



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 07 August 2014**

## **Executive Notices**

### **Health**

#### **Variation – Assignment**

Elizabeth Trickett – Director, Patient Care and Quality Unit (E453) Section 80A(1)(b) of the Public Sector Management Act 1994

## **VACANCIES**

### **Calvary Health Care ACT (Public)**

#### **Obstetrics and Gynaecology**

##### **Obstetrics and Gynaecology Senior Registrar**

##### **Senior Registrar \$124,330, Canberra (PN: 7454)**

Gazetted: 12 August 2014

Closing Date: 29 August 2014

Details: Working as part of a multi-disciplinary team, apply medical knowledge and experience in the diagnosis, investigation and treatment of patients; maintain close liaison with consultants regarding patient conditions; maintain effective communication with patients and the relatives, hospital staff and medical colleagues; ensure effective handover of patients requiring on-going care and monitoring at the end of each shift; maintain medical records in accordance with hospital policy and requirements, including the accurate and timely production of discharge summaries; work within personal levels of expertise and seek assistance as required; assist in the supervision of interns and residents and provide opportunities for the extension of their clinical knowledge and skills; ensure cost-effective use of hospital resources; in support, we will provide you generous terms and conditions of employment, on-going professional development and the opportunity to excel.

Eligibility/Other Requirements: To be considered for this role you must: Be a fully registered medical practitioner with the APRHA, Have a minimum of three years post graduate experience relevant to the position of Obstetrics and Gynaecology Registrar, You must have appropriate work rights; applicants are expected to respond in writing and include the following: Statement addressing the selection criteria (The selection criteria can be found in the Position Description. The response must be maximum 300 words per criteria); a copy of their current resume; names and contact details (including a contact phone number) for two professional referees.

Note: Applications close: 29 August 2014

The position is available for the 2015 academic year, starting 2 February, 2015. Please refer to the position description for further information or contact: Dr John Hehir, Director of Training mob 0417 440 124

Contact Officer: Tonia Alexander (02) 6264 7129 [Tonia.Alexander@calvary-act.com.au](mailto:Tonia.Alexander@calvary-act.com.au) Applications can be forwarded to: [applications@calvary-act.com.au](mailto:applications@calvary-act.com.au)

#### **Emergency Department**

##### **Emergency Medicine Registrar**

##### **Junior and Senior Registrar \$103,308 - \$124,330, Canberra (PN: 8050)**

Gazetted: 08 August 2014

Closing Date: 31 August 2014

Details: Calvary's well regarded Emergency Department sees in excess of 52,000 patients a year; CHCACT provides services in general surgery, urology, general medicine (with all the major subspecialties represented) as well as O and G; Calvary offers a comprehensive training program in emergency medicine, with paid, protected teaching time for registrars; our Emergency Department is committed to education at all levels and has particular strengths in ultrasound with several consultants having postgraduate qualifications in this area; we are accredited for 12 months of training with ACEM and can provide the appropriate non-ED terms for those that require them; the department is a friendly, easy and inclusive place to work. Emergency Department has the following vacancies

available as early as August, 2014: Registrar: Registrars must be committed to a career in emergency medicine; we provide good training for the right people so would welcome applications from trainees that are in the early stages of their career; with close ties to The Canberra Hospital and the Australian National University, there are lots of opportunities in the region for those that want to stay and finish their training in Canberra. Senior Registrar: We feel that it is important that senior registrars are given a graduated level of responsibility during the latter stages of their training; for the right candidate in their final year of training we can offer a tailored roster, some non-clinical time and additional training in ultrasound or another area of interest.

Eligibility/Other Requirements: Applicants are expected to respond in writing and include the following: Respond to the selection criteria (The selection criteria can be found in the Position Description); a copy of their current resume; a cover letter outlining why they believe they are suitable for this role (maximum one page); names and contact details (including a contact phone number) for two professional referees.

Note: Applications close: 31 August 2014

Please refer to the position description for further information or contact: Dr David Banfield

[david.banfield@calvary-act.com.au](mailto:david.banfield@calvary-act.com.au)

Contact Officer: Tonia Alexander (02) 6264 7129 [Tonia.Alexander@calvary-act.com.au](mailto:Tonia.Alexander@calvary-act.com.au) Applications can be forwarded to: [applications@calvary-act.com.au](mailto:applications@calvary-act.com.au)

## **Emergency Medicine**

### **Critical Care Senior RMO**

#### **Resident Medical Officer Year 3 or 4 \$88,179 - \$95,727, Canberra (PN: 6620 Several)**

Gazetted: 11 August 2014

Closing Date: 5 September 2014

Details: Calvary Hospital is seeking expressions of interest from medical residents who will be PGY 3 or 4, for vacancies in our critical care rotation for the 2015 academic year; this rotation comprises terms in the Emergency Department, Medical Assessment and Planning Unit (MAPU), ICU and a small number of rotations through Anaesthesia; Calvary has an excellent reputation for high quality medical education and training; you will be part of a closely connected, multi-disciplinary team, in an environment that values excellence and learning; the hospital has several education programs that SRMOs are encouraged to attend and on most occasions this will be protected and paid; our hospital is large enough to have most of the specialities represented but small enough that residents don't get 'lost in the crowd'; these positions are ideal for those seeking a speciality career in emergency medicine, internal medicine, intensive care or anaesthetics; at the end of this year, it may be possible for some SRMOs to extend their time at Calvary in one of a number of accredited training positions we have in these specialities; Calvary hospital has strong links to the ANU medical school and the Canberra Hospital (the tertiary hospital for the region) so there are many opportunities for interested trainees to complete their speciality training without having to move outside of the ACT; interested SRMOs may also be able to gain some experience in quality improvement, research and teaching medical students during the year. Eligibility/Other Requirements: Applicants are expected to respond in writing and include the following: Statement addressing the selection criteria (The selection criteria can be found in the Position Description. The response must be maximum 300 words per criteria); a copy of their current resume; names and contact details (including a contact phone number) for two professional referees.

Note: Applications close: 5th September 2014 Please refer to the position description for further information or contact: Tonia Alexander

Medical Administration Manager (02) 6264 7129 [Tonia.Alexander@calvary-act.com.au](mailto:Tonia.Alexander@calvary-act.com.au) Contact Officer: Tonia Alexander (02) 6264 7129 [Tonia.Alexander@calvary-act.com.au](mailto:Tonia.Alexander@calvary-act.com.au) Applications can be forwarded to: [applications@calvary-act.com.au](mailto:applications@calvary-act.com.au)

