



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 25 September 2014**

## EXECUTIVE NOTICES

### Education and Training

#### **Engagements**

Tracey Rose Mooney – Director, Strategic Finance (Chief Finance Officer) (E246) Section 72 of the Public Sector Management Act 1994

## VACANCIES

### Capital Metro

**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)**

#### **Communications and Engagement**

##### **Director, Communications and Engagement**

**Executive Level 1.1 \$177,647 to \$186,709 depending on current superannuation arrangements, Canberra (PN: E733)**

Gazetted: 01 October 2014

Closing Date: 15 October 2014

Details: The Capital Metro Agency (CMA) leads the whole of government efforts in delivering the Capital Metro Project and is responsible for the design, procurement and delivery of a 12km light rail service between Gungahlin and the City. The Director, Communications and Engagement leads communications and stakeholder engagement, including the provision of high quality and responsive public information for the Capital Metro project, and is responsible for communications and media in relation to Capital Metro Agency operations.

Remuneration: The position attracts a remuneration package ranging from \$177,647 to \$186,709, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$139,404.

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

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

Contact Officer: Ben Smith (02) 6205 2053 [benjaminm.smith@act.gov.au](mailto:benjaminm.smith@act.gov.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)**

#### **Land Development and Corporate**

##### **Policy, Projects and Legislation**

##### **Land Policy and Strategy**

##### **Manager**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 15090)**

Gazetted: 25 September 2014

Closing Date: 2 October 2014

Details: The Branch is seeking a Manager to work independently for twelve months to undertake high level analysis of Government policies, projects and processes in the context of current and future land use. You will be required to develop project briefs, cabinet submissions, policy positions and responses and reports for Executives in Economic Development (ED) and other Directorates, the Land Development Agency (LDA) Board, Strategic Board and

Government. The position will report directly to the Deputy Director. To be successful you will have relevant tertiary qualifications and a background in planning and/or land policy is highly desirable. Applicants should also possess strong communication and management skills and have a track record of liaising effectively across Directorates. Eligibility/Other Requirements: Qualifications in Economics, Public Policy, Law, Project Management, Communications, Environmental Management, Town Planning or any other related field is desirable.

Notes: This is a temporary position available until September 2015.

Contact Officer: Simon Tennent (02) 6205 4961 [simon.tennent@act.gov.au](mailto:simon.tennent@act.gov.au)

**Land Development and Corporate  
Policy, Projects and Legislation  
Land Policy and Strategy  
Manager**

**Senior Officer Grade C/Senior Officer Grade B \$93,254 - \$123,642, Canberra (PN: 18462)**

Gazetted: 25 September 2014

Closing Date: 2 October 2014

Details: The Branch is seeking a Manager to work independently for twelve months to undertake high level analysis of Government policies, projects and processes in the context of current and future land use. You will be required to develop project briefs, cabinet submissions, policy positions and responses and reports for Executives in Economic Development (ED) and other Directorates, the Land Development Agency (LDA) Board, Strategic Board and Government. The position will report directly to the Deputy Director. To be successful you will have relevant tertiary qualifications and a background in planning and/or land policy is highly desirable. Applicants should also possess strong communication and management skills and have a track record of liaising effectively across Directorates. Eligibility/Other Requirements: Qualifications in Economics, Public Policy, Law, Project Management, Communications, Environmental Management, Town Planning or any other related field is desirable.

Notes: This is a temporary position available until September 2015. This position will be filled at either the SOGC or SOGB level, dependant on the skills and experience of the successful applicant.

Contact Officer: Simon Tennent (02) 6205 4961 [simon.tennent@act.gov.au](mailto:simon.tennent@act.gov.au)

**Shared Services ICT  
Business Application Management  
Business Applications and Support  
Business Application Support Team Leader**

**Senior Information Technology Officer Grade C \$89,786 - \$96,809, Canberra (PN: 23181)**

Gazetted: 01 October 2014

Closing Date: 15 October 2014

Details: Shared Services ICT is seeking an experienced team leader to successfully support government critical business applications in an Information Technology Infrastructure Library (ITIL) based environment. The successful candidate for this position will lead a small team providing administrative and technical support for government critical business applications. In this particular case, support of business applications for the ACT Revenue Office, but from time to time, support other business applications as required.

