increase the salary significantly. The salary is pro rata based on the hours worked.

Contact Officer: Kim Sharman (02) 6205 1811 kim.sharman@act.gov.au

Economic Development

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

Economic Development, Policy and Governance Ministerial, Cabinet and Policy Special Projects Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 18596)

Gazetted: 09 August 2013 Closing Date: 23 August 2013

Details: The Ministerial, Cabinet and Policy Branch of the Economic Development Directorate is looking for a person with significant legislative and policy development skills to join our team. The position involves working in a small team to support policy development, including development of legislation, on a range of matters across the Directorate. For example, the work might include matters related to racing and gaming, land development or Red Tape Reduction. The work also involves liaison with other ACT Government Directorates.

Eligibility/Other Requirements: Relevant experience in the operation of the Legislative Assembly and Cabinet is desirable.

Contact Officer: Pamela Avell (02) 6205 0072 pamela.avell@act.gov.au

Economic Development Policy and Governance

Workforce and Governance

Human Resources

Human Resources Advisor

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 25996)

Gazetted: 12 August 2013 Closing Date: 26 August 2013

Details: Under the direction of the Senior Manager, Human Resources your primary role will be to lead the development and implementation of innovative health and safety policies and processes to implement an effective Safety Management System, and identify continuous improvement opportunities. You will also prepare and analyse statistical reports; and provide advice and support to staff and executive officers on a range of human resource management strategic practices and employment matters.

Contact Officer: Leanne Martens (02) 6205 0290 leanne.martens@act.gov.au

Land Development, Strategy and Finance

Development Urban Projects Project Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 43440)

Gazetted: 08 August 2013 Closing Date: 15 August 2013

Details: Expressions of interest are sought for an experienced Project Manager with a proactive and enthusiastic approach suitable for the dynamic Urban Renewal Branch at the Land Development Agency (LDA). The position will be in the Urban Projects Team working primarily on complex urban projects. The Project Manager will be responsible for achieving quality and innovative outcomes through the oversight and management of projects related to commercial and residential mixed use development. The occupant of the position will be required to manage contracts and co-ordinate a range of activities relating to the development of land from conception through to completion.

Eligibility/Other Requirements: Ideally the occupant will have knowledge and experience of property development, design and approval processes or construction management and superintendence, along with a good appreciation of procurement and management of contractors and a demonstrated ability to work with a variety of stakeholders.

Note: This temporary position is available ASAP until 31 January 2014. Selection may be based on application only. Applications must be received by cob 15 August 2013.

Contact Officer: Chloe Elvy (02) 6205 0402 Chloe. Elvy@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 and Weston Network Farrer Primary School Business Manager

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 00564)

Gazetted: 08 August 2013 Closing Date: 23 August 2013

Details: Farrer Primary School is seeking an individual who displays high level management and communication skills to ensure excellence in customer service is delivered. As a member of the Executive Team the ideal candidate will contribute to the development and achievement of whole school/directorate strategic goals and the implementation of the school/directorate plan. Will lead and support staff in promoting values, priorities and

initiatives of the public education system. The ideal candidate will have the ability to manage a busy work environment with competing demands and successful experience in a range of settings is valued. Duties include but not limited to: Manage, lead and monitor all financial and resource matters, including coordinating the preparation of budgets and financial returns, in accordance with directorate and school policies and procedures; manage, implement and develop directorate policies and procedures for both grounds and building facilities maintenance; Plan, direct and supervise the overall operation of the administration support team including overseeing the staffing and payments for casual employees; Seek appropriate feedback, advice and ongoing professional development opportunities. Confidently promote areas of strength and acknowledge development needs; and support staff to establish and maintain positive and respectful relationships with students, staff, parents/carers and stakeholder groups in the wider community.

Eligibility/Other Requirements: Working knowledge of the MAZE management systems is desirable. A current First Aid certificate or willingness to undertake appropriate training.

Contact Officer: Rachel Burke (02) 6205 7911 rachel.burke@ed.act.edu.au.

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

For further information on Working With Vulnerable people registration refer to - http://www.ors.act.gov.au/community/working with vulnerable people.

Tertiary Education and Performance Training and Tertiary Education Business Processes and Systems Procurement Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 31369)

Gazetted: 09 August 2013 Closing Date: 23 August 2013

Details: The Training and Tertiary Education Branch is seeking a suitable Procurement Officer to support the Skills Reform team in procurement services. The successful applicant will work closely with ACT Shared Services Procurement to complete required documentation and reports for all procurement related to the implementation of Skills Reform initiatives.

Eligibility/Other Requirements: A Certificate IV in Government Procurement and Contracting or the willingness to obtain is desirable.

Note: This is a temporary position available until 30 April 2014.

Contact Officer: Melissa Pinney (02) 6205 8538 melissa.pinney@act.gov.au

Health

Selection documentation for the following positions may be downloaded from http://www.health.act.gov.au/employment.