## **Finance**

### **Patient Liaison Officer**

#### **Administrative Services Officer level 6 \$74,098 - \$84,803, Canberra (PN: 7837)**

Gazetted: 08 August 2014

Closing Date: 8 August 2014

Details: We are seeking a highly motivated team orientated person with exceptional interpersonal skills, who is comfortable working in an environment committed to continuous improvement; this full time non-clinical position is responsible for a wide range of patient communication and service functions, assisting privately insured,

compensable and overseas patients access health services within the Public Hospital; this position oversees the billing and recovery functions of the public hospital; previous experience within a hospital billing environment will be highly regarded; the role will actively support new revenue initiatives; you will have an ability to build and maintain effective working relationships across all levels of the organisation, as well as with health funds and medical assistance companies; you will be a confident, self-motivated individual with a mature approach and one who appreciates a challenge; in return you will be rewarded with a friendly, energetic and positive work environments, ongoing training and leadership development while gaining an excellent overview of hospital administration and finance; the role continues to evolve and your participation with ideas and innovation will be essential; Essential Criteria: Relevant health experience or a minimum of three years experience in a sales or marketing/promotional role, liaising with customers and clients; demonstrated effective communication and interpersonal skills; demonstrated commitment to customer service and quality improvement; demonstrated ability to negotiate effectively with customers, clinical and non-clinical staff and external agencies to achieve operational outcomes; working knowledge of billing systems and Microsoft Office; proven organisational skills with demonstrated ability to prioritise tasks and manage time and a small team; Highly Desirable Criteria: Highly motivated team-orientated with exceptional verbal communication and interpersonal skills, with the ability to work autonomously; proven ability to write clear and concise business/client communications; knowledge of the health insurance industry and provisions of the Australian Health Care Agreement and Medicare.

Eligibility/Other Requirements: Applicants are expected to respond in writing and include the following: Respond to the selection criteria (The selection criteria can be found in the Position Description); a copy of their current resume; a cover letter outlining why they believe they are suitable for this role (maximum one page); names and contact details (including a contact phone number) for two professional referees.

Note: Applications close: 25th July 2014.

Please refer to the position description for further information or contact: Catherine Shadbolt Financial Controller (02) 6201 6873 [Catherine.Shadbolt@calvary-act.com.au](mailto:Catherine.Shadbolt@calvary-act.com.au)

Contact Officer: Catherine Shadbolt (02) 6201 6464 [Catherine.Shadbolt@calvary-act.com.au](mailto:Catherine.Shadbolt@calvary-act.com.au)

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

#### **Trade Skills and Vocational Learning**

##### **Auto, Metals and Logistics**

##### **Automotive Refinishing Technology Teacher**

**Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 51292)**

Gazetted: 13 August 2014

Closing Date: 29 August 2014

Details: Under the direction of the Head of Department perform professional, administrative and training duties, these include: teach as required by the Head of Department up to the numbers of hours prescribed in the relevant industrial award. Deliver educational programs to provide students the opportunity to achieve the required training outcomes. Administer the operational requirements of the Apprenticeship System, User Choice and ASQA to ensure contractual obligations of the Registered Training Organisation are met in terms of a negotiated and completed training plan, enrolment, delivery, assessment and reporting of student progress to employers and funding agencies. Represent the College, in liaison with industry, to promote and support Training Package and qualification outcomes for an industry or enterprise.

Eligibility/Other Requirements: All Teacher Band 1 Teachers will hold: a Training and Assessment Certificate IV level (such as a TAE40110 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. Appropriate industry competencies demonstrated by the following qualifications: Certificate III in Automotive Refinishing Technology or equivalent. All Teacher Band 1.7 and 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 relevant industry experience.

Notes: This position is offered as a 12 month temporary contract with a possibility of an extension (dependant on department/operational needs). Temporary employment offered as a result of this advertisement may lead to permanency under the ACT Public Service *Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2011-2013*.

Contact Officer: Robert Sharp (02) 6207 3803 robert.sharp@cit.edu.au

**CIT Communication**

**English Language Centre**

**Administrative Officer**

**Administrative Services Officer Class 2/3 \$49,189 - \$59,980, Canberra (PN: 18285)**

Gazetted: 07 August 2014

Closing Date: 14 August 2014

Details: Canberra Institute of Technology Communication College is seeking an Administrative Service Officer Class 2/3 to fill a vacancy commencing in September 2014. The successful applicant will be working across the departments of English Language Centre and English as a Second Language, providing administrative support to the Head of Department and the departmental staff, and providing information to students on enrolment. Applicants should have well-developed written and oral communication skills, have an ability to work effectively as a team member, demonstrate commitment to high quality client service and adhere to CIT guidelines.

Eligibility/Other Requirements: Desirable, Certificate IV in Business Administration or equivalent; evidence of quality customer service skills; effective communication skills; knowledge of CIT Skills Recognition processes.

Notes: This is a temporary position available for 12 months with the possibility of extension. "Temporary employment offered as a result of this advertisement may lead to permanent appointment under the Public Sector Management Standards Section 53A - Appointment after Temporary engagement - Canberra Institute of Technology - non-teaching offices".

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

**Chief Minister, Treasury and Economic Development**

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

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

**Arts, Business, Events, Sports and Tourism**

**Sport and Recreation Services**

**Strategic Projects, Policy and Planning**

**Manager**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 30443)**

Gazetted: 07 August 2014

Closing Date: 14 August 2014

Details: Duties include managing a Section and/or Function and deploying resources, budgets and staff; preparing complex briefs, submissions and correspondence as required; researching and analysing key sporting, recreation and social issues and risks, and develop, recommend and advocate appropriate responses, solutions, plans and strategies; represent Sport and Recreation Services, the Chief Minister, Treasury and Economic Development Directorate and ACT Government and nurture alliances and relationships with industry and community organisations; achieve quality outcomes and results through professionalism and leadership in applying public service values and work practices.

Notes: This temporary position is for an initial six month period, with the opportunity for extension.

Contact Officer: Jenny Priest (02) 6207 2070 jenny.priest@act.gov.au

**Shared Services**

**Territory Records Office**

**Digital Records Project Manager**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 34257)**

Gazetted: 11 August 2014

Closing Date: 25 August 2014

Details: This is a temporary position whose primary responsibility is to manage a consultancy project that will conduct a feasibility study examining approaches to whole of government digital recordkeeping for the ACT Public Service. The role requires a strategic thinker and project and contract manager who can guide the work of the consultancy to ensure that it delivers high quality outputs on time and within budget. The Digital Recordkeeping Project Manager will also identify and contribute to the delivery of additional digital recordkeeping tools, advice and products within the Territory Records Office in support of the recommendations of the feasibility study, and will assist in skills and knowledge transfer on digital records management to ongoing Territory Records Office staff.

Notes: This is a temporary position available until 31 May 2015.

Contact Officer: Danielle Wickman (02) 6207 0194 dani.wickman@act.gov.au

## **Shared Services**

### **Human Resources**

#### **Employee Relations**

##### **Senior Investigator**

##### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 08515, several)**

Gazetted: 07 August 2014

Closing Date: 22 August 2014

Details: The successful applicants will be required to undertake sensitive and complex administrative/workplace investigations in accordance with relevant administrative law principles, legislative employment and industrial frameworks. Applicants must have highly developed analytical and research skills and attention to detail and the capacity to apply these skills in the investigative context. The role requires exceptional written and oral communication skills, proven ability to prepare logical, well written and thorough statements and reports and the ability to work as part of a small team under limited supervision, displaying excellent judgement, decision making and problem solving skills. Senior Investigators may be responsible for supervision of one or more Investigators and will be required to partner, train and mentor new and/or junior investigators.

