



ACT Government Gazette

Gazetted Notices for the week beginning 13 March 2014

EXECUTIVE NOTICES

Territory and Municipal Services

Contract Cessation

Susan Morrell – Deputy Director-General (E588) – 14 March 2014

VACANCIES

Calvary Health Care ACT (Public)

Allied Health

Speech Pathology

Speech Pathologist

Health Professional Level 1-2 \$50,899 - \$75,477, Canberra (PN: 7336)

Gazetted: 17 March 2014

Closing Date: 28 March 2014

An exciting career opportunity exists to join the small two person Speech Pathology team at Calvary Health Care ACT. Service provision is primarily dysphagia management with acute hospital inpatients on the medical and surgical wards. Opportunities also exist for acute management of communication, neonatal feeding and tracheostomy. Suitable candidates will have strong organisational skills and be expected to work autonomously at times. The position works within a dynamic multidisciplinary team and has strong professional support.

Consideration may be given to new graduates. Successful candidate is expected to start on 21 April 2014.

Eligibility/Other Requirements: Applicants are expected to respond in writing and include the following: Response to the selection criteria; Copy of your current resume; Cover letter outlining why you believe you are suitable for this role (Maximum 1 page); and Names and contact details for two professional referees.

Note: Applications close 28 March 2014. For further enquires please contact: Rowena Day, Director of Speech Pathology on (02) 6201 6175. For selection documentation and further information about Calvary Health Care ACT visit our website at www.calvary-act.com.au

Contact Officer: Rowena Day (02) 6201 6175 rowena.day@calvary-act.com.au

Applications can be forwarded to: applications@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

Trade Skills and Vocational Learning

Culinary and Electronics

Teacher

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 51732)

Gazetted: 14 March 2014

Closing Date: 31 March 2014

Details: The Canberra Institute of Technology is a multi-discipline, multi campus educational facility catering for the vocational, educational and training needs of the ACT and surrounding regions. Applications are invited from qualified, experienced and energetic people to apply for teaching position in the Culinary Skills Department. The position requires the application of, quality teaching practice both on and off campus, educational administration, program review and development, Industry liaison and student support for its Patisserie and Retail Baking

programs. Experience in the fields of patisserie, retail bakery, affiliated commercial cookery aspects and food safety is required.

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

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

Contact Officer: Tony Mudge (02) 6207 3228 tony.mudge@cit.edu.au

Chief Minister and Treasury

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

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

Economic and Financial Policy

Economic and Financial Analysis

Economic Policy and Fiscal Reform

Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 32985, several)

Gazetted: 14 March 2014

Closing Date: 7 April 2014

Details: The successful applicants will lead a team responsible for monitoring, analysing and reporting on the ACT economy, forecasting macroeconomic and revenue aspects of the ACT economy and budget, and the development of related econometric models. To be successful in this position you will have relevant tertiary qualifications with demonstrated experience in leading economic analysis and policy development in a challenging environment. The prospective applicants should also possess strong communication and management skills

Eligibility/Other Requirements: Degree qualified in Economics, or related field.

Notes: Selection for these positions may be based on written application and referee reports only.

Contact Officer: Kathy Goth (02) 6205 0772 kathy.goth@act.gov.au

Commerce and Works

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

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

Shared Services ICT

Business Development

Program Office

Project Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 33739)

Gazetted: 19 March 2014

Closing Date: 3 April 2014

Details: Shared Services ICT are looking for an enthusiastic and skilled Project Manager. This Senior ICT Management position will be responsible for the management of a variety of Education ICT Projects. You will be required to manage project schedules, risk, issues and the project financials. You will be expected to manage a small team, and to escalate issues appropriately.

Eligibility/Other Requirements: Project Management Certificates would be an advantage.

Contact Officer: Dawn Gillies (02) 6207 7378 dawn.gillies@act.gov.au

Shared Services ICT

Business Development

Project Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 13231)

Gazetted: 17 March 2014

Closing Date: 24 March 2014

Details: Shared Services ICT are looking for a skilled Project Manager to manage information technology projects and related activities on behalf of the Health Directorate and direct and manage the quality and progress of those projects, including associated resources.

Eligibility/Other Requirements: High level experience in successfully managing multiple projects simultaneously, ability to develop and document project documentation, Knowledge and understanding of Information Technology infrastructure issues, High level written and verbal communication and negotiation skills, understanding of the Information Technology Infrastructure Library framework and project management methodologies and frameworks.

Notes: This temporary position is available for a period of three months with the possibility of extension. Selection may be from application and referee reports only. 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: Justine Spina (02) 6205 5063 justine.spina@act.gov.au

Revenue Management

Compliance

Inspection Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 55540, expected vacancy)

Gazetted: 18 March 2014

Closing Date: 1 April 2014

Details: The Compliance section develops compliance strategies and conducts investigations aimed at achieving maximum compliance by clients in relation to their statutory obligations. This section also plays a key role in the enforcement of the ACT's revenue tax laws and in the protection of public revenue. The main functions of this position include undertaking audits and investigations as an individual or as a team member in the various revenue, taxation and legislative matters administered by the ACT Revenue Office.

Contact Officer: Paul Amalos (02) 6207 0100 paul.amalos@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

Policy and Organisational Services

Finance and Budget

Contracts and Grants Unit

Manager

Senior Officer Grade A \$123,208, Canberra (PN: 17459)

Gazetted: 19 March 2014

Closing Date: 26 March 2014

Details: This temporary position is responsible for managing the ongoing functions and daily operations of the unit. The position has supervision of a team.

Eligibility/Other Requirements: Experience in government procurement, financial and reporting processes highly desirable; Experience in operating a range of computer programs including databases, Excel, and other reporting systems highly desirable.