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

Canberra Hospital and Health Services
Capital Regional Cancer Service
Radiation Oncology
Locum Staff Specialist \$147,465-\$181,976
Senior Specialist \$199,231, Canberra (PN: 19252)

Gazetted: 15 August 2013 Closing Date: 29 August 2013

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 Senior Specialist: \$199,231 The Position: Applications are invited for the position of a fulltime Locum Staff Specialist Radiation Oncologist in the Department of Radiation Oncology located at Canberra Hospital. The position is to cover maternity leave and from October 2013 to early January 2015. Applications of less than the whole period would be considered. The successful applicants will be required to manage the diagnosis, treatment and discharge plan for inpatients and outpatients referred for radiation oncology treatment as well as conduct outpatient clinics. Additional training in the implementation of IMRT and 4D radiation planning would be an advantage as would stereotactic body radiotherapy. As part of the Radiation Oncology team, you will have the opportunity to contribute to high quality

clinical service provision while participating in the teaching and quality improvement program within a dynamic multidisciplinary environment. Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region, serving a population of half a million. It is a modern 600-bed hospital providing trauma services, most major medical and surgical sub-specialty services, and is the principal teaching hospital of the Australian National University (ANU) Medical School. Strong research links are maintained with the ANU and the University of Canberra. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks.

Eligibility/ Other requirements: Registered or applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Fellowship of FRANZCR.

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

Contact Officer: Hany Elsaleh 0447 113 223 hany.elsaleh@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
Capital Regional Cancer Service
Radiation Oncology
Locum Staff Specialist \$147,465-\$181,976
Senior Specialist \$199,231, Canberra (PN: 26873)

Gazetted: 15 August 2013 Closing Date: 29 August 2013

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 Senior Specialist: \$199,231 The Position: Applications are invited for the position of a fulltime Locum Staff Specialist Radiation Oncologist in the Department of Radiation Oncology located at Canberra Hospital. The position is to cover maternity leave and from October 2013 to early January 2015. Applications of less than the whole period would be considered. The successful applicants will be required to manage the diagnosis, treatment and discharge plan for inpatients and outpatients referred for radiation oncology treatment as well as conduct outpatient clinics. Additional training in the implementation of IMRT and 4D radiation planning would be an advantage as would stereotactic body radiotherapy. As part of the Radiation Oncology team, you will have the opportunity to contribute to high quality clinical service provision while participating in the teaching and quality improvement program within a dynamic multidisciplinary environment. Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region, serving a population of half a million. It is a modern 600-bed hospital providing trauma services, most major medical and surgical sub-specialty services, and is the principal teaching hospital of the Australian National University (ANU) Medical School. Strong research links are maintained with the ANU and the University of Canberra. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks.

Eligibility/ Other requirements: Registered or applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Fellowship of FRANZCR.

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

Contact Officer: Hany Elsaleh 0447 113 223 hany.elsaleh@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
Surgery and Oral Health
Medical Staff
Staff Specialist
Staff Specialist Band 1-5 \$147,465-\$181,976
Senior Specialist \$199,231, Canberra (PN: 32646)

Gazetted: 15 August 2013 Closing Date: 29 August 2013 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. Applications are invited for this position from medical graduates with FRACS or equivalent and recognition as a Specialist Surgeon in Urology Surgery who are eligible for unconditional medical specialist registration in the Australian Capital Territory. It is expected that the applicant will have considerable experience and expertise in Urology services. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$240,687 - \$319,085

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Possession of a higher medical qualification as provided for in the ACT Health Medical Staff Certified Agreement 2011-2013. FRACS or equivalent.

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

Contact Officer: Dr Simon McCredie (02) 6202 1100

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
Critical Care and Diagnostics
Emergency
Specialist/Senior Specialist
Specialist/Senior Specialist - Emergency Department \$147,465-\$181,976
Senior Specialist \$199,231, Canberra (PN: 30789)

Gazetted: 15 August 2013 Closing Date: 12 September 2013

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 Senior Specialist: \$199,231 Staff Specialist/Senior Staff Specialist Indicative total package value of between: \$240,332 - \$318,730 inclusive of salary, applicable allowances and 9% super.

The Position: The Canberra Hospital Emergency Department is seeking applications for appointment as a staff specialist. This position is newly created to add to the existing dynamic and progressive team. The emergency Department has approximately 65,000 attendances per annum, (approximately 30% paediatrics) with a diverse casemix including trauma and an admission rate of approximately 30%. There is an active and successful postgraduate education and training program. There is temporary physical expansion occurring at present, with a new state-of-the-art Emergency Department planned in the future.

Eligibility/Other Requirement: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency and Fellowship of the Australian College for Emergency Medicine or an equivalent higher specialist qualification.

Note 1: The successful applicant may be required to be registered under the *Working with Vulnerable People* (Background Checking) Act 2011.

Contact Officer: Dr Michael Hall 02 6244 3309 michael.hall@act.gov.au Applications can be forwarded to: Apply online at http://www.health.act.gov.au/employment (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

Canberra Hospital and Health Services
Medicine
Pharmacy Services
Deputy Director Pharmacy Services
Health Professional Level 5 \$106,086 - \$119,426, Canberra (PN: 21791)

Gazetted: 15 August 2013 Closing Date: 29 August 2013

Details: Fast-track your career with Deputy Director of Pharmacy (Quality Use of Medicines and Research) position at the Canberra Hospital. Canberra Hospital and Health Services (CHHS) is the region's major public hospital, with over 600 beds. We provide specialist and acute care to more than 500,000 people, including a full range of medical, surgical, obstetric and paediatric and neonatal services. The Canberra Hospital is a tertiary level health

facility and a teaching hospital of the Australian National University (ANU) Medical School and The University of Canberra Nursing and Allied Health Schools. The Pharmacy Department employs over 70 staff, including approximately 35 tull-time Pharmacist positions. The Department provides a full range of contemporary Pharmacy Services including clinical pharmacy services, specialised compounding services, investigational drug support, medicines information, medication safety, and corrections health services. Our core values are excellence in clinical services, education, and team work. We have a dynamic, talented team and an exciting opportunity exists for a newly-created Deputy Director Pharmacy Services: Quality Use of Medicines and Research. This is a permanent full-time position that will be responsible for providing leadership, management, and coordination to the Quality use of Medicines (QUM) service within CHHS Pharmacy Services. This position works closely with the two other Deputies (Clinical and Education, and Support and Production), and will assume the responsibilities of the Director of Pharmacy when required. It also includes a range of pharmacy services on weekends and after hours as rostered.

Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research; and/or extensive clinical pharmacy and/or QUM experience deemed equivalent.

Note: For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$9,095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items. Additional salary packaging benefits are also available such as meal and accommodation entertainment. Pharmacists outside Australia will be considered for these positions. Contact the Australian Pharmacy Council (APC) and the Pharmacy Board of Australia to enquire about your eligibility for registration. A summary of the Assessment and Registration process for overseas trained pharmacists in Australia can be found on the APC website http://pharmacycouncil.org.au/content/assets/files/Examination Guides/Flowchart - 2012.02.08.pdf. The successful applicant may be required to be registered under the Working with Vulnerable People (Background Checking) Act 2011. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Stuart Margison (02) 6244 2121

Canberra Hospital and Health Services
Women, Youth and Children
Women's and Babies
Clinical Midwifery Manager – Continuity of Care at the Canberra Hospital (CatCH)
Registered Nurse Level 3.2 \$101,556, Canberra (PN: 32660)

Gazetted: 15 August 2013 Closing Date: 29 August 2013

Details: The Centenary Hospital for Women Youth and Children has a permanent vacancy for the Clinical Midwifery Managers position of the Continuity of Care Program at Canberra Hospital (CatCH). The position requires a leader who has demonstrated experience in leading teams to achieve best outcomes for women and babies. Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Relevant tertiary qualifications desirable.

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

Contact Officer: Penny Maher (02) 6174 7392

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Service
Child and Adolescent Mental Health
Team Leader - CAMHS

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 27244)

Gazetted: 15 August 2013 Closing Date: 29 August 2013

Details: The Child and Adolescent Mental Health Service (CAMHS) has vacancy for a Team Leader at the CAMHS - South Community Team. CAMHS provides contemporary mental health services for children and adolescents who present with moderate to severe mental health presentations. CAMHS provides evidence-based assessment and

interventions with a recovery focus. The successful applicant will be required to have extensive mental health service delivery experience along with highly developed management skills.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Nursing, Psychology, Social Work or Occupational Therapy with current unconditional ACT registration where applicable and/or eligibility for membership of the appropriate professional organisation. A current driver's licence.

Note: This is a temporary vacancy available for up to 12 months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Wendy Preston (02) 6205 1472 wendy.preston@act.gov.au

Canberra Hospital and Health Services

Medicine

Pharmacy - TCH

Lead Pharmacist Dispensary Services

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 26204)

Gazetted: 15 August 2013 Closing Date: 29 August 2013

Details: Fast-track your career with a Lead Pharmacist position at The Canberra Hospital. The Canberra Hospital is the region's major public hospital, with over 600 beds. We provide specialist and acute care to more than 500,000 people, including a full range of medical, surgical, obstetric and paediatric and neonatal services. The Canberra Hospital is a tertiary level health facility and a teaching hospital of the Australian National University (ANU) Medical School and The University of Canberra Nursing and Allied Health Schools. The Pharmacy Department employs a dynamic, talented team of over 70 staff, including approximately 45 full-time Pharmacist positions. The Department provides a full range of contemporary Pharmacy Services including clinical pharmacy services, specialised production services, investigational drug support, medicines information, medication safety, and corrections health services. Our core values are excellence in clinical services, education, and team work. The responsibility of this position is to provide leadership and coordination for the Canberra Hospital Pharmacy Dispensary. This position will also provide advanced clinical, education, research, mentoring and quality improvement roles relating to pharmacy dispensary services and will be required to provide a range of pharmacy services on weekends and after hours on a rotational basis as rostered.

Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or extensive Clinical Pharmacy experience deemed equivalent.

Note: This position may require registration under the *Working with Vulnerable People Act*. This is a temporary position available for a period nine months with the possibility of extension or permanency. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$9095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items. Additional salary packaging benefits are also available such as meal and accommodation entertainment.

Contact Officer: Natalie Bula (02) 6244 2121 natalie.bula@act.gov.au

Canberra Hospital and Health Services

Medicine

Pharmacy

Lead Pharmacist in Education

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 32517)

Gazetted: 15 August 2013 Closing Date: 29 August 2013

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

Hospital Pharmacy Department employs approximately 70 staff, including 35 full-time Pharmacist positions. The Department provides a full range of contemporary Pharmacy Services including clinical pharmacy services, specialised compounding services, investigational drug support, medicines information, medicines safety, and corrections health services. Our core values are excellence in clinical services, education, and team work. We are seeking a Lead Pharmacist with expertise in Education. This is a permanent full-time position that will be responsible for providing leadership, management, and facilitation of education and training activities provided both within and from the pharmacy service at Canberra Hospital and Health Services (CHHS). This position will also include advanced clinical, research and quality improvement roles, and provide a range of pharmacy services on weekends and after hours on a rotational basis as rostered. It is expected that this position will have a 50% clinical load, with the other listed duties making up the remaining 50%.

Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or extensive Clinical Pharmacy experience deemed equivalent.

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People* (*Background Checking*) *Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Part-time/job share will be considered. For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$9,095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items. Additional salary packaging benefits are also available such as meal and accommodation entertainment. Pharmacists outside Australia will be considered for these positions. Contact the Australian Pharmacy Council (APC) and the Pharmacy Board of Australia to enquire about your eligibility for registration. A summary of the Assessment and Registration process for overseas trained pharmacists in Australia can be found on the APC website http://pharmacycouncil.org.au/content/assets/files/ExaminationGuides/Flowchart-2012.02.08.pdf Contact Officer: Natalie Bula (02) 6244 2118

Strategy and Corporate
Policy and Government Relations
Aboriginal and Torres Strait Islander Health
Senior Policy Officer
Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 17299)

Gazetted: 15 August 2013 Closing Date: 22 August 2013

Details: The Aboriginal and Torres Strait Islander Health Unit of the Policy and Government Relations Branch is seeking an enthusiastic officer to develop and implement a number of policy and program activities with a focus on Aboriginal and Torres Strait Islander youth, their families and the community. Duties will include implementation of an antenatal, pre pregnancy, teenage sexual and reproductive health project funded as part of the ACT Implementation Plan for the Indigenous Early Childhood Development National Partnership Agreement. Knowledge and understanding of Aboriginal and/or Torres Strait Islander people's societies, cultures and diversity, and an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people in contemporary Australian society is important. Willingness and ability to work with Aboriginal and Torres Strait Islander community members and community organisations is key to the success of this position.

Eligibility/Other Requirements: Knowledge and understanding of current issues and development in the delivery of health services to Aboriginal and Torres Strait Islander communities, particularly in relation relate to antenatal, sexual and reproductive health is desirable.

Note: This is a temporary position available until 30 June 2014. Aboriginal and Torres Strait Islander applicants are encouraged to apply. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Josephine Smith (02) 6207 9172

Strategy and Corporate
Performance and Innovation
Reporting and Analysis
Senior Data Analyst
Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 23772, expected vacancy)

Gazetted: 15 August 2013 Closing Date: 22 August 2013

Details: An exciting opportunity for a suitable person to join the dynamic and fast paced Health Performance Unit. The Unit is responsible for the compilation of reports, information and analysis to numerous stakeholders across the organisation to assist in decision making and system improvement.

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

Contact Officer: Andrew Bailey (02) 6207 2129

Canberra Hospital and Health Services
Surgery and Oral Health
Medical Imaging
Senior Nuclear Medicine Scientist/Technologist
Health Professional Level 3 577 710 - \$81,995 (u

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 28992)

Gazetted: 15 August 2013 Closing Date: 29 August 2013

Details: Applications are sought from qualified Nuclear Medicine Scientists with at least 24 months experience to fill a temporary vacancy. The Canberra Hospital is a tertiary level health facility and a teaching hospital of the Australian National University (ANU) Medical School and The University of Canberra Nursing and Allied Health Schools. The Nuclear Medicine section has four gamma cameras, two single head and two dual head, one of which has SPECT/CT capabilities. The section also has close relationships with the PET/CT and Bone Mineral Density services and the successful applicant may be required to work in these areas. The Department offers a comprehensive range of diagnostic and therapeutic procedures including paediatric, oncology and cardiac studies making the work both challenging and rewarding. This position is available for an enthusiastic clinical instructor with experience in developing and promoting standards in a professional team.

Eligibility/Other Requirements: Bachelor of Medical Radiation Science (Nuclear Medicine) or recognised equivalent. Registration with the Medical Radiation Practice Board of Australia. Radiation licence issued from the ACT Health Protection Service.

Notes: This is a temporary position available for a period of six months. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. This position may be required to participate in an on call roster. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Sharon Mosley (02) 6244 2439

Canberra Hospital and Health Services Surgery and Oral Health Medical Imaging Assistant Administration Manager

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 26561)

Gazetted: 15 August 2013 Closing Date: 22 August 2013

Details: Applications are invited from suitably experienced people for the position of Assistant Administration Manager in the Medical Imaging Department at Canberra Hospital. The successful applicant will assist the Administration Manager to lead a team to achieve business outcomes including: developing and maintaining appropriate policies and procedures; staff supervision and leadership; setting priorities and conducting staff appraisals; and staff training. Provide accounting support to the Medical Imaging Department as directed, including the preparation of journals, transaction and costing analysis, maintenance of finance schedules. Manage internal billing processes on behalf of the Department. The successful applicant will also be required to assist the Radiology Information System Administrator maintain the Radiology Information System. Excellent people skills and the demonstrated ability to lead a team are essential as are good oral and written communication skills. Eligibility/Other Requirements: Previous experience of a Radiology Information Systems (RIS). Ability to work outside normal working hours and be on call is a requirement.