Eligibility/Other Requirements: Relevant qualifications such as Certificate IV in Government Investigations are highly desirable but not essential. The successful applicant will be required to complete formal training i.e. Certificate IV after commencement dependent on knowledge, experience and qualifications. A criminal history record check will be conducted prior to employment. Education and professional qualification checks may be undertaken prior to employment alongside referee checks.

Note: There are two vacancies available, one permanent position and one long-term temporary position.

Contact Officer: Karen Jabbour (02) 6205 3812 karen.jabbour@act.gov.au

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

## **Office of the Under Treasurer**

### **Treasury Cabinet and Assembly Liaison Officer**

##### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 55386)**

Gazetted: 07 August 2014

Closing Date: 14 August 2014

Details: Chief Minister, Treasury and Economic Development (CMTEDD) is seeking applications from senior officers within the ACTPS for the role of Cabinet and Assembly Liaison Officer for Treasury (within CMTEDD). Applicants should have analytical ability, sound judgement, well developed coordination and liaison skills, and the ability to work with initiative and under limited direction. Applicants must also be able to demonstrate the ability to quickly acquire an authoritative knowledge of Treasury as well as Cabinet and Assembly processes.

Eligibility/Other Requirements: Applicants must be existing permanent ACTPS officers.

Note: This position is a temporary vacancy available asap until 30 November 2014 with the possibility of extension.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining claims against selection criteria, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Margaret Stewart (02) 6207 0280 margaret.stewart@act.gov.au

**Procurement and Capital Works  
Goods and Services Procurement  
Whole of Government Procurement  
Senior Procurement Officer**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 01460)**

Gazetted: 13 August 2014

Closing Date: 27 August 2014

Details: Goods and Services Procurement Branch sits within the Chief Minister, Treasury and Economic Development Directorate of the ACT Government. The Whole of Government Procurement Section undertakes procurements and manages contracts which meet the needs of all Directorates for particular goods and services. The Senior Procurement Officer will undertake a range of procurement and contract management duties relating to these Whole of Government arrangements.

Contact Officer: Geoff Fietz (02) 6205 8050 geoff.fietz@act.gov.au

**Shared Services ICT  
Business Application Management  
Business Applications and Support  
Senior Software Developer**

**Senior Technical Officer Grade C \$89,876 - \$96,809, Canberra (PN: 05248)**

Gazetted: 12 August 2014

Closing Date: 26 August 2014

Details: Shared Services ICT is seeking an experienced professional Senior Software Developer to provide technical support and software development services. Reporting to the Microsoft Development Manager, this position is responsible for achieving quality outcomes in supporting and continuously improving the portfolio of applications used for supporting the Education and Training Directorate.

Eligibility/Other Requirements: Educational and professional qualification checks may be undertaken prior to employment. PRINCE2® Foundation Level accreditation is desirable.

Contact Officer: Alexander Filo (02) 6207 8835 alexander.filo@act.gov.au

**Shared Services ICT  
Business Application Management  
Business Applications and Support  
Senior Software Developer**

**Senior Information Technology Officer Grade C \$89,786 - \$96,809, Canberra (PN: 05244)**

Gazetted: 12 August 2014

Closing Date: 26 August 2014

Details: Shared Services ICT is seeking an experienced professional Senior Software Developer to provide technical support and software development services. Reporting to the Microsoft Development Manager, this position is responsible for achieving quality outcomes in supporting and continuously improving the portfolio of applications used for supporting the ACT Government's payroll processing.

Eligibility/Other Requirements: Educational and professional qualification checks may be undertaken prior to employment. PRINCE2® Foundation Level accreditation is desirable.

Contact Officer: Alexander Filo (02) 6207 8835 alexander.filo@act.gov.au

**Shared Services  
Human Resources  
Employee Relations  
Investigator**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 08542, several)**

Gazetted: 07 August 2014

Closing Date: 22 August 2014

Details: The successful applicants will be required to undertake sensitive and complex administrative/workplace investigations in accordance with relevant administrative law principles, legislative employment and industrial frameworks. Applicants must have well developed analytical and research skills and attention to detail and the

capacity to apply these skills in the investigative context. The role requires demonstrated strong written and oral communication skills, proven ability to prepare logical, well written and thorough statements and reports and the ability to work as part of a small team under limited supervision, the ability to set work priorities and monitor individual work performance against established processes and key performance indicators.

Eligibility/Other Requirements: Relevant qualifications such as Certificate IV in Government Investigations are highly desirable but not essential. The successful applicant will be required to complete formal training i.e. Certificate IV after commencement dependent on knowledge, experience and qualifications. A criminal history record check will be conducted prior to employment. Education and professional qualification checks may be undertaken prior to employment alongside referee checks.

Contact Officer: Moira Johnson (02) 6205 4550 moira.johnson@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.

### **Community Services**

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

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

#### **Office for Children, Youth and Family Support**

##### **Statutory Services**

##### **Out of Home Care Strategy Taskforce**

##### **Placement and Operational Support Officers**

##### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 34292, several)**

Gazetted: 13 August 2014

Closing Date: 28 August 2014

Details: It is an exciting time to work in this field as development is currently underway on a new five year Out Of Home Care (OOHC) Strategy for delivering services for children and young people placed in ACT OOHC (kinship, foster, residential care). Occupants of the positions will have responsibility for assisting with the monitoring of the quality of Out Of Home Care (OOHC) services funded by the Directorate and will report to the Manager, Out Of Home Care. These positions involve working directly with staff and management groups in the Out Of Home Care agencies and managing the development and implementation of a range of service improvements with non-government agencies, with particular reference to quality improvements. The occupants will be required to monitor and recommend service improvements to enhance the performance of OOHC services. Occupants will be required to demonstrate strong leadership, relationship management and stakeholder engagement skills and be able to develop, manage and deliver strategic activities and projects within tight timeframes.

Notes: These are temporary positions available for a period of 12 months with the possibility of permanency from this process. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Contact Officer: Adele Gillespie (02) 6207 1058 adele.gillespie@act.gov.au

#### **Office for Children, Youth and Family Support**

##### **Early Intervention and Prevention Services**

##### **Children, Youth and Family Services Program**

##### **Child Mental Health Coordination and Liaison Officer**

##### **Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 34374)**

Gazetted: 12 August 2014

Closing Date: 26 August 2014

Details: The Child Mental Health Coordinator and Liaison Officer will be responsible for establishing and maintaining relationships with community organisations, early childhood education services and all relevant schools in the ACT to raise awareness of available Child Mental Health Services and support via the Access to Allied Psychological Services (ATAPS) Child Mental Health Services (CMHS). The position will be responsible for developing and distributing promotional material, regarding child emotional or behavioural difficulties and mental



disorders. It will be expected that the occupant of this position is present at relevant forums and community events to promote the service. The position will provide assistance to the ACT Medicare Local (ACT ML) Mental Health team in the management of their consultation schedules and assist with arranging case conferences. The position will be co-located within Early Intervention and Prevention Services and ACT Medicare Local.

Eligibility/Other Requirements: Qualifications in community development, health promotion or human services and an understanding of the principles of early intervention and prevention principles and practices are desirable.