Notes: This is a temporary position available from 14 April 2014 to 18 July 2014. The successful candidate may be selected based on application only.

Contact Officer: Caroline Hall (02) 6205 4655 DHCSContractsandGrants@act.gov.au

Housing and Community Services

Housing ACT

Social Housing and Homelessness Services

Senior Manager

Senior Officer Grade A \$123,208, Canberra (PN: 32288)

Gazetted: 18 March 2014

Closing Date: 25 March 2014

Details: The Community Services Directorate is seeking a motivated and energetic person to temporarily undertake the role of Senior Manager Social Housing and Homelessness Services. The successful applicant will have excellent communication and organisational skills, have initiative and a sound knowledge of working with internal and external stakeholders.

Eligibility/Other Requirements: A current driver's licence is essential. Tertiary qualifications in a relevant field highly desirable.

Notes: This is a temporary position available until the 3 September 2014.

Contact Officer: Frank Duggan (02) 6207 5026 frank.duggan@act.gov.au

Office for Children Youth and Family Support

Early Intervention and Prevention Services

Child and Family Centres

Manager

Health Professional Level 5 \$106,086 - \$119,426, Canberra (PN: 09175)

Gazetted: 14 March 2014

Closing Date: 28 March 2014

Details: Early Intervention and Prevention Services is seeking a motivated leader to manage the Gungahlin Child and Family Centre. This position is responsible for the operational and day to day management of the Child and Family Centre, including human resources and budget. The position is also responsible for developing and maintaining strategic partnerships between government, community, business and academia stakeholders.

Eligibility/Other Requirements: Health Professional Level 5 - Relevant tertiary qualifications in social work, psychology, or other relevant Health specific Qualifications. Where applicable, full eligibility for membership of the Australian Association of Social Workers, or registration with the Psychologist's Board (ACT) or state equivalent.

Notes: This temporary position is available 7 April 2014 until 10 September 2014.

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: Paul Wyles (02) 6207 1598 paul.wyles@act.gov.au

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.

Policy and Organisational Services

Finance and Budget

Contracts and Grants Unit

Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 12081)

Gazetted: 18 March 2014

Closing Date: 1 April 2014

Details: The position is responsible for managing the ongoing functions and daily operations of the Unit. The position has supervision of a team.

Eligibility/Other Requirements: Experience in government procurement, financial and reporting processes highly desirable; Experience in operating a range of computer programs including databases, Excel, and other reporting systems highly desirable.

Notes: This is a temporary position for a period of twelve months only. The successful candidate may be selected based on application only.

Contact Officer: Caroline Hall (02) 6205 4655 DHCSContractsandGrants@act.gov.au

Policy and Organisational Services

Finance and Budget

Finance and Budget

Management Accountant

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 27041)

Gazetted: 19 March 2014

Closing Date: 2 April 2014

Details: The Finance and Budget Unit is responsible for the overall budgeting and financial management of the Directorate. The Unit is the interface between the Directorate and ACT Treasury and provides support to business units. Specific functions include budget development, financial reporting, financial processing and financial management and governance. This position is responsible for assisting in the preparation of the Directorate's annual budget; costing and analysis; developing internal budgets; coordinating to the preparation of monthly management reports and performance reports. As an integral part of the team, this position also assists in the ongoing development and implementation of financial policies and processes.

Eligibility/Other Requirements: Accounting qualifications or progress towards an accounting degree is highly desirable.

Notes: Temporary position available until 31 July 2014 with the possibility of an extension.

Contact Officer: Mary Milin (02) 6207 4514 marica.milin@act.gov.au

Policy and Organisational Services

Finance and Budget

Contracts and Grants Unit

Senior Contracts Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 24760)

Gazetted: 19 March 2014

Closing Date: 2 April 2014

Details: The Contracts and Grants Unit is responsible for the contract management aspects of community grants and service agreements for the Community Services Directorate. This position has a range of duties including the development of tender documentation, contracts and payments for non-government organisations and contributing to the development and maintenance of contract reporting and compliance across a range of human services.

Eligibility/Other Requirements: Experience in government procurement processes desirable. Experience in operating a range of computer programs including databases, Excel, and other reporting systems highly desirable.

Notes: This is a temporary position for a period of two years. The successful candidate may be selected based on application only

Contact Officer: Kristie Perrin (02) 6205 0508 kristie.perrin@act.gov.au

Housing and Community Services

Asset Management

Contract Management Team

Senior Project Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 12258)

Gazetted: 13 March 2014

Closing Date: 20 March 2014

Details: The successful applicant will be responsible for providing assistance to the managers of the Contract Management Team with the coordination and management of the delivery of maintenance services to the portfolio, in accordance with policies and procedures. This will include a range of activities such as managing contracts, managing consultancies, undertaking projects and preparing briefs and reports. Applicants are to provide a resume and address the selection criteria.

Eligibility/Other Requirements: Experience in contract management desirable; experience in operating a range of computer programs including databases, Excel, and other reporting systems highly desirable.

Notes: This is a temporary position available from 24 March 2014 until 9 January 2015. Applicants are to provide a resume and address the Selection Criteria.

Contact Officer: Brent Fitzsimons (02) 6207 6314 brent.fitzsimons@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.

Policy and Organisational Services

Finance and Budget

Contracts and Grants Unit

Contracts Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 31064)

Gazetted: 18 March 2014

Closing Date: 1 April 2014

Details: This position will assist in providing first level advice in procurement and the co-ordination, maintenance, and administration of contracts with non-government organisations, service funding agreements and the Community Grants Program.

Eligibility/Other Requirements: Experience in government procurement processes desirable. Experience in operating a range of computer programs including databases, Excel, and other reporting systems highly desirable.