Note: This position involves shiftwork. An order of merit will be formed from this selection process that may be utilised to fill any permanent, full-time or part-time, temporary or casual positions (at level), which may occur within the following 12 months. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Applicants must provide two written referee reports which address the selection criteria. Selection may be based on application and referee comments only and interviews may not be held. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Jeannie Dumbrell (02) 6244 2159

Strategy and Corporate
Business and Infrastructure
Strategic Support
Biomedical Support
Frontline Support

Technical Officer Level 3 \$61,148 - \$69,377, Canberra (PN: 21318)

Gazetted: 15 August 2013 Closing Date: 22 August 2013

Details: Applications are invited for a Frontline Support Technical Officer to join a dynamic, progressive and enthusiastic team within Business Support Section of ACT Health. The Business Support Section of ACT Health provides Clinical Support Services to the stakeholders and clients of ACT Health. It comprises of a team of professional and technical experts in the field of Biomedical Engineering, Medical Physics and Sterilising. The successful candidate will be motivated team player with good communication skills. The increase use of technology and biomedical equipment to improve patient outcomes brings the need to support and maintain these devices. This interesting and challenging position is primarily responsible for Clinical Engineering support to the Intensive Care Department managing biomedical devices in consultation with stakeholders providing value for money outcome for ACT Health.

Eligibility/Other Requirements: An Associate Diploma from an Australian Technical and Further Education (TAFE) institution, or a comparable overseas qualification, which, in the opinion of the Chief Executive, is appropriate to the duties of the office; or relevant experience, training or accreditation, which, in the opinion of the Chief Executive, enable the officer competently to perform the duties appropriate to the office.

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

Contact Officer: John Brown (02) 6244 2466

Director General Reports Population Health Health Protection Services Personal Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 29468)

Gazetted: 15 August 2013 Closing Date: 22 August 2013

Details: This position is the Personal Assistant to the Director, Health Protection Service. The position is responsible for providing timely and high quality administrative and secretarial support such as act as the initial point of contact for the Director, diary management and the management of correspondence using TRIM as well as undertake research and liaison on behalf of the Director.

Note: This is a temporary vacancy from 2 September 2013 to 30 June 2014. The successful applicant may be required to be registered under the Working with Vulnerable People (Background Checking) Act 2011. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Cathy Smith (02) 6205 1714

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

ACT Government Solicitor Government Law Principal Solicitor

Legal 2 \$121,218 - \$126,200, Canberra (PN: 19641)

Gazetted: 14 August 2013 Closing Date: 27 August 2013

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders. ACTGS seeks a Principal Solicitor with expertise in Employment and Industrial Relations with a particular emphasis on employment and regulation of professionals. The position provides an exciting opportunity to work on a number of high profile projects of significant importance to the Territory and advise government at the most senior levels. Excellent client relationship skills and the ability to assume leadership roles will be important.

Eligibility/Other Requirements: Applicants must be admitted (or eligible for admission) as an Australian Legal Practitioner.

Notes: Salary will be dependent upon relevant qualification, experience and demonstrated ability against the selection criteria. In addition to the salary under the Enterprise Agreement, a Special Employment Arrangement may be offered with this position. This is a temporary position available for an initial 12 month period with the possibility of extension.

Contact Officer: Alan Campbell (02) 6205 3751 alan.campbell@act.gov.au

ACT Government Solicitor Property and Commercial Principal Solicitor

Legal 2 \$121,218 - \$126,200, Canberra (PN: 42623, several)

Gazetted: 14 August 2013 Closing Date: 30 August 2013

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders. ACTGS seeks several Principal Solicitors with significant expertise in complex commercial and/or property law, ranging across government procurement and contracting, copyright, competition law, construction and/or commercial property leasing and development. The lawyers will be part of a team working directly on major Territory projects as well as supervising the work of less senior lawyers. These positions provide an exciting opportunity to work on a number of high profile projects of significance to the Territory and advise government at very senior levels. Excellent client relationship skills and leadership capability will be important.

Eligibility/Other Requirements: Applicants must be admitted (or eligible for admission) as an Australian Legal Practitioner.

Note: Salary will be dependent upon relevant qualification, experience and demonstrated ability against the selection criteria. In addition to the salary under the Enterprise Agreement, a Special Employment Arrangement may be offered with these positions. An order of merit may be established from this recruitment process and used to fill other vacancies at level at level over the next 12 months.

Contact Officer: Loretta Zamprogno (02) 6207 0653 loretta.zamprogno@act.gov.au

Legislation Policy and Programs Civil Law

Associate Director, Civil Law and Human Rights Adviser
Senior Officer Grade A/Legal 2 \$121,218 - \$126,200, Canberra (PN: 46234)

Gazetted: 08 August 2013 Closing Date: 15 August 2013 Details: Expressions of interest are sought for the position of Associate Director, Civil Law and Human Rights Adviser. This position is responsible for undertaking, leading and supervising projects in Strategic Projects both within the Civil Law Team and across the branch. This role has particular responsibility for administration of the Human Rights Act 2004. The Civil Law team administers a wide range of legislation and provides legal policy advice in a wide range of areas, including courts and tribunals, residential tenancies, unit titles, relationship laws, privacy and human rights. Expressions of interest are sought from people with legal qualifications who are able to demonstrate high level skills in strategic leadership and who have experience in relevant areas of law and legislative development.

Eligibility/Other Requirements: Legal Qualifications, experience developing legislation and an understanding of the Human Rights Act 2004 essential.

Note: This temporary position is available 2 September until 22 November 2013. This position may be filled either as a Senior Officer Grade A or Legal 2 depending on qualifications and/or relevant experience.