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

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

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

Contact Officer: Louise Bassett (02) 6205 7743 [louise.bassett@act.gov.au](mailto:louise.bassett@act.gov.au)

## **Office for Children, Youth and Family Support**

### **Statutory Services**

#### **Bimberi Youth Justice Centre**

#### **Sport and Recreation Officer**

#### **Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 07286)**

Gazetted: 11 August 2014

Closing Date: 26 August 2014

Details: The Community Services Directorate has responsibility for a wide range of human services functions in the ACT. These include multicultural and community affairs, public and community housing policy and services, children, youth and family support policy and services, disability policy and services, therapy services, Child and Family Centre's, the ACT Government Concessions Program, homelessness and community services. Bimberi Youth Justice Centre is looking for a staff member who has the ability to relate to people from different ethnic and cultural backgrounds; enjoy challenging and varied work with young people; will treat young people fairly, consistently and in a non-judgemental way, and can be role models for young people in the youth justice system. The successful applicant will work closely with the Programs and Services Manager to develop and coordinate programs for the residents of Bimberi and the running of the Sports Centre. The delivery of programs is an important aspect of the daily routine for all residents of the Centre. This position will provide health and wellbeing programs and develop links with community agencies. The position also provides training of staff in the utilisation of the sporting equipment and facilities. This position may include weekend and/or evening work.

Eligibility/Other Requirements: Current driver's licence. First Aid Certificate. Relevant qualification in sport and recreation or relevant field is highly desirable. Relevant experience in the coordination and facilitation of sporting and recreational activities.

Notes: This is a temporary position available from November 2014 for a period of up to 12 months. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Contact Officer: Leonie McKenna (02) 6207 3512 [leonie.mckenna@act.gov.au](mailto:leonie.mckenna@act.gov.au)

## **Cultural Facilities Corporation**

### **Canberra Theatre Centre**

#### **Marketing**

#### **Assistant Marketing Manager, Publicist**

#### **Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 3503)**

Gazetted: 13 August 2014

Closing Date: 3 September 2014

Details: Want to work in arguably the best publicity job in Canberra? We're looking for an enthusiastic Public Relations (PR) professional or journalist to run PR and marketing campaigns for shows coming to the Canberra Theatre Centre. A degree in PR, Communications, Marketing or Journalism would be highly desirable, great interpersonal skills and a high level of organisation. Great writing, editing and proof reading skills are a must! However, this role is more than just PR. In addition to being the point person for all media, you will also look after all promotions, elements of social media and several marketing campaigns for the various productions that are

presented at the theatre. Canberra Theatre Centre is a busy, dynamic venue hosting more than 250 events each year. Much more than just another marketing/communications position this is one of the best PR opportunities in Canberra.

Eligibility/Other Requirements: Degree in PR, Communications, Marketing or Journalism

Note: Three year temporary employment. Applicants must address the selection criteria.

Contact Officer: Suzanne Hannema (02) 6243 5706 [suzanne.hannema@act.gov.au](mailto:suzanne.hannema@act.gov.au) Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email [CFC.HR@act.gov.au](mailto:CFC.HR@act.gov.au)

### **Canberra Theatre Centre**

#### **Executive**

#### **Personal Assistant**

#### **Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 43655)**

Gazetted: 07 August 2014

Closing Date: 14 August 2014

Details: Are you organised and highly motivated? We're looking for an enthusiastic PA to the Director of the Canberra Theatre Centre. You should have excellent computer skills, including the use of Word, Excel, and Outlook. You should also be able to book travel. An in depth knowledge of the back of house operations of the performing arts is essential. Selection may be based on application and referee reports only.

Note: This is a temporary vacancy available for one year with the possibility of permanent appointment.

How to Apply: Potential candidates should include a supporting statement of no more than two pages outlining claims against selection criteria, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Bruce Carmichael 02 6243 5705 [bruce.carmichael@act.gov.au](mailto:bruce.carmichael@act.gov.au) Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email [trudy.collins@act.gov.au](mailto:trudy.collins@act.gov.au)

### **ACT Museums and Galleries**

#### **Historic Places**

#### **Gardener**

#### **General Services Officer Level 4 \$45,865 - \$47,730, Canberra (PN: 43551 Several)**

Gazetted: 11 August 2014

Closing Date: 25 August 2014

Details: ACT Historic Places are seeking applications from an experienced and enthusiastic Gardener(s) to help maintain the highest standards in our three historical gardens. Your varied role will include the full range of horticultural skills and use of gardening/landscaping equipment. The position reports to the Team Leader, Horticultural Services.

Eligibility/Other Requirements: Horticultural Diploma/Certificate or equivalent; Plant Operator Certificate (tractor and hand held equipment e.g. chainsaw); ChemCert Card; Current Drivers' Licence; Desirable: Aboriculture Certificate.

Note: This is a temporary vacancy available for one year with the possibility of ongoing employment.

Applicants must address the selection criteria.

Contact Officer: Greg Roberts (02) 6235 5677 [greg.roberts@act.gov.au](mailto:greg.roberts@act.gov.au)

Applications can be forwarded to: [CFC.HR@act.gov.au](mailto:CFC.HR@act.gov.au)

### **Education and Training**

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

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

#### **Organisational Integrity**

#### **Planning and Performance**

#### **Planning and Reporting**

#### **Project Officer**

#### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 13383)**

Gazetted: 13 August 2014

Closing Date: 20 August 2014

Details: The Education and Training Directorate is seeking a team member with strong analytical and communication skills to project manage the implementation of local and national assessment programs. The position involves liaison with schools, contractors and other organisations in the collection, analysis and the provision of reports to students, schools and the Directorate Executive.

Note: This is a temporary position available until 31 December 2015 with the possibility of extension.

Contact Officer: Ken Gordon (02) 6205 9498 ken.gordon@act.gov.au

#### **Office for Schools**

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

##### **Alfred Deakin High School**

##### **Building Services Officer 3**

##### **General Service Officer Level 8 \$56,611 - \$59,939, Canberra (PN: 33839)**

Gazetted: 11 August 2014

Closing Date: 18 August 2014

Details: Alfred Deakin High School is seeking an energetic, organised and self-motivated person to undertake the duties of the Building Services Officer. In accordance with Directorate policies and under general/limited supervision, the successful applicant will assume responsibility for the security of the school buildings, furniture, fittings and equipment; and the maintenance of the school buildings and day to day grounds maintenance. The successful applicant will monitor the schools' maintenance programs and contractors, undertake regular inspections to determine priorities, perform or organise and oversee emergency repairs and support the school's sustainability initiatives. The successful applicant will assist with stock takes and receipt of stores and equipment. Regular overtime applies.

Eligibility/Other Requirements: An industry recognised trade qualification or equivalent work experience and a class LR licence to drive the school bus is desirable.