Contact Officer: Kristie Perrin (02) 6205 0508 dhcscontractsandgrants@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

North Canberra/Gungahlin Network

O'Connor Cooperative School

Principal

School Leader A \$129,000 - \$156,274, Canberra (PN: 16020)

Gazetted: 14 March 2014

Closing Date: 28 March 2014

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).

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.

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: Judy Hamilton (02) 6205 7194 judith.hamilton@act.gov.au

Office for Schools

Belconnen Network

Hawker College

Executive Teacher - Mathematics

School Leader C \$101,775, Canberra (PN: 03811)

Gazetted: 14 March 2014

Closing Date: 28 March 2014

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).

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.

Contact Officer: Peter Sollis (02) 6205 4477 peter.sollis@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.

Office for Schools

Tuggeranong Network

Taylor Primary School

Business Manager

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 00601)

Gazetted: 13 March 2014

Closing Date: 27 March 2014

Details: An opportunity exists to join the collaborative educational team at Taylor Primary School. The successful applicant will be required to manage and administer all the School's finance, budgetary and operational tasks and provide administrative support to the Principal and School Board. This position includes supervision of non teaching staff, liaising with a diverse client group including students, parents, members of the public, teaching staff, contractors and central office directorate personnel ensuring a high quality customer service is delivered. The successful applicant will possess excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands.

Eligibility/Other Requirements: Desirable: A high understanding of financial management and computer systems including the MAZE system. First aid qualifications or willingness to undertake appropriate training.

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. Applicants are strongly encouraged to contact the Principal for further information regarding this position.

Contact Officer: Simon Smith (02) 6142 3000 simon.smith@ed.act.edu.au

Office for Schools

South/Weston Network

Alfred Deakin High School

Youth Support Worker

School Assistant 4 \$54,064 - \$58,700, Canberra (PN: 30693)

Gazetted: 13 March 2014

Closing Date: 27 March 2014

Details: An exciting opportunity exists to join the collaborative educational team at Alfred Deakin High School. The successful applicant will be required to develop, implement and manage programs appropriate for young adolescents aimed at engaging them in learning and enhancing their social skills and personal development. Duties will also include assisting students to access appropriate external community-based youth support services and programs that will support school connectedness and general health and wellbeing. The applicant should possess sound knowledge and understanding of current issues affecting young people.

Eligibility/Other Requirements: Tertiary qualifications in a Youth Work or related field is desirable.

Note: School Assistant 4s, are required to work six days (in addition to the four days Professional Learning) during stand down periods between school terms to undertake duties as directed, for example program preparation.

Contact Officer: Belinda Bartlett (02) 6205 5566 belinda.bartlett@ed.act.edu.au

Office for Schools

North and Gungahlin Network

Neville Bonner Primary School

Building Service Officer 2

General Service Officer Level 6 \$48,163 - \$50,446, Canberra (PN: 33743)

Gazetted: 13 March 2014

Closing Date: 20 March 2014

Details: Neville Bonner Primary School is seeking a highly enthusiastic and energetic person with a broad set of skills for the position of Building Services Officer 2. The successful applicant will maintain school buildings and grounds in a clean and tidy condition with a regard to safety and security hazards; complete emergency and other repairs to trade/industry standard and ensure this standard when organising and overseeing emergency repairs; undertake relevant administrative tasks as required; ensure compliance with risk management and safety documentation requirements. The successful applicant should demonstrate a willingness to work with the school community to achieve sustainability initiatives.

Eligibility/Other Requirements: Desirable: A current First Aid certificate.

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.

Contact Officer: Fran Dawning (02) 6142 1201 fran.dawning@ed.act.edu.au

Environment and Sustainable Development

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

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

Strategic Planning Division

Executive Director, Strategic Planning

Executive Level 2.4 \$230,406 to \$243,066 depending on current superannuation arrangements, Canberra (PN: E706)

Gazetted: 13 March 2014

Closing Date: 11 April 2014

Details: The Environment and Sustainable Development Directorate is responsible for developing and implementing sustainability policies and programs, including those relating to climate change, energy, nature conservation, environment protection, construction services, transport planning, heritage and water. The Directorate is also responsible for spatial planning, planning approvals, sustainable urban design and administers the Territory Plan. As the Executive Director, Strategic Planning, you will take a Senior Executive role within the Planning and Sustainability Group. Your application will illustrate leadership and executive management skills backed with the ability to support the culture and direction of the Group and Directorate. Technically your application should establish capabilities in administration, strategic public policy, especially related to land use planning, and inter-governmental relations. Experience at an executive level in financial management and people management, as well as superior skills in stakeholder engagement, collaborative partnerships and issue management is essential.

Notes: Remuneration: The position attracts a remuneration package ranging from \$230,406 to \$243,066, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$187,557. Contract: The successful applicant will be engaged under a performance based contract for up to five years. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

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

**Office of the Director General
Ministerial and Government
Cabinet and Assembly Liaison
Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 15183)**

Gazetted: 13 March 2014

Closing Date: 20 March 2014

Details: The Environment and Sustainable Development Directorate (ESDD) is seeking a motivated individual to fill the role of Team Leader within the Ministerial and Government team. This position is responsible for the effective delivery of the sections responsibilities in relation to ESDD Cabinet, Assembly Liaison, legislative reporting and relevant administrative law processes. The successful candidate will be required to undertake complex and critical tasks related to ministerial and government process, critically examine, evaluate and take appropriate actions on reports, submissions and other related documentation. In addition, this Officer will be required to provide advice and support to ESDD managers and staff in regard to Cabinet, Assembly, legislation and broader machinery of government processes and procedures and represent and/or support ESDD at interdepartmental, industry and community policy meetings as required.