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

ACT Corrective Services Community Corrections Probation and Parole

Indigenous Probation and Parole Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 46200)

Gazetted: 14 August 2013 Closing Date: 28 August 2013

Details: Provide case management, supervision and monitoring for people on court and parole orders with the objectives of reducing the risk of further criminal conduct, maintaining community safety and administering court orders. Provide written and verbal reports to the Courts, releasing authorities and other bodies in relation to offender management, risk and intervention. Promote and apply the principles of contemporary best practices in relation to offender management. Undertake effective consultation and negotiation with Aboriginal and Torres Strait Islander people and communities. Back-fill within other areas of Community Corrections as required, including the facilitation of group programs during business hours as negotiated between the Probation and Parole Unit and Offender Services and Corrections Programs Unit.

Eligibility/Other Requirements: Experience working with offenders and relevant tertiary qualifications are highly desirable. Understanding of and sensitivity to Aboriginal and Torres Strait Islander cultural issues and issues relevant to other minority groups is essential. Eligible candidates will be required to undergo a criminal history check. Applicants may be required to undertake psychological aptitude testing as part of the assessment process. A current driver's licence is essential. Aboriginal or Torres Strait Islander ancestry is considered essential (\$42, Discrimination Act 1991). Certificate VI in Correctional Practice - Community, is required or the ability to complete this qualification within 12 months. Eligible applicants may be required to maintain a current Working with Vulnerable People check.

Notes: This position is being readvertised, previous applicants need not reapply as applications will be considered. Applicants are required to provide the following with their applications: A current résumé (including contact details of at least two referees); A two page statement outlining your suitability for this position, this statement should outline how your qualifications, experience, achievements and capabilities relate to the duties of the position. Please give examples, including outcomes achieved, which demonstrate your suitability for the role. Contact Officer: Simone Fowlie (02) 6207 0355 simone.fowlie@act.gov.au

Office of Regulatory Services WorkSafe ACT **Healthier Work Project Officer**

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 27645)

Gazetted: 13 August 2013 Closing Date: 27 August 2013

Details: Under the limited direction of Manager and Senior Industry Advisor in the Workplace Health and Wellbeing services, the occupant will be responsible for delivering services that support healthy lifestyles of ACT workers, by focusing on the preventable diseases, including physical activity, healthy eating. smoking

reduction/cessation, reduction of harmful alcohol consumption, maintenance of healthy weight and improved stress management. They will: Provide information advice and ongoing support to ACT workplaces to assist with the implementation of workplace health and wellbeing strategies for workers. Assist in the research, develop, prepare and maintain relevant resources and tools, e.g. a website, databases, newsletters, a workplace health and wellbeing guide, that supports ACT workplaces to implement evidence-based health and wellbeing policies, programs. Support ACT workplaces to apply health promotion knowledge, principles and practices to deliver initiatives to address modifiable chronic disease risk factors to ensure that evidence based workplace health and wellbeing policies, programs are implemented and maintained. Assist with the development of strategies and support for targeted "high need" ACT Workplaces. Identify workplace and industry engagement opportunities and support targeted workplaces in the delivery of evidence-based health and well being interventions that reduce the risk of identified chronic diseases. Maintain records in accordance with the *Territory Records Act 2002*. Eligibility/Other Requirements: A current driver's licence. Recent experience in workplace health promotion, qualifications in public health, health promotion, occupational health and safety, business or education or other relevant related disciplines would be desirable.

Notes: Selection may be based on application and referee reports only. This is a temporary position available until 20 December 2014.

Contact Officer: Adrian Ison (02) 6205 1596 adrian.ison@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

Parks and City Services
National Arboretum Canberra
Visitor Experience Manager
Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 30915)

Gazetted: 13 August 2013 Closing Date: 20 August 2013

Details: The National Arboretum Canberra comprises a collection of over 35,000 trees in 100 forests featuring different types of threatened and symbolic trees from around Australia and the world, as well as the Australian National Bonsai and Penjing collection. These collections are cultivated for conservation, scientific and educational study, display and preservation. Featuring a state of the art visitor's centre, cafe/restaurant, function centre and children's play space, it is destined to become one of the key attractions of Canberra offering a variety of memorable visitor experiences. The Arboretum is supported by an enthusiastic and active "Friends of the Arboretum" group and Strategic Advisory Board.

The Visitor Experience Manager is responsible for:

Marketing and Communications: Developing and implementing the Marketing Strategy for Arboretum corporate profile and strategies to support events and activities; Developing Communications Strategy and advertising campaigns; Creative development and implementation of advertising campaigns; Relationship management with key industry stakeholders for marketing.

Sponsorship: Developing and implementing the sponsorship policy and strategy and growing corporate sponsorship for the Arboretum and events; Identifying and securing sponsors; the delivery of sponsorship benefits and relationship building with sponsors.

Events: Overseeing the development and delivery of the Arboretum venue marketing and community events program.

Interpretation and Education: Developing and implementing interpretation and education strategies; Relationship management with education and interpretation delivery partners (e.g. Friends, NPBCA, STEP, and ACTEW); ongoing development and expansion of interpretative approaches and display content.

Commercial Services: Provide reporting and analysis to guide the effective management of all Arboretum business including visitor research, sales targets and results, market effectiveness and brand awareness; Ensuring the Arboretum brand is built through the commercial services (e.g. retail, café, catering); Develop business and

marketing strategies to help build markets for retail, café/catering and events; Identifying markets to be targeted by retail outlet and Café; Establishing purchasing policies and product guidelines for retail and Café.

Venue Management: Development and oversight of policies and contracts for facility use and sales.