Notes: 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 registration refer to [www.ors.act.au](http://www.ors.act.au) (<http://www.jobs.act.gov.au/jobs/education-and-training/permanent/01537/www.ors.act.gov.au>)

Contact Officer: Pam Waugh (02) 6205 5566 pam.waugh@ed.act.edu.au

#### **Environment and Planning**

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

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

##### **Planning and Sustainability**

##### **Planning Delivery**

##### **Territory Plan**

##### **Senior Planning Officer**

##### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 17451)**

Gazetted: 13 August 2014

Closing Date: 20 August 2014

Details: An opportunity exists in the Territory Plan Section for a Senior Planning Officer who will be responsible for the ongoing review of development policies in the Territory Plan and management of variation processes that support critical urban development projects. The successful candidate will possess outstanding project management, conceptual, research and communications skills, plus an excellent understanding of the ACT Planning system and the Territory Plan.

Eligibility/Other Requirements: Tertiary qualifications in Urban and Regional Planning, Architecture, Social Sciences, Geography, other related discipline or significant work experience in Urban Planning are essential.

Notes: This is a temporary position available until 17 February 2015 with the possibility of extension for a further two years. Selection may be based on application and referee reports only.

Contact Officer: Alix Kaucz (02) 6205 0864 [alix.kaucz@act.gov.au](mailto:alix.kaucz@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**

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

#### **Geriatric Medicine**

#### **Specialist / Senior Specialist - Geriatric Medicine**

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

#### **Senior Specialist \$199,231, Canberra (PN: 21488)**

Gazetted: 14 August 2014

Closing Date: 25 September 2014

The Position: A temporary vacancy exists for appropriately qualified Geriatricians to work in the department of Geriatric Medicine, Division of Rehabilitation, Aged and Community Care, ACT Health. The position involves care of elderly patients in an in-patient setting at the Canberra Hospital. Some rostered on-call would also be required. The position can commence immediately and extend up to March 2015. The Division of Rehabilitation, Aged and Community Care integrates the public health sector rehabilitation, aged, community and primary care services across the Australian Capital Territory (ACT). Services are currently provided from the Canberra Hospital campus and a range of community health centres across the territory. 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 Australasian College of Physicians or an equivalent higher specialist qualification.

Contact Officer: Dr Anil Paramadhathil, Director Geriatric Medicine (02) 6244 2625 [anil.paramadhathil@act.gov.au](mailto:anil.paramadhathil@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**

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

#### **Justice Health Services**

#### **SMHU Workforce Development Project Officer**

#### **Registered Nurse Level 3.2 \$106,172, Canberra (PN: 34421)**

Gazetted: 14 August 2014

Closing Date: 29 August 2014

Details: ACT Health is seeking a Workforce Development Project Officer (Registered Nurse) for the Secure Mental Health Unit (SMHU) in the Australian Capital Territory (ACT). This is an exciting new health infrastructure project and is part of Canberra Hospital and Health Services (CHandHS). The SMHU will be managed by the Justice Health Services program as part of the Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) Division. The SMHU will be a new service of MHJHADS and is due to open in 2016. The SMHU will be a purpose built, secure mental health facility. This facility will provide a safe, clinical and therapeutic environment for people with a mental illness who may be characterised as having complex health issues, are often difficult to treat and represent a serious risk to others. People treated in the SMHU will be unable to be safely or adequately treated in a less restrictive setting. The Registered Nurse in this role is expected to lead the development and implementation of a strategic SMHU workforce plan which is multidisciplinary in its focus and ensures the sustainable delivery of high quality services that are responsive to the needs of the SMHU consumers.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Extensive mental health service delivery experience, highly developed management skills and it would be advantageous to have experience within a secure inpatient environment.  
Note: This is a temporary position available until 30 June 2016. 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: Dannielle Nagel (02) 6207 7509

**Director General Reports  
Office of the Director General  
ACT Bone Bank Donation  
Specialist Nurse Coordinator  
Registered Nurse Level 3.2 \$106,172, Canberra (PN: 18962)**

Gazetted: 14 August 2014

Closing Date: 21 August 2014

Details: A vacancy exists for a Donation Specialist Nurse Coordinator to join the dynamic team of Donate Life ACT. The successful applicant will work in collaboration with the Agency Manager and State Medical Director of Donate Life ACT and other Donate Life ACT team members to coordinate, facilitate and promote organ and tissue donation in the ACT. The Donation Specialist Nurse Coordinator will work in a range of clinical processes, education and awareness raising activities, in accordance with nationally consistent programs and protocols to optimise organ and tissue donation in the ACT.

Eligibility/Other Requirements: Registered or eligible for registration as a Registered Nurse with AHPRA. Post-registration qualifications in a critical care specialty or a minimum of two years post-graduate experience in a critical care area. Current driver's licence and ability to work on call, after hours and weekends as required.

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. Provide 2 written referee reports. Selection may be based upon written application alone.

Contact Officer: Kylie Downes (02) 6174 5624

**Canberra Hospital and Health Services  
Women, Youth and Children  
Children, Youth and Women's Health Program  
Manager Child Health Targeted Support Services  
Health Professional Level 5 \$106,086 - \$119,426, Canberra (PN: 28548)**

Gazetted: 14 August 2014

Closing Date: 28 August 2014

Details: A highly skilled and experienced Health Professional and Manager is required for the leadership of the Child Health Targeted Support Services. Experience in this health care setting is essential.

Eligibility/Other Requirements: Health professional, registered as applicable to practice in the ACT and a member of or eligible for membership of relevant professional body. Relevant qualifications and experience in management will be highly regarded.

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: Christine Long (02) 6205 5028

**Strategy and Corporate  
Policy and Government Relations  
Mental Health Policy  
Community Development Policy Officer  
Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 21613)**

Gazetted: 14 August 2014

Closing Date: 21 August 2014

Details: Applications are sought from suitably qualified and experienced candidates to fill a Senior Officer Grade C position within the Mental Health Policy Unit. This position is full-time. The Community Development Officer position offers an opportunity to work at a population level towards the Territory's vision for mental health "For the people of the ACT to achieve and maintain mental health and wellbeing." The successful applicant must be self-motivated, possess highly developed communication skills, both written and verbal, strong liaison skills and demonstrate a proven ability to meet tight deadlines.

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

Notes: This is a full-time temporary position available from 1 September 2014 for a period of six months with a possibility of extension. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Applicants are required to submit a succinct application to the selection criteria, plus their CV with contact for two current referees. 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: Richard Bromhead (02) 6207 1066

### **Director General Reports**

#### **Financial Management**

#### **Revenue and Financial Support**

#### **Patients Accounts Manager**

#### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 15108)**

Gazetted: 14 August 2014

Closing Date: 21 August 2014

Details: The Patients Accounts Office is responsible for a diverse range of billing, debt recovery, banking and financial reconciliation and patient liaison for these functions, using a range of systems including Platypus Billing (P2), ACTPAS and Kestral. The role of the Manager requires skills in project and people management, resource allocation and problem solving as well as financial and accounting knowledge and IT proficiency.