Eligibility/Other Requirements: An ability to work in a fast paced environment managing competing priorities is essential. Previous experience working in a Cabinet or Assembly Liaison role would be an advantage.

Notes: This is a temporary position available from 14 April 2014 to 2 January 2015 with the possibility of extension.

Selection may be based on written application only.

Contact Officer: Tania Carter (02) 6207 6722 tania.carter@act.gov.au

**Regulation and Services
Construction Services
Utilities, Land and Lease Regulation
Investigator**

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 12518, expected vacancy)

Gazetted: 19 March 2014

Closing Date: 2 April 2014

Details: The Environment and Sustainable Development Directorate is seeking an enthusiastic and responsible person to take on the role of Investigator within the Investigation Team. The Investigation Team investigates complaints relating to breaches of building law, planning law, and leases. The successful applicant will work closely with other units within Construction Services Branch and the ACT Government as a whole to ensure that the building industry and wider community are aware of their obligations under the laws we administer and comply fully with those laws.

Eligibility/Other Requirements: Knowledge of the built environment, construction practices, planning, law, government investigation and building surveying would be highly regarded as would skills in writing and conflict resolution. Possession of a driver's licence would also be an advantage.

Notes: This position will be filled on a temporary basis for six months with the possibility of permanency.

Contact Officer: Brian Connors (02) 6207 5644 brian.connors@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.

**Planning Delivery
Merit Assessment
Assessment Officer
Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 15952)**

Gazetted: 13 March 2014

Closing Date: 27 March 2014

Details: An opportunity exists for an enthusiastic person to be part of a highly effective team. The successful applicant will provide specialist technical expertise under direction relating to all facets of less complex development applications including both decision making and preparing recommendations for determination by a more senior officer. Depending on the qualifications of the applicant, the occupant of the position may also be required to assist in the administration of the Environmental Impact Assessment statutory process.

Eligibility/Other Requirements: Qualifications, experience and/or undertaking qualification in, urban, town or environmental planning, geography, engineering (including environmental), architecture, landscape architecture, urban design, land or natural resource management would be an advantage.

Contact Officer: Graham Sandeman (02) 6207 7981 graham.sandeman@act.gov.au

Policy

Nature Conservation Policy

Conservation Planning and Research

Wildlife Officer

Technical Officer Level 1 \$47,953 - \$50,376, Canberra (PN: 20013)

Gazetted: 14 March 2014

Closing Date: 21 March 2014

Details: The Environment and Sustainable Development Directorate is seeking a motivated individual to fill the role of Wildlife Officer. The successful candidate will be part of a collaborative project between Conservation Research, Tidbinbilla Nature Reserve (TNR) and the Australian National University. The project has established breeding populations of Tasmanian bettongs at TNR and Mulligans Flat Nature Reserve. Applicants must have a strong background in animal husbandry and wildlife management and be willing to work weekends and public holidays.

Eligibility/Other Requirements: Tertiary qualifications in a field of environmental management, biological science or animal husbandry, preferably including studies in botany and/or zoology is highly desirable.

Notes: This is a temporary position available from 1 July 2014 until June 2015. This position may be filled from application and referee reports only. This position is based at the Tidbinbilla Nature Reserve.

Contact Officer: Tony Corrigan (02) 6207 1911 tony.corrigan@act.gov.au

Health

Selection documentation for the following positions may be downloaded from

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

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

Canberra Hospital and Health Services

Women's, Youth and Children

Paediatrics

Paediatrician

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

Senior Specialist \$199,231, Canberra (PN: 19411)

Gazetted: 20 March 2014

Closing Date: 27 March 2014

The Position: Paediatrics at Canberra Hospital (PatCH), is the Paediatric Unit in Canberra Hospital, can cater for up to 50 inpatients, and has an active medical and surgical day stay and clinical investigation unit, and a busy and growing outpatient department. There is also a tertiary accredited Level 5 NICU. The hospital also offers subspecialty paediatric care in areas of Paediatric Respiratory Medicine, Paediatric Nephrology, Paediatric Endocrinology and Diabetes. The Outpatient department includes a range of multidisciplinary clinics and is actively supported by staff specialists and visiting consultants from Canberra and from Paediatric tertiary hospitals in Sydney. There is a Paediatric Surgical Unit that performs a wide range of paediatric and neonatal surgery and is an accredited paediatric surgical training centre. The emergency department for the Canberra Hospital sees over 14,500 paediatric presentations per year, and is accredited with RACP for paediatric training. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 Senior Specialist: \$199,231 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries.

Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$240,687 - \$319,085

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Paediatrics or equivalent higher specialist qualification.

Note: Note 1: This is a temporary part-time position at 20 hours per week for a period of 6 months. The possibility of during a week on/week off rotation can be discussed as an option for the successful candidate.

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

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

Canberra Hospital and Health Services

Critical Care

Emergency Department

Emergency Department Staff Specialist / Senior Specialist

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

Senior Specialist \$199,231, Canberra (PN: 16003, 31501)

Gazetted: 20 March 2014

Closing Date: 11 April 2014

The Position: A growing service with exciting opportunities o Varied, exciting case mix including paediatrics & trauma o Innovative and flexible rostering o Incredible quality of life, especially cultural, sporting and educational opportunities. Highly competitive remuneration with extensive support for professional development o Strong potential to pursue sub-interests. Opportunity to provide clinical leadership to an entire region. The Emergency Department at Canberra Hospital sees greater than 65,000 attendances per annum, (approximately 20% paediatrics) with a diverse casemix including trauma. There is an active and successful postgraduate education and training program. 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 \$295,686 - \$401,333

Eligibility/Other Requirements: Applications are invited for this position from medical practitioners who are registered or eligible for registration with the Australian Health Practitioner's Regulation Agency, and hold Fellowship of the Australian College for Emergency Medicine or post fellowship exam trainees expected to be completed within 6 months.