Volunteers: Volunteer policies and relationship management of key volunteer stakeholder groups e.g. the Friends of the NAC, Bonsai and Penjing Collection volunteers and STEP.

Notes: Temporary vacancy available 3 September 2013 until 24 February 2014. This position will be based at the National Arboretum and will report to the General Manager. Please forward no more than two pages addressing the selection criteria outlined in the attached Position Description to Jason Brown by email to

Jasonp.brown@act.gov.au

Contact Officer: Jason Brown (02) 6205 8607 jasonp.brown@act.gov.au

Roads and Public Transport Roads ACT Road Maintenance Manager Program Delivery

Senior Professional Officer Grade B \$106,086 - \$119,426, Canberra (PN: 46686)

Gazetted: 12 August 2013 Closing Date: 29 August 2013

Details: Roads ACT is seeking a suitably experienced roads engineer to manage the program delivery unit of its Road Maintenance Section. The position is responsible for managing staff, day labour and contracts involved with the implementation of a complex range of infrastructure maintenance works including emergency repairs, pavement resurfacing, stormwater works, dam operator inspections, signs and lines, barriers etc. Superior skills in the management of personnel and contracts along with strong technical skills are essential.

Eligibility/Other Requirements: Tertiary Qualifications in Civil Engineering recognised by the Institution of Engineers (Aust).

Note: A new Enterprise Agreement and relevant salaries is currently being negotiated.

Contact Officer: Daniel O'Connell (02) 6207 6599 dan.o'connell@act.gov.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the

collective/enterprise agreement provisions will assess all applications for this position.

Roads and Public Transport ACTION Operational Capability Field Transport Officer

Transport Officer Grade 3 - ACTION \$84,975, Canberra (PN: A11736, several)

Gazetted: 08 August 2013 Closing Date: 22 August 2013

Details: ACTION are seeking suitable candidates for full-time Field Transport Officer positions. Field Transport Officers (TOs) are responsible for monitoring network performance and attending to incident or situations that affect the correct, safe and timely operation of the bus network and individual services. TOs have a high degree of interaction with the public and require effective incident management, decision making and communication skills. These positions are rostered shift work positions. The occupant of the position is required to work rostered shifts across all of ACTION's operating hours, including early mornings, days, evenings and nights. The occupant will also be required to work regular rostered overtime shifts on weekends and public holidays, and additional overtime hours as required to support network operations that occur out of normal operating hours. The position may be rostered to work at any of ACTION's operational locations.

Notes: A referees report from a current supervisor must be submitted with your application.

Contact Officer: Bren Burkevics (02) 6207 8628 bren.burkevics@act.gov.au

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

Roads and Public Transport ACTION

Operational Capability Field Transport Officer

Transport Officer Grade 3 - ACTION \$84,975, Canberra (PN: A20115, several)

Gazetted: 08 August 2013 Closing Date: 22 August 2013

Details: ACTION are seeking suitable candidates for Field Transport Officer positions. Field Transport Officers (TOs) are responsible for monitoring network performance and attending to incident or situations that affect the correct, safe and timely operation of the bus network and individual services. TOs have a high degree of interaction with the public and require effective incident management, decision making and communication skills. These positions are rostered shift work positions. The occupant of the position is required to work rostered shifts across all of ACTION's operating hours, including early mornings, days, evenings and nights. The occupant will also be required to work regular rostered overtime shifts on weekends and public holidays, and additional overtime hours as required to support network operations that occur out of normal operating hours. The position may be rostered to work at any of ACTION's operational locations.

Notes: A referees report from a current supervisor must be submitted with your application. Part-time position at 25 hours per week.

Contact Officer: Bren Burkevics (02) 6207 8628 bren.burkevics@act.gov.au Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Parks and City Services
Parks and Conservation
Community and Visitor Programs
ParkCare Support Officer
Technical Officer Level 3 \$61,148 - \$69,377, Canberra (PN: 09898)

Gazetted: 08 August 2013 Closing Date: 22 August 2013

Details: Parks and Conservation Service (PCS) is seeking expressions of interest from suitably qualified and experienced applicants to temporarily fill the position of ParkCare Support Officer within the PCS Community and Visitor Programs Team. The position is based at Stromlo Depot and is responsible for providing operational support for ParkCare, Urban Landcare and recreational volunteer groups to assist them to undertake activities to enhance biodiversity and recreational opportunities across the Parks and City Services estate. The main duties of the position include the development of annual work plans for volunteer groups, assisting with on-ground volunteer activities, conducting induction sessions and skills training, coordinating events such as the Bush Friendly Garden, attending open days, promotion and recruitment of volunteers and administrative support. Eligibility/Other Requirements: Demonstrated knowledge and experience in natural and cultural resource management and experience in coordination of volunteers undertaking land management activities. This is a fire designated position and applicants must be willing to participate in fire training and operations including standby. Applicants must be prepared to work a roster which includes weekends.

Notes: This is a temporary position available until 30 June 2014. This position will be filled from written 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* will be required For further information on Working with Vulnerable people registrations refer to: www.legislation.act.gov.au/a/2011-44/default.asp and https://www.ors.act.gov.au/community/working with vulnerable people

Contact Officer: Jasmine Foxlee (02) 6205 7384 jasmine.foxlee@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.