Note: This is a temporary position available for a period of 10 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: Clare Crawford (02) 6244 2008

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

#### **Medicine**

#### **Gastroenterology**

#### **Registered Nurse Level 2 - Medical Gastroenterology**

#### **Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 21149, several)**

Gazetted: 14 August 2014

Closing Date: 21 August 2014

Details: An exciting opportunity exists for a motivated and enthusiastic Registered Nurse wishing to be part of the dynamic new team on Ward 9A Medical Gastroenterology.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). A registered Nurse or Midwife with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field, or a registered Nurse or Midwife who holds a post-basic qualification eligible for recognition through remuneration of a qualification allowance, and 12 months FTE experience in the relevant field is highly desirable.

Note: Several positions are available. Full-time and part-time hours will be considered. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Cathy Clift (02) 6244 2265

**Canberra Hospital and Health Services  
Mental Health, Justice Health, Alcohol and Drug Services  
Adult Mental Health Services  
Clinical Manager**

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 20881, several)**

Gazetted: 14 August 2014

Closing Date: 21 August 2014

Details: The City Mental Health team provides recovery-focused clinical services for mental health consumers in the ACT and is strongly focused on the provision of timely and effective interventions for our consumers. The successful applicants will be required to complete mental health assessments and work as a member of a multi-disciplinary team, to provide assessment and clinical management of consumers with major mental illnesses. Applicants will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies. At this level, the applicants are expected to fulfill the role of a senior clinician in support of the Team Leader, providing clinical leadership and supervision for Health Professional Level 1/2 staff and students. These positions are supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers and Consultant Psychiatrists.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology, Occupational Therapy or Social Work with current unconditional ACT registration where applicable and/or eligibility for membership of the appropriate professional organisation. Demonstrated mental health clinical skills and a current driver's licence. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Note: Selection for this process may be based on written application 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. Please also include a copy of your current resume and contact details of two professional referees.

Contact Officer: John Acs (02) 6205 1338

**Canberra Hospital and Health Services  
Clinical Support Service  
Acute Support  
Speech Pathologist**

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 28779)**

Gazetted: 14 August 2014

Closing Date: 28 August 2014

Details: An exciting opportunity exists to become a part of a growing dynamic team of Speech Pathologists providing acute services at The Canberra Hospital. The Speech Pathology Department provides a range of inpatient and outpatient services to the medical, surgical and neonatal/paediatric areas of The Canberra Hospital and the surrounding community. The Canberra Hospital services the ACT and surrounding south east NSW. As a Senior Speech Pathologist you will have the opportunity to work across a range of specialist caseloads, with opportunity to specialise in adult voice, head and neck cancer and acquire competency in the Canberra Hospital Voice and FEES clinic. The successful applicant will supervise staff and students and contribute to an active teaching and quality improvement program with strong professional support.

Eligibility/Other Requirements: Degree or Diploma in Speech Pathology from a recognised tertiary institution and eligibility for Practising Membership of The Speech Pathology Association of Australia.

Note: The successful applicant will 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 and provide two written referee reports. This position may be required to participate in an overtime, on call, and/or rotation roster.

Contact Officer: Felicity Martin (02) 6244 2230

**Canberra Hospital and Health Services  
Deputy Director General Canberra Hospital and Health Services  
Executive Director of Medical Services**

**Manager Credentialing and Scope of Clinical Practice**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 23851)**

Gazetted: 14 August 2014

Closing Date: 21 August 2014

Details: We are after a dynamic independent officer to work in the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU) the administrative group responsible for a range of related functions associated with the Medical and Dental workforce. MOSCETU manages Junior Medical Officer (JMO) and Senior Medical Officer (SMO) recruitment, the development of JMO and SMO policy and standard operating procedures and the oversight of the CHHS Prevocational Training Program, including JMO rostering, supervision and education. MOSCETU also manages the administration of the Medical and Dental Appointments Advisory Committee (MDAAC) and the Clinical Practice Committee (CPC). The position is primarily responsible for managing the operations of the credentialing and scope of clinical practice process for Canberra Hospital and Health Services.

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: Janelle Corey (02) 6244 5207

**Canberra Hospital and Health Services**

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

**Child and Adolescent Mental Health Services**

**Consumer Consultant**

**Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 23619)**

Gazetted: 14 August 2014

Closing Date: 21 August 2014

Details: Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) 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 the Consumer Consultants will possess expertise and skills to provide high quality consumer based input into policy development, service provision and strategic direction for MHJHADS. The Consumer Consultant will have access to supervision and other opportunities, to enhance their competencies and skills. Preference will be given to applicants who have experience with receiving support from MHJHADS.

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

Contact Officer: Elloise Barry (02) 6205 1128

**Director General Reports**

**Financial Management**

**Revenue and Financial Support**

**Administrative Officer**

**Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 11191)**

Gazetted: 14 August 2014

Closing Date: 21 August 2014

Details: The Revenue and Financial Services unit provide support to the Private Practice Admin Committee, audit and pay Visiting Medical Officer (VMO) claims, manage the Special Purpose Accounts, manage the Interstate Patient Travel Assistance Scheme and various other administrative and financial tasks. This role will support these diverse areas.

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: Clare Crawford (02) 6244 2008



**Canberra Hospital and Health Services**

**Surgery, Oral Health and Imaging**

**Surgical Wards**

**Surgical Nursing**

**Registered Nurse Level 1 \$58,989 - \$78,799, Canberra (PN: 12614, several)**

Gazetted: 14 August 2014

Closing Date: 21 August 2014

Details: Are you interested in broadening your knowledge and skills in Surgical Nursing? Registered Nurse positions in all surgical areas are now available. Surgical areas include Orthopaedics, Vascular, Cardiothoracic, Urology and Gastrointestinal. If you are an enthusiastic, committed and motivated Registered Nurse there are positions available for you at The Canberra Hospital. New graduates are encouraged to apply.

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

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: Jeanine Young (02) 6244 3375

**Canberra Hospital and Health Services**

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

**Justice Health Services**

**Clinical Manager Psychologist**

**Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 20299)**

Gazetted: 14 August 2014

Closing Date: 28 August 2014

Details: Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) 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. You will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Tertiary qualifications in Psychology with current unconditional ACT registration and/or eligibility for membership of the appropriate professional organisation. Applicants must have a minimum of 12 months paid professional work experience in a related/relevant organisation/service. Current driver's licence.

Notes: This is a temporary position initially available for a period of 12 months with the possibility of extension or permanent filling from this process. There is an on-call roster for the Alexander Maconochie Centre and Bimberi Youth Justice Centre (public holidays only). The Clinician will also rotate within the various sub-teams of Forensic Services. Selection for this position may be based on written application and referee reports only. *The successful applicant may be required to be registered under the Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Ciaran Bird (02) 6205 1551

**Canberra Hospital and Health Services**

**Surgery and Oral Health**

**Surgical Wards**

**Enrolled Nurse Level 1, Surgical Wards**

**Enrolled Nurse Level 1 \$53,501 - \$57,161, Canberra (PN: 21404)**

Gazetted: 14 August 2014

Closing Date: 21 August 2014

Details: Are you interested in broadening your knowledge and skills in Surgical Nursing? Enrolled Nurse positions are now available throughout the division of Surgery including Neurosurgery, Orthopaedics, Cardiothoracic, Vascular and Surgical Gastrointestinal Wards. If you are an enthusiastic, committed and motivated Enrolled Nurse we have a position for you.