Note: Permanent and temporary positions are available.

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

Rehabilitation Aged and Community Care

Nursing

Nurse Practitioner Walk-in Centre

Registered Nurse Level 4.2 \$108,756, Canberra (PN: 33354)

Gazetted: 20 March 2014

Closing Date: 3 April 2014

Details: An opportunity exists for Nurse Practitioners, with experience in primary care and/or emergency care, to join the team of nurses in the Nurse led Walk-in Centre in the ACT. This will involved rotating shifts as the centre is open from early until late seven days a week. The Walk-in Centre was an initiative of the ACT Government with the aim of providing timely and convenient access to health care to the ACT Community. It has been providing a well received and supported service to the community of the ACT for the last three years. The Walk-in Centre is now expanding into two new facilities located at Belconnen and Tuggeranong. The Walk-in Centre Nurse Practitioners work autonomously within a collaborative environment to provide episodic, timely, expert health care and education for clients presenting to the ACT Health Walk-in Centre. The role of the Walk-in Centre Nurse Practitioners includes the ongoing support, education and research for the Advanced Practice Nurses and the Walk-in Centre. The successful applicant must be an endorsed Nurse Practitioner with experience in primary care

and/or emergency care or similar area. The commencement date for these positions will be negotiated as part of the selection process.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Extensive clinical experience in a Walk-in Centre or relevant acute and/or primary care area.

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

Contact Officer: Naree Stanton 0403 050 967

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

Advanced Practice Nurse

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 33487, several)

Gazetted: 20 March 2014

Closing Date: 3 April 2014

Details: An opportunity exists for experienced Registered Nurses with extensive experience in primary care and/or emergency care to join the team of nurses in the Nurse led Walk-in Centre in the ACT. Part-time and full-time positions are available on rotating shifts. The Walk-in Centre was an initiative of the ACT Government with the aim of providing timely and convenient access to health care to the ACT Community. It has been a well received and supported service to the community of the ACT for the last three years. The Walk-in Centre is now expanding into two new facilities located at Belconnen and Tuggeranong. The role of the Advanced Practice Nurse is to work within protocols to provide, episodic, timely, expert health care and education to clients presenting to the ACT Health Walk-in Centre. The Advanced Practice Nurse contributes to the ongoing support, education and research for the whole team who work in the Walk-in Centre. The commencement date for these positions will be negotiated as part of the selection process.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Post Graduate tertiary Nursing qualification in Acute and/or Primary Care relevant to nursing in a Walk-in Centre. Demonstrated extensive clinical experience in a relevant acute and/or primary care area.

Note: Part-time and full-time positions are available on rotating shifts. This position could be located at any Walk-in Centre. 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: Naree Stanton (02) 6244 2214 naree.stanton@act.gov.au

**Strategy and Corporate
People, Strategy and Services
Employment Services**

Employment Inclusion Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 14498)

Gazetted: 20 March 2014

Closing Date: 27 March 2014

Details: This role is to assist the Health Directorate and its managers increase the diversity of staff who are employed within the Health Directorate. In particular, providing support to the Aboriginal and Torres Strait Islander Employment Program and the Disability Employment Program. You will be expected to maintain the traineeship program, assist in the selection process and monitor the performance of the trainees. You will liaise with managers to assist the managers and trainees in resolving any workplace issues.

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: Sean McDonnell (02) 6205 1090

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

Justice Health Services

Registered Nurse

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 29449)

Gazetted: 20 March 2014

Closing Date: 3 April 2014

Details: Forensic Services is a contemporary evidence based service providing high quality mental health care that is guided by principles of recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers across the lifespan and in a custodial or community setting. You will be required to undertake professional development and clinical supervision participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Tertiary qualifications in Nursing. Current driver's licence.

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

Contact Officer: Ciaran Bird (02) 6205 1551

Director General Reports

Population Health

Health Protection Service

Public Health Nurse

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 04831)

Gazetted: 20 March 2014

Closing Date: 27 March 2014

Details: The Communicable Disease Control Section is seeking suitable applicants for the position of Public Health Nurse. The position will assist in the co-ordination of seasonal influenza surveillance activities, as well as managing the ACT public health medical stockpile. The suitable applicant will be required to assist in the development and implementation of standard operating procedures and policies relevant to the public health management of influenza. As a member of a multidisciplinary team, the position will also be required to assist in investigations of acute outbreaks or clusters of disease and provide assistance as needed for other communicable disease programs.

Eligibility/Other Requirements: Registered or eligible for registration as a Nurse with the Australian Health Practitioner Regulation Agency. This is a part-time position working 24:00 hours per week.

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. Please also provide at least one written referee report with your application.

Contact Officer: Rebecca Hundy (02) 6205 2052

Strategy and Corporate

E-Health and Clinic Records

ISB Management and Strategy

Clinical Records Forms Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 33324)

Gazetted: 20 March 2014

Closing Date: 27 March 2014

Details: The Clinical Record Service, based at Canberra Hospital, is seeking an enthusiastic person with excellent communication skills and proven experience in the design of hard copy and electronic forms, preferably in a health or human services environment. The successful applicant will be a self motivated individual, committed to progressive, positive change by working to reduce the duplication of clinical record forms and actively promote the use of e-forms and electronic data capture across ACT Health. Duties include the design, drafting, review and amendment of artwork for clinical record forms, liaison with suppliers regarding the printing of hard copy forms and assistance with stock management. The successful applicant will also play a key role in developing and publishing e-form templates for on-line access and developing/maintaining e-form templates within the electronic

Community Clinical Record System. The successful applicant requires advanced skills in a range of software applications including Word, Publisher, InfoPath, Excel, SharePoint and Adobe Acrobat.