APPOINTMENTS

Canberra Institute of Technology

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

Jerome Villegas 821-03213, Section 68(1), 1 August 2013

Chief Minister and Treasury

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

Denise Ernst 527-64053, Section 68(1), 15 August 2013

Commerce and Works

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

Jody Yap 827-24394, Section 68(1), 8 August 2013

Environment and Sustainable Development

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

Sachie Terasaki 835-81145, Section 68(1), 9 August 2013

Health

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

Ashima Abbott 834-44247, Section 68(1), 14 August 2013

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

Stephen Emmott 836-05004, Section 68(1), 12 August 2013

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

Toby Irwin 840-49126, Section 68(1), 12 August 2013

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

May Letim 836-04749, Section 68(1), 14 August 2013

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

Samintha Liyanage 836-53903, Section 68(1), 15 August 2013

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

Emma Monagle 833-45724, Section 68(1), 14 August 2013

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

Linda Moore 839-26801, Section 68(1), 28 August 2013

This permanent appointment to a non-advertised position has been made under Section M5.1 of the Health Directorate Enterprise Agreement 2011–2013.

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

Jonathan Ord 836-06381, Section 68(1), 15 August 2013

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

Stephen Priora 838-52558, Section 68(1), 19 August 2013

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

Katrina Scott-Charlton 838-51803, Section 68(1), 14 August 2013

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

Natasha Siebels 836-54543, Section 68(1), 19 August 2013

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

Sharryn Lee Sims 839-28102, Section 68(1), 3 September 2013

Justice and Community Safety

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

Shannon Bradbury 836-05223, Section 68(1), 5 August 2013

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

Vanessa Morrish 835-86544, Section 68(1), 5 August 2013

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

Andrew Nicholas 836-05717, Section 68(1), 19 August 2013

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

Suit Lean Siah 827-21898, Section 68(1), 8 August 2013

TRANSFERS

Education and Training

Shaun Hodson: 827-27886

From: \$65,660 - \$69,623 Community Services

To: School Assistant 4 \$54,064 - \$58,700

Education and Training, Canberra (PN. 28855) (Gazetted 22 February 2113)

Office of the Legislative Assembly

Emma Talbot: 819-34402

From: Senior Officer Grade C \$96,809 Chief Minister and Treasury Directorate To: Senior Officer Grade C \$96,809 OLA, Canberra (PN. 410) (Gazette 4 July 2013)

PROMOTIONS

Canberra Institute of Technology

Centre

CIT Marketing

Melissa O'Connell: 789-11904

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

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 28759) (Gazetted 7 May 2013)

This promotion to a non-advertised vacancy is made in accordance with Section 71 of the Public Sector Management Standards (Promotion after acting for 12 months).

Commerce and Works

Shared Services ICT
Customer Relations
Education and Training ICT
Lee-Ann Smith: 729-17897

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 05168) (Gazetted 9 April 2013)

Community Services

Office for Children Youth and Family Support Care and Protection Services

Protection Services

Anne-Marie Burgoyne: 820-87241

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

Community Services

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

Community Services, Canberra (PN. 33375) (Gazetted 29 April 2013)

Office for Children Youth and Family Support

Care and Protection Team Services
Gordon David Clare: 827-49815

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

Community Services

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

Community Services, Canberra (PN. 04388) (Gazetted 10 January 2013)

Office for Children Youth and Family Support

Care and Protection Team Services

Neil Duffy: 827-56767

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

Community Services

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

Community Services, Canberra (PN. 07445) (Gazetted 10 January 2013)

Office for Children, Youth and Family Support

Youth Services

Bimberi Youth Justice Centre Misty-Jane Purdy: 821-16663

From: Administrative Services Officer Class 3/4 \$52,818 - \$63,971

Community Services

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

Community Services, Canberra (PN. 19583) (Gazetted 22 June 2012)

Health

Canberra Hospital and Health Services Surgery and Oral Health Medical Imaging

Jaya Bate: 838-51475

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

Health

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

Health, Canberra (PN. 32265) (Gazetted 27 June 2013)

Canberra Hospital and Health Services

Erin Cronin: 740-91072

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

Health

To: †Registered Nurse Level 3.2 \$101,556

Health, Canberra (PN. 28134) (Gazetted 13 June 2013)

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Imaging

Melissa Devries: 838-51483

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

Health

To: Administrative Services Officer Class 3 \$52,818 - \$57,004 Health, Canberra (PN. 28689) (Gazetted 27 June 2013)

Canberra Hospital and Health Services

Mental, Justice, Alcohol and Drug Services

Mental Health Director Nursing Denise Meyboom: 762-90155

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

Community Services

To: †Senior Officer Grade C \$89,786 - \$96,809 Health, Canberra (PN. 26568) (Gazetted 4 July 2013)

Justice and Community Safety

ACT Emergency Services Agency

Lianna Mae Guest: 791-31942

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 07615) (Gazetted 11 June 2013)

Emergency Services

Fire Brigade Operations

Glynn Jones: 333-70657

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

Justice and Community Safety
To: †FB6 (Station Officer) \$91,216

Justice and Community Safety, Canberra (PN. 07983)

This promotion to a non-advertised position has been made under ACT Fire and Rescue Enterprise Agreement 2011- 2013 Section D Clause 22.

Emergency Services

Fire Brigade
Operations

Anthony Wiggan: 701-45045

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

Justice and Community Safety
To: †FB6 (Station Officer) \$91,216

Justice and Community Safety, Canberra (PN. 07983)

This promotion to a non-advertised position has been made under ACT Fire and Rescue Enterprise Agreement 2011- 2013 Section D Clause 22.