Eligibility/Other requirements: Registered or is eligible for registration as an Enrolled Nurse with Australian Health Practitioner Registration Authority.

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

Contact Officer: Jeanine Young (02) 6244 3375

## **Director General Reports**

### **Population Health**

#### **Health Protection Service**

##### **Microbiologist**

##### **Health Professional Level 1/2 \$50,899 - \$75,477, Canberra (PN: 33798)**

Gazetted: 14 August 2014

Closing Date: 21 August 2014

Details: The Health Protection Service is looking for an appropriately skilled officer to fulfil the role of a Public Health Microbiologist, to work in a small team responsible for the testing of food and environmental water samples in the ACT. We are seeking a highly motivated person to perform routine and investigative microbiological examinations of waters, food samples and in the broader field of microbiology. You will also be required to prepare, sterilise and or standardise chemicals, solutions and media. The successful applicant will need to have demonstrated conceptual and analytical skills particularly in microbiology.

Eligibility/Other Requirements: Relevant tertiary qualifications in science are necessary. Bachelor Degree or equivalent qualification, with postgraduate experience in Microbiology in a Public Health environment.

Note: This is a temporary part-time position at 22:03 hours per week, available from 1 September 2014 to 17 March 2015, with the possibility of extension. 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. The position may be filled based on written applications and referee reports only. A full statement of claims against the selection criteria is not required. This position will be filled at either the Health Professional Level 1 or 2, dependent on skills and length professional post graduate work experience of the successful applicant. To be eligible for employment at the Health Professional Level 2 you must have at least 12 months post graduate professional work experience.

Contact Officer: Deborah Denehy (02) 6205 8707

## **Justice and Community Safety**

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

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

### **ACT Corrective Services**

#### **Alexander Maconochie Centre**

##### **Throughcare Unit**

##### **Coordinator Throughcare**

##### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 31523)**

Gazetted: 13 August 2014

Closing Date: 27 August 2014

Details: The successful applicant will coordinate the implementation of the ACT Government Throughcare Unit to support ex-detainees from the Alexander Maconochie Centre (ACT Prison) returning to the ACT Community for up to 12 months post release. The primary function of the Throughcare Unit is to reduce the likelihood of reoffending through coordinating existing community based supports and services to assist ex-detainees to integrate into the community as positive contributors. Brokerage funding is available to support individuals participating in this initiative. The position occupant will be responsible for liaising with community agencies and service providers for placements and services, ongoing evaluation of service provision for effectiveness, collation and action of assessments and referrals. The successful applicant will be expected to demonstrate the ability to think strategically in a busy operational environment and possess excellent interpersonal, organisational and

communication skills necessary to build culturally appropriate rapport with a diverse range of individual clients, their families, and communities of relevance. The successful applicant will be community and support focused, displaying well developed management and leadership capability in their role as the Coordinator of the Throughcare Unit.

Eligibility/Other Requirements: Experience in liaison and negotiation with the public and private sector is essential. Demonstrated experience and/or willingness to work with offenders and detainees is essential. Relevant tertiary qualifications and/or equivalent correctional experience are desirable. Eligible applicants may be required to undertake psychological aptitude testing as part of the assessment process. A current driver's licence is required.

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

Contact Officer: Ben Naughton (02) 6207 4265 or 0412 975 835 ben.naughton@act.gov.au

## **Executive**

### **Executive Assistant**

#### **Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 19719)**

Gazetted: 11 August 2014

Closing Date: 18 August 2014

Details: Provide administrative and secretarial support of a high level to the Deputy Director General, Community Safety including: Examining, recording and registering incoming correspondence and initiate appropriate action; screen and classify incoming telephone calls; preparation of draft correspondence, reports and statistics as necessary; Word processing including cabinet and highly protected documents, agreements and spreadsheet creation and maintenance; manage the appointment diary, which includes arranging appointments and scheduling of conferences and meetings; maintain appropriate records for meetings including updating of diaries. Arrange travel and accommodation bookings for the Executives when required. Attend to and take appropriate action on enquiries relating to the Executive's functions; coordinate Ministerial and brief responses; maintain effective liaison between other offices of the Justice and Community Safety Directorate, other Directorates and external organisations. Organise and prioritise own workload, provide assistance to other officers within Corporate and be willing to act as a member of a team. Provide secretariat support to a number of working committees including preparation of agenda and taking and transcribing of minutes. Undertake minor research and project roles when required. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Well developed keyboard skills are desirable. The successful candidate will be required to undergo a criminal record check. This is a designated security assessed position. Confirmation of employment is subject to a satisfactory outcome of the security clearance.

Note: This is a temporary vacancy available asap for a period of three months.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/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: Danielle Krajina (02) 6205 3507 Danielle.Krajina@act.gov.au

## **Office of Regulatory Services**

### **Business and Development**

#### **Administration Officer**

#### **Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 43878, several)**

Gazetted: 07 August 2014

Closing Date: 21 August 2014

Details: Under general direction of the Office Manager, Business and Development (BaD); assist with daily banking procedures; receive floats from counter staff, bank monies into correct accounts and balance financial spreadsheets. Assist with office scanning duties, including verification and electronic filing. Complete daily mail procedures, opening of incoming mail, delivering mail to various Office of Regulatory Services (ORS) locations and delivering end of day external mail. As required, arrange the purchase and distribution of stationary and office supplies for the whole of ORS. Assist other members of the Business and Development unit with other duties where necessary. Maintain records in accordance with the *Territory Records Act 2002*. Other duties as required.

Eligibility/Other Requirements: Current driver's licence essential (Provisional as a minimum).

Contact Officer: David Rodriguez (02) 6205 2536 david.rodriguez@act.gov.au

## **APPOINTMENTS**

### **Calvary Health Care ACT (Public)**

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

Siobhan Jolly 1612695, Section 68, 04 August 2014

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

Alison Dyer 1612682, Section 68, 04 August 2014

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

Joanne Gardner 1612801, Section 68, 14 August 2014

**Health Professional 2 \$58,989 - \$ 78,799**

Kindelyn Gee 1611864, Section 68, 28 July 2014

**Administrative Services Officer Class 3 \$55,372 - \$59,980**

Renee Heenan 1612490, Section 68, 8 August 2014

**Administrative Services Officer Level 2 \$49,189 - \$54,315**

Stephanie Taylor 1612449, Section 68, 07 August 2014

**Health Professional 2 \$58,989 - \$ 78,799**

Regula Woodtli 1612735, Section 68, 08 August 2014

**Health Professional 3 \$77,710 - \$86,165**

Leah James 1612253, Section 68, 08 August 2014

**Health Professional \$58,989 - \$ 78,799**

Mary Lee 1612737, Section 68, 08 August 2014

**Health Professional 2 \$58,989 - \$ 78,799**

Ai May Tan 1612104, Section 68, 08 August 2014

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

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

Kathleen Eva Stewart 844-03180, Section 68(1), 11 August 2014

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

Alexander Filo 836-10356, Section 68(1), 8 August 2014

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

Shane Kenningham 835-68282, Section 68(1), 12 August 2014

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

Kate O'Sullivan 835-82674, Section 68(1), 12 August 2014

Note: Appointment is to a non advertised vacancy.