Note: This is a permanent part-time position at 22:03 hours per week during business hours. There is some flexibility with the week days worked by negotiation. 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: Frank Byrne (02) 6244 3331 frank.byrne@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Administrative Services Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 03719)

Gazetted: 20 March 2014

Closing Date: 27 March 2014

Details: This position, with limited supervision provides business support (Human Resource Management, Financial Management, Access and Quality) to the Clinical Units of the Division of Medicine within Canberra Hospital and Health Services (CHHS), ACT Health. This position also assists the Clinical Director, Division of Medicine with project support and manages the CHHS Grand Rounds. High level administrative skills, management skills and people management skills are essential attributes of the individual in this position.

Eligibility/Other Requirements: Tertiary qualifications or progress towards, in Project Management is desirable but not essential.

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: Rosemary O'Donnell (02) 6244 3603 or Dr Walter Abhayaratna (02) 6244 3442

Director General Reports

Health Promotion

Health Promotion and Grants

Project Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 25152)

Gazetted: 20 March 2014

Closing Date: 27 March 2014

Details: Support the Health Improvement Branch to meet its business plan, objectives and priorities.

Eligibility/Other Requirements: A tertiary qualification and/or strong demonstrable experience working as a Project Officer is highly desirable. Experience working within the public health, community or government sectors is highly desirable.

Note: This is a temporary position available for 12 months with the possibility of extension and or permanency.

Contact Officer: Alanna Williamson (02) 6207 7811 alanna.williamson@act.gov.au

Canberra Hospital and Health Services

Clinical Support

Clinical Engineering

ICU Front Line Support Officer

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

Gazetted: 20 March 2014

Closing Date: 3 April 2014

Details: We are seeking an energetic, self motivated individual to fill the role of Front Line Support Officer in the busy ICU Department at The Canberra Hospital. This position reports to Biomedical Engineering Operations Manager and Assistant Director of Nursing in the Intensive Care Unit for daily operations and for learning and professional development requirements. The position is responsible for assisting the clinical and nursing staff in effectively and safely utilising the clinical devices and systems in use in the ICU Department.

Eligibility/Other Requirements: An approved Technical or Professional Engineering qualification or relevant training and experience.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Please also provide at least one written referee report with your application.

Contact Officer: Alan Ringland (02) 6244 3816

Canberra Hospital and Health Services

Critical Care

Emergency

Emergency Department Rostering Officer/Personal Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 20093)

Gazetted: 20 March 2014

Closing Date: 27 March 2014

Details: The Canberra Hospital is looking for a highly experienced individual to undertake the role of Rostering Officer and Personal Assistant within the Emergency Department (ED). The position creates and maintains the ED Medical Officer roster for interns, Resident Medical Officers and Career Medical Officers, while also providing administration support to the Associate Professor of Emergency.

Eligibility/Other Requirements: Experience with Proact, or a similar rostering program would be highly desirable. Understanding of the various Medical positions and the specialist streams.

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: Karen Taylor (02) 6244 4500

Canberra Hospital and Health Services

Critical Care

Intensive Care Unit

Personal Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 22047, expected vacancy)

Gazetted: 20 March 2014

Closing Date: 27 March 2014

Details: The Intensive Care Unit in the Canberra Hospital is seeking an enthusiastic and experienced person for the role of Personal Assistant. This position provides high level administrative support to the Clinical Director of the Intensive Care Unit and requires strong communication and organisational skills. The successful applicant will have solid experience as a Personal Assistant and demonstrated ability in a time management within a demanding environment. Experience in a 24 hour hospital environment would be highly regarded.

Note: This is an expected vacancy. Selection may be based on 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 as a document to be uploaded and included with your application.

Contact Officer: Karen Taylor (02) 6244 4500

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Community Care Program

Occupational Therapist

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 25909)

Gazetted: 20 March 2014

Closing Date: 3 April 2014

Details: The Community Care Occupational Therapy Service is a home visiting service which aims to enable adults with physical disabilities to remain living independently and safely in the community. The service is a multidisciplinary team and operates from health centres. The successful applicant will conduct home visits and prescribe modifications and equipment that will promote safety and independence in the performance of daily living skills. The successful applicant, would have direct supervision from a Senior Therapist, and would be encouraged to take advantage of the Professional Development program offered by the Community Care Program.

Eligibility/Other Requirements: Degree or diploma in Occupational Therapy and Registration with the Occupational Therapy Board of Australia. Minimum of 12 months post-graduation clinical experience. Current driver's licence.

Note: This is a full-time permanent, non-rotating position. Part-time hours will be considered. This position may be required to participate in an overtime and/or on call. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Nicola Cooper (02) 6205 1224

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

Rehabilitation Allied Health

Occupational Therapist

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 25999, several)

Gazetted: 20 March 2014

Closing Date: 27 March 2014

Details: An exciting opportunity exists for two Health Professional Level 2 Occupational Therapists to join the Rehabilitation and Aged Care Occupational Therapy team for periods of up to six months. The successful applicants will join a dynamic team providing high quality occupational therapy services to consumers in an inpatient and/or community based setting. Successful applicants will be supported by Senior Occupational Therapists from within the team.

Eligibility/Other Requirements: Degree or Diploma in Occupational Therapy or equivalent qualifications. Current Australian Health Practitioner Registration Authority. Current driver's licence.

Note: These are temporary positions available for periods of up to six months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Please also provide two referee reports providing information regarding your ability to meet the Selection Criteria. This selection process may be used to fill future temporary vacancies within the Rehabilitation and Aged Care Occupational Therapy team at level over the next 12 months.