Contact Officer: Tony Kirk (02)6207 0059 [tony.kirk@act.gov.au](mailto:tony.kirk@act.gov.au)

**Land Development and Corporate  
ACT Property Group  
Tenancies  
Senior Property Officer**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 07747)**

Gazetted: 26 September 2014

Closing Date: 10 October 2014

Details: ACT Property Group manage a number of buildings used by government and non-government organisations. As part of a team the person in this position will have responsibility for managing financial and leasing processes associated with providing tenancy management functions. This includes management of the rent and cleaning rolls, scrutiny of tenancy agreements, liaison with the accounts payable area and providing advice to senior management on these matters. The area also manages the venue hire function for ACT Property Group and the person in this position will provide supervision and back up to the Facilities Hire Officer. The successful applicant will ideally have experience in property and tenancy management, high level communication skills and the ability to represent the organisation appropriately with government and non-government organisations.

Eligibility/Other Requirements: Relevant experience in a government or commercial property field highly desirable. Applicants must hold a current driver's licence.

Notes: The position is for a temporary period of 12 months.

Contact Officer: Tania Shaw (02) 6205 9937 [tania.shaw@act.gov.au](mailto:tania.shaw@act.gov.au)

## **Land Development and Corporate**

### **ACT Property Group**

#### **Tenancies**

#### **Senior Project Officer, Community Portfolio**

#### **Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 25307)**

Gazetted: 26 September 2014

Closing Date: 10 October 2014

Details: ACT Property Group manages a number of buildings used by non-government organisations. As part of a team the person in this position will provide property and tenancy management functions for identified properties. The successful applicant will ideally have experience in property and tenancy management, high level communication skills and the ability to represent the organisation appropriately with government and non-government organisations

Eligibility/Other Requirements: Knowledge of the Territory's planning and leasing systems and/or experience and expertise in contract and project management is highly desirable. Applicants must hold a current driver's licence.

Notes: This is a temporary position available until 28 August 2015.

Contact Officer: Tania Shaw (02) 6205 9937 [tania.shaw@act.gov.au](mailto:tania.shaw@act.gov.au)

## **Community Services**

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

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

### **Service Strategy and Community Building**

#### **Corporate Services**

#### **Finance and Budget**

#### **Manager, Finance**

#### **Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 07754)**

Gazetted: 25 September 2014

Closing Date: 2 October 2014

Details: The position is a high level strategic role responsible for overall management of the financial accounting function, including the arrangements and relationship with external providers such as Shared Services and managing the preparation of monthly and annual financial statements. The position is responsible for the development and implementation of a range of financial policies, procedures and guidelines across the Directorate and ensuring compliance with all relevant legislation. The position also has a role in administering/overseeing the integrity and accuracy of the Directorate's financial and reporting systems. This position requires excellent communication skills, both written and oral and strong skills in the use of Microsoft excel and TM1. The position reports to the Financial Controller.

Eligibility/Other Requirements: Relevant tertiary qualifications and experience in accounting are essential.

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

Contact Officer: Sim Sung (02) 6205 0874 sim.sung@act.gov.au

## **Service Strategy and Community Building**

### **Corporate Services**

#### **Finance and Budget**

##### **Senior Management Accountant**

###### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 55613)**

Gazetted: 30 September 2014

Closing Date: 7 October 2014

Details: The position provides support for the development of the Directorate's external budget and manages the internal budget process in liaison with business units. It also oversees the delivery of timely and accurate monthly, quarterly and annual management and output performance reports in liaison with business units and the ACT Audit Office to meet the Directorate's management and statutory requirements. The position provides advice to the Executive and senior managers on their financial and output performance and contributes to the development and implementation of financial management policies and procedures. The occupant of this position will also have proven high level writing and MS Excel skills. The position will report to the Finance Manager.

Eligibility/Other Requirements: Relevant tertiary qualifications in accounting and/or equivalent knowledge and experience is required. Experience in both ACT Government Budgeting and financial processes is highly desirable.

Note: This is a temporary position available until 31 October 2015.

Contact Officer: Danny O'Mara (02) 620 55273 danny.omara@act.gov.au

## **Housing and Community Services**

### **Housing ACT**

#### **Gateway Services**

##### **Manager, Gateway Services**

###### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 26623)**

Gazetted: 26 September 2014

Closing Date: 3 October 2014

Details: The Manager Gateway Services will be responsible for providing leadership, guidance and support to staff in a busy human services operational environment that delivers quality client services to a diverse stakeholder group. The role requires decision making on a range of diverse and often complex issues involving support to public housing applicants. The position occupant will also be required to develop and maintain networks and collaborative working relationships with community service organisations to assist clients to access appropriate housing and community support services.