**Community Services**

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

Thomas Charles-Jones 844-75520, Section 68(1), 11 August 2014

**Legal 2 \$121,218 - \$126,200**

Philippa Spence 844-01468, Section 68(1), 11 August 2014

**Health**

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

Shaun Archer 840-51744, Section 68(1), 8 August 2014

**Administrative Services Officer Class 2/3 \$49,189 - \$59,980**

Max Ferguson 836-54324, Section 68(1), 7 August 2014

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

Fiona Gall 843-89294, Section 68(1), 7 August 2014

**Administrative Services Officer Class 2/3 \$49,189 - \$59,980**

Ashleigh Haycock 842-87714, Section 68(1), 8 August 2014

**Administrative Services Officer Class 2/3 \$49,189 - \$59,980**

Kristy Hewitt 838-51870, Section 68(1), 8 August 2014

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

Theresa McDonough 843-88849, Section 68(1), 11 August 2014

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

Meenu Rana 834-45178, Section 68(1), 14 August 2014

**Administrative Services Officer Class 2 \$49,189 - \$54,315**

Lisa Richards 842-87132, Section 68(1), 7 August 2014

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

David Symes 830-80009, Section 68(1), 14 August 2014

**Health Care Assistant 3 \$47,764 - \$48,861**

Max Williams 836-55423, Section 68(1), 14 August 2014

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

Kris Nowakowski 829-56865, Section 68(1), 4 August 2014

***TRANSFERS***

**Education and Training**

**Pamela Edwards: 751-79869**

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

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

Education and Training, Canberra (PN. 33973) (Gazetted 4 June 2014)

### Health

**Winston Piddington: 836-54391**

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

Health

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

Health, Canberra (PN. 34197) (Gazetted 10 July 2014)

## **PROMOTIONS**

### Chief Minister, Treasury and Economic Development

**Shared Services ICT**

**Robert Torley: 817-33862**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 14318) (Gazetted 21 May 2014)

### Director of Public Prosecutions

**Sara Jane Gul: 835-87926**

From: Prosecutor Grade 3 \$105,878 - \$117,079

Director of Public Prosecutions

To: †Prosecutor Grade 4 \$121,881 - \$130,669

Director of Public Prosecutions, Canberra (PN. 43760) (Gazetted 12 June 2014)

**Sarah McMurray: 820-75101**

From: Prosecutor Grade 3 \$105,878 - \$117,079

Director of Public Prosecutions

To: †Prosecutor Grade 4 \$121,881 - \$130,669

Director of Public Prosecutions, Canberra (PN. 04268) (Gazetted 12 June 2014)

**Anthony Williamson: 791-32005**

From: Prosecutor Grade 3 \$105,878 - \$117,079

Director of Public Prosecutions

To: †Prosecutor Grade 4 \$121,881 - \$130,669

Director of Public Prosecutions, Canberra (PN. 04336) (Gazetted 12 June 2014)

### Education and Training

**Office for Schools**

**Belconnen Network**

**Kingsford Smith School**

**Jennifer Lambert: 817-97006**

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

Education and Training

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 31894) (Gazetted 21 July 2014)

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

**Education Strategy  
Learning and Teaching  
Teaching and School Leadership  
Michael Mahar: 827-61080**

From: Administrative Services Officer Class 5 \$68,766 - \$72,789  
Education and Training  
To: †Senior Officer Grade C \$93,254 - \$100,382  
Education and Training, Canberra (PN. 09455) (Gazetted 13 June 2014)

**Office for Schools  
South Canberra/ Weston Network  
Telopea Park School  
Michele McLoughlin: 729-06020**

From: School Leader C \$104,319  
Education and Training  
To: †School Leader B \$121,464  
Education and Training, Canberra (PN. 33432) (Gazetted 13 June 2014)  
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Health**

**Director General Reports  
Population Health  
Health Protection Service  
Amalie Pakchung: 827-62067**

From: Health Professional Level 2 \$54,414 - \$75,477  
Health  
To: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)  
Health, Canberra (PN. 26222) (Gazetted 19 June 2014)

**Director General Reports  
Office of the Director General  
Canberra Hospital Foundation  
Caitlin Silec: 827-42372**

From: Administrative Services Officer Class 3 \$55,732 - \$59,980  
Health  
To: Administrative Services Officer Class 5 \$68,766 - \$72,789  
Health, Canberra (PN. 01979) (Gazetted 24 July 2014)

**Canberra Hospital and Health Services  
Rehabilitation, Aged and Community Care  
Rehabilitation Allied Health  
Jacqueline Taylor: 796-04041**

From: Registered Nurse Level 2 \$81,918 - \$86,823  
Calvary Health Care ACT (Public)  
To: Registered Nurse Level 3 \$93,917 - \$97,782  
Health, Canberra (PN. 03644) (Gazetted 10 July 2014)

**Canberra Hospital and Health Services  
Cancer, Ambulatory and Community Health  
Cancer Nursing**

**Catherine Trevaski: 836-55503**

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

To: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)  
Health, Canberra (PN. 21490) (Gazetted 15 May 2014)

**Justice and Community Safety**

**ACT Government Solicitor  
Property and Commercial**

**Katrina Andric: 827-50525**

From: Administrative Services Officer Class 3 \$55,732 - \$59,980  
Justice and Community Safety

To: †Legal 1 \$54,415 - \$111,570

Justice and Community Safety, Canberra (PN. 40988) (Gazetted 25 May 2014)

**Strategic Finance**

**Jing Jyh Wong: 816-7776**

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

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

Justice and Community Safety, Canberra (PN. 43778) (Gazetted 6 March 2014)

**Territory and Municipal Services**

**Roads and Public Transport**

**Public Transport**

**Customer Experience Team**

**Georgina Byron: 827-49735**

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

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

Territory and Municipal Services, Canberra (PN. 20385) (Gazetted 14 July 2014)

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

**Roads and Public Transport**

**Public Transport**

**Customer Experience Team**

**Marie Elizabeth Donnelly: 821-23054**

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

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

Territory and Municipal Services, Canberra (PN. 20384) (Gazetted 14 July 2014)

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

**Roads and Public Transport**

**Public Transport**

**Customer Experience Team**

**Mhairi Mills: 835-68602**



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

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 20383) (Gazetted 14 July 2014)

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

**Business Enterprises**

**Business Enterprises Executive**

**Petra Ann Nicholas: 543-21459**

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

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 34228) (Gazetted 23 June 2014)

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

**Business Enterprises**

**Capital Linen Service**

**Rohini Prasad: 791-36129**

From: Capital Linen Service Band 1 \$38,682 - \$40,318

Territory and Municipal Services

To: Capital Linen Service Band 5 \$57,829 - \$64,112

Territory and Municipal Services, Canberra (PN. 26445) (Gazetted 29 July 2014)

**Roads and Public Transport**

**Public Transport**

**Customer Experience Team**

**Jason Voutos: 821-24006**

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

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 20393) (Gazetted 14 July 2014)

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