Contact Officer: Michelle Bennett (02) 6244 3286 or 0408 695 174

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

Rehabilitation Allied Health

Dietitian

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 30403)

Gazetted: 20 March 2014

Closing Date: 3 April 2014

Details: The Transitional Therapy and Care Program (TTCP) aims to optimise the functioning and independence of older people post discharge from hospital. The program is for a maximum of 12 weeks and is provided either in a 15 bed low level care facility or in the client's home. We are seeking a Dietitian who has a passion for working in aged care to join the Transitional Therapy and Care Team. You would be expected to provide a quality patient centred service in collaboration with the multidisciplinary team and external service providers.

Eligibility/Other Requirements: Degree in Science with qualifications in Nutrition and Dietetics, or equivalent.

Eligible for Accredited Practising Dietitian status with Dietitians Association of Australia. Current driver's licence.

Note: This is a permanent part-time position at 22:03 hours per week. This position may be required to participate in an overtime, on call, and/or rotation roster. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application

Contact Officer: Jane Lawrence (02) 6205 3964

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

Child and Adolescent Mental Health

Administrative Services Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 21789)

Gazetted: 20 March 2014

Closing Date: 27 March 2014

Details: Mental Health, Justice Health, Alcohol and Drug Services (MHACT) is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. It is expected that in this position you will provide administrative support to the clinical staff of the team with a focus on providing quality customer service to the consumers of MHACT.

Eligibility/Other Requirements: Medical Terminology would be an advantage. An understanding in dealing with persons affected with Mental Illness would also be an advantage. Current driver's licence.

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

Contact Officer: Jennifer Lawrence (02) 6205 1519

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

Office of Regulatory Services

Transport Regulation

Road User Services

Business Support and Training Manager

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 20042)

Gazetted: 13 March 2014

Closing Date: 20 March 2014

Details: Under the limited direction of the Manager, Business Development and Information plan, develop, implement and evaluate training and development programs to ensure management and staff acquire the skills and develop the competencies required by the Road Transport Authority to meet organisational objectives; research, investigate and implement new training strategies and programs to ensure the quality of training delivery and assessment is to organisational standards; lead a team in the analysis, development and implementation of new or revised standard operating procedures including enhancements to the Rego.act system as a result of legislation and policy changes; offer high level advice and assistance to Rego.act end users in the functionality of the Rego.act system, including monitoring existing procedures, performance and functions and reviewing and/or amending as required to achieve maximized quality; provide assistance to all team members and assess and recommend on individual staff development and training needs; investigate and approve corrections to the Rego.act system transactions and authorise refunds within prescribed limits; facilitate stakeholder meetings and participate in working groups to ensure the ongoing operational efficiency of the Rego.act system; manage the preparation and distribution of communication plans, staff instructions and other notices to ensure that end users and stakeholders are kept updated and informed of changes to road transport policies and procedures; and maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Appropriate tertiary qualifications eg. Cert IV in Training and Assessment and relevant experience will be highly desirable.

Contact Officer: Indran Naidoo (02) 6205 1573 indran.naidoo@act.gov.au

Office of Regulatory Services

WorkSafe ACT

WorkSafe Inspector

WorkCover Officer 5 \$65,660 - \$69,623, Canberra (PN: 42687)

Gazetted: 13 March 2014

Closing Date: 27 March 2014

Details: Assist the Manager in the conduct of inspections of workplaces and provide advice in accordance with relevant legislation, including on legislation and technical issues. Conduct of planned inspections. Receive and coordinate responses to incoming enquiries and complaints in accordance with procedures. Promote health and safety awareness and practices within the workplace and externally to help to minimise work-related injuries and illness at work in the ACT. Draft correspondence, reports and other written material relating to work health and safety issues. Liaise with industry, unions, employers, other Government Departments and occupational health and safety providers as required. Draft and assist in the preparation of guidance materials and articles on work health and safety issues. Contribute to the strategic direction of the Team and the development of operational policy, procedures and practices to achieve best practice in WHS within the ACT. Contribute to the targets and objectives of the Team, Section and organisational plans. Contribute positively to a culture of continuous improvement within WorkSafe ACT. Contribute to WorkSafe ACT operations and attend staff meetings. Participate in team planning and training activities. Contribute to workplace diversity, participative practices and promote occupational health and safety principles. Maintain record keeping systems and data for the Team as directed. Eligibility/Other Requirements: Current driver's licence is mandatory.

Notes: A Certificate IV level qualification in Work Health and Safety or related discipline, or progress towards such a qualification is desirable. Willingness to wear a uniform when representing WorkSafe ACT. Willingness to undertake competency based training relevant to performing the duties of this position.

Contact Officer: Stewart Ellis (02) 6207 0048 stewart.ellis@act.gov.au

ACT Corrective Services

Alexander Maconochie Centre

Prison Resources

Catering Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 13753, several)

Gazetted: 19 March 2014

Closing Date: 8 April 2014

Details: Under the general direction of the Manager, Catering Services: Prepare food of high quality and presentation for a large number of people and which meets appropriate hygiene and nutritional standards and in accordance with special dietary requirements. Assist in planning menus and estimate food requirements. Supervise and train prisoners and other staff in operational skills necessary for the preparation, production and presentation of meals to an appropriate standard. Maintain a safe efficient work environment, which meets Occupational Health and Safety and security and legislation requirements. Maintain cleanliness, kitchen functionality and hygiene within the prison kitchen and other associated areas. Maintain a good working relationship with fellow workers and prisoners in the Prison kitchen.

Eligibility/Other Requirements: Certificate III in Commercial Cookery and minimum four years experience post qualifications. Eligible candidates will be required to undergo a Criminal History check. Eligible applicants may be required to undertake psychological aptitude testing as part of the assessment process.