Eligibility/Other Requirements: Experience in using a range of IT business and office applications and a current driver's licence are essential. Relevant tertiary qualifications in Social Work, Community Development or a related field are desirable.

Notes: This is a temporary position available for a period of 12 months.

Contact Officer: Michelle McGaurr (02) 6207 5120 michelle.mcgaurr@act.gov.au

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

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

#### **Executive Officer**

###### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 11199)**

Gazetted: 26 September 2014

Closing Date: 3 October 2014

Details: Early Intervention and Prevention Services are seeking a motivated individual to fill the position of Executive Officer. The successful applicant will be required to provide high level advice and support to the Director and will be

required to possess high level leadership, interpersonal, administrative and coordination skills. Duties will include the provision of human resources, project management, high level research and analysis, the coordination and preparation of briefs, submissions and strategies to support the functions of the Early Intervention and Prevention Group.

Eligibility/Other Requirements: Experience in a coordination role is highly desirable. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) ACT 2011* will be required. For further information on Working with Vulnerable people registrations refer to:

[www.legislation.act.gov.au/a/2011-44/default.asp](http://www.legislation.act.gov.au/a/2011-44/default.asp) and

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

Notes: This is a temporary position available until 28 August 2015 with the possibility of extension. Selection may be based on application and referee reports only.

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**

#### **Team Leader**

**Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 34296)**

Gazetted: 25 September 2014

Closing Date: 30 September 2014

Details: An Out of Home Care (OOHC) Taskforce has been established for 12 months to develop and implement a new five year OOHC Strategy for delivering services for children and young people placed in Out of Home Care (kinship, foster, residential care). It is anticipated services will commence in mid 2015. Major activity is required to achieve the anticipated deliverables of the new service offer. The position of Team Leader, Therapeutic Assessment and Planning will be located within the Taskforce. It will be responsible initially for the development of the service model to introduce therapeutic assessment and planning services for children and young people in care, in placement prevention services, being reunified back to their parents, placed in a permanent care arrangement or as they transition from care. The second phase of the project will require the occupant to lead a small team of assessors to trial the agreed service model through to 30 June 2015. The position will be responsible for selecting appropriate developmental and therapeutic assessment and planning tools and developing the job specifications for the staff to undertake this specialist role. The occupant 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.

Eligibility/Other Requirements: Relevant tertiary qualifications in Social Work, Psychology or an allied health degree and a minimum of 5 years practice experience working with children and young people and their carers or families.

Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) ACT 2011* will be required. For further information on Working with Vulnerable people registrations refer to:

[www.legislation.act.gov.au/a/2011-44/default.asp](http://www.legislation.act.gov.au/a/2011-44/default.asp) and

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

Experience in working with subject matter relating to out of home care and statutory services

Note: This is a temporary position for a period of 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. Previous applicants will be considered and need not reapply. 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: Christine Nolan (02) 6207 9653 [christine.nolan@act.gov.au](mailto:christine.nolan@act.gov.au)

## **Service Strategy and Community Building**

### **Service Reform and Governance**

#### **Organisational Governance**

#### **Archives/Records Officer**

**Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 43703)**

Gazetted: 01 October 2014

Closing Date: 8 October 2014

Details: The position is responsible for assisting the Records Manager in the day to day operations of the Community Services Directorate (CSD) Records Management Unit and supports the wider CSD Records Management Program. Other duties may include the maintenance of the CSD functional thesaurus and records disposal schedule/s as well as sentencing and disposal of records.

Notes: This is a temporary vacancy available immediately to 26 January 2015.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than (two) 2 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: Kevin Knudsen (02) 6205 4804 kevin.knudsen@act.gov.au

### **Service, Strategy and Community Building**

#### **Sector Reform and Governance**

##### **Organisational Governance**

##### **Ministerial Liaison Officer**

##### **Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 55632)**

Gazetted: 26 September 2014

Closing Date: 3 October 2014

Details: The Ministerial Liaison Officer is responsible for monitoring all in-going and out-going correspondence and briefs for our Ministers, including tracking and follow up and assisting with the distribution and handling of these documents throughout the Directorate. The position is responsible to the Senior Manager, Organisational Governance. The successful applicant will have strong interpersonal and liaison skills and have the capacity to work to tight deadlines.

Eligibility/Other Requirements: Experience with TRIM is highly desirable.