Notes: We have one permanent full-time position and one casual position available. These positions will require occupants to undertake some duties outside normal business hours. Applications must include a Curriculum Vitae, a statement of claims against the Selection Criteria, the names and contact details of two referees and certified copies of qualifications. 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.

Contact Officer: Michael Wilding (02) 6207 0856 michael.wilding@act.gov.au

Territory and Municipal Services

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

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

Directorate Services

Human Resources

Organisational Development

Manager, Organisational Development

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 17419)

Gazetted: 13 March 2014

Closing Date: 20 March 2014

Details: The Manager, Organisational Development role forms part of the Human Resources leadership team and is expected to work collaboratively with other managers and executive staff to achieve organisational outcomes. The TAMS HR Organisational Development team provides support and guidance on strategic HR training and development, workforce planning, induction, performance management and respect, equity and diversity principles.

Eligibility/Other Requirements: Relevant tertiary qualifications or extensive experience in a Human Resource related discipline highly desirable.

Notes: This is a temporary vacancy for six months with possibility of extension up to 12 months. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae. Selection may be based on application and referee reports only. Applications are to be sent to steven.wright@act.gov.au.

Contact Officer: Steven Wright (02) 6207 3943 steven.wright@act.gov.au

APPOINTMENTS

Commerce and Works

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

Thomas Callaghan 843-97972, Section 68(1), 17 March 2014

Community Services

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

Bruce Hogan 822-18002, Section 68(1), 17 March 2014

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

Kristy Knight 827-26699, Section 68(1), 14 March 2014

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

Robert Lepper 836-13645, Section 68(1), 13 March 2014

Health

Administrative Services Officer Class 2/3 \$46,372 - \$57,004

Sathianathan Ambrose 836-54519, Section 68(1), 19 March 2014

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

Brenda Barrett-Sinclair 842-88055, Section 68(1), 13 March 2014

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

Leo de Boer 843-97964, Section 68(1), 7 March 2014

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

Anju Francis 843-98158, Section 68(1), 17 March 2014

Radiation Therapist Grade 4.1 \$103,327 - \$106,767

Andrew Grose 840-50442, Section 68(1), 17 March 2014

Senior Medical Physics Specialist \$99,400 - \$120,744

Helen Gustafsson 838-54393, Section 68(1), 19 March 2014

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

Susan Hines 839-26270, Section 68(1), 14 March 2014

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

Deborah Lunn 839-27150, Section 68(1), 13 March 2014

Enrolled Nurse Level 1 \$50,160 - \$53,766

Jacqueline Read 820-71856, Section 68(1), 13 March 2014

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

Aysegul Rucinski 838-54422, Section 68(1), 13 March 2014

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

Rachel Scott 839-25454, Section 68(1), 12 March 2014

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

Sushma Thangadanchu 842-89445, Section 68(1), 18 March 2014

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

Melissa Thiele 840-49636, Section 68(1), 13 March 2014

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

Laura-Jayne Van Alphen 836-14904, Section 68(1), 13 March 2014

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

Natalie Woodbridge 260-33388, Section 68(1), 20 March 2014

Staff Specialist Level 1 - 5, \$147,465 - \$181,979

Chong Wei Ong: 829-56769, Section 68(1), 17 March 2014

Staff Specialist Level 1–5, \$147,465-\$181,976

Vipul Aggarwal; 829-56806, Section 68(1), 19 March 2014

Territory and Municipal Services

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

Phil Andrews 828-23114, Section 68(1), 31 March 2014

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

Juan-Paul Aualiitia 821-26917, Section 68(1), 13 March 2014

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

Penelope Jane Hucker 833-78331, Section 68(1), 17 March 2014

TRANSFERS

Health

Jason McNamara: 795-54806

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

Health

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

Health, Canberra (PN. 11643) (Gazetted 31 October 2013)

PROMOTIONS

Calvary Health Care ACT (Public)

People and Culture

Michelle Austin 1607772

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

Calvary Health Care ACT (Public)

To: Senior Officer Grade A \$123,208

Calvary Health Care ACT (Public), Canberra (PN. 9619) (Gazetted 2 January 2014)

Commerce and Works

Revenue Management

Revenue Accounts

Jane Florence Emily McGill Haby: 780-56119

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 33414) (Gazetted 3 June 2013)

Community Services

Child, Youth and Family Support

Early Intervention and Prevention Services

Child and Family Centres

Alessandra Myers: 817-53054

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

Community Services

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

Community Services, Canberra (PN. 33617) (Gazetted 22 November 2013)

Therapy ACT

Early Childhood Team, School Age Team

Merran Peisker: 827-11446

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

Community Services

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

Community Services, Canberra (PN. 07545) (Gazetted 22 January 2014)

Education and Training

Office for Schools

Tuggeranong Network

Bonython Primary School

Sharyn Herold: 817-98076

From: School Assistant 2 \$39,431 - \$43,728

Education and Training

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

Education and Training, Canberra (PN. 30448) (Gazetted 4 February 2014)

Health

Canberra Hospital and Health Services

Sally Goodyear: 820-95233

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

Health

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

Health, Canberra (PN. 12402) (Gazetted 6 March 2014)

Canberra Hospital and Health Service

Rehabilitation Aged and Community Care

Community Care Program

Michelle Raaschou: 839-25657

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

Health

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

Health, Canberra (PN. 22689) (Gazetted 23 January 2014)

Canberra Hospital and Health Services

Women, Youth and Children

Paediatrics

Debra Ryan: 261-24810

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

Health

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

Health, Canberra (PN. 23971) (Gazetted 6 February 2014)

Territory and Municipal Services

Roads and Public Transport

Public Transport

Network Planning and Business Development

Gary Laurence Weir: 785-3806

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

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. A11747) (Gazetted 3 March 2014)