Notes: This is a temporary vacancy available asap to 5 January 2015.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two (2) pages outlining their experience and/or ability against the selection criteria. Contact details of at least two referees and current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Felicity Burns (02) 6205 0457 felicity.burns@act.gov.au

### **Environment and Planning**

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

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

#### **Construction and Client Services**

##### **Construction Services**

##### **Construction Occupations and Licensing**

##### **Manager Construction Occupations Licensing**

##### **Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 15452)**

Gazetted: 25 September 2014

Closing Date: 2 October 2014

Details: The Environment and Planning Directorate (EPD) is seeking a motivated individual to fill the role of Manager of the Construction Occupational Licensing Team within the Construction Services Section. As the Manager you will manage a small team of dedicated officers responsible for the processing of licence applications and renewals for a

range of construction occupations under the *Construction Occupations (Licensing) Act 2004* for builders, electricians, plumbers and other regulated occupations.

Eligibility/Other Requirements: Qualifications in Management/Leadership at a bachelor degree level or higher; Experience in the operation of the Development Assessment framework in the ACT; Management experience in relation to construction auditing, particularly in relation to Class 1 buildings; Successfully completed current Asbestos Awareness Training and hold a current Construction Industry White Card and a current driver's licence.

Notes: Selection may be based on application and referee reports only. Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant.

Contact Officer: David Middlemiss (02) 6207 7397 david.middlemiss@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**

#### **Medicine**

#### **Renal**

#### **Renal Medicine**

#### **Staff Specialist/Visiting Medical Officer \$147,465 - \$181,976**

#### **(VMO: Negotiable), Canberra (PN: 34532)**

Gazetted: 02 October 2014

Closing Date: 16 October 2014

Applications are invited from suitable candidates for a part-time Staff Specialist/VMO position in Renal Medicine (equivalent to 0.8FTE). The position is based in the Renal Service at The Canberra Hospital but will service the Renal Network operating across ACT and surrounding NSWLHD. The job requires participation in medical student, junior and senior medical officer education. The position will come with a conjoint academic appointment at the ANU Medical School and requires a willingness to contribute to research and quality assurance activities within the Renal Network.

Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region, serving a population of half a million. It is a modern 600-bed hospital providing trauma services, most major medical and surgical sub-specialty services, and is the principal teaching hospital of the Australian National University (ANU) Medical School.

Strong research links are maintained with the ANU and the University of Canberra. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks. The preferred applicant will be offered a conjoint appointment in The Australian National University at an academic level commensurate with the applicant's qualifications and experience. The academic appointment will be held for the duration of the ACT Health appointment and will be subject to regular performance reviews. No remuneration is attached to the University position. The appointee will be responsible to the University on academic matters and to (The Canberra Hospital/ACT Health) for (research/clinical) matters.

Salary, Remuneration and Conditions:

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

Visiting Medical Officer: Negotiable

Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries.

Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$242,052 - \$294,520.



Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA), and Fellowship with the Royal College of Physicians. Possession of a higher research/public health degree or demonstrated significant progress towards achieving one is highly desirable.

Contact Officer: Dr Girish Talaulikar (02) 6244 2821

For academic enquiries, please contact Professor Nicholas Glasgow, Dean, ANU Medical School on (02) 6125 2622 or by email dean.medical.school@anu.edu.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

**Health Infrastructure and Planning  
Health Infrastructure Project Delivery**

**Project Director**

**Senior Officer Grade A \$127,557, Canberra (PN: 29038)**

Gazetted: 02 October 2014

Closing Date: 16 October 2014

Details: The Health Infrastructure Program (HIP) is a response to the need to expand and develop facilities to meet the future health care needs of the ACT and regional population. The program links infrastructure development to changes in the way services are delivered, harnessing new technologies and planning the workforce of the future to deliver services planned around our patients and in the most safe and efficient way. This position will be responsible for the delivery of identified projects (complex Tier 1 and Tier 2 under The Capital Framework) within the HIP. Reporting to the Program Director, the position will be responsible for the delivery of the project through design, construction, commissioning and defect liability period, inclusive of managing the ACT Health user interface with the Project Manager and Project Management Team, and directing and instructing the Project Manager on project related issues. As required, the position will manage staff to ensure deliverables of the project are met. The position will also contribute to, and prepare formal reports and submissions to ensure the effective governance of the project. To be successful in this role you will have extensive experience in construction and project management, be proactive, positive and be able to work well within a large diverse team.

Eligibility/Other Requirements: Must have either tertiary qualifications in a building related discipline or a building trade qualification with at least ten years of project management experience.

Notes: This position is temporary until June 2016. The successful candidate may be selected based on written application and referee reports. Work samples and other competency based assessment tools may be used as part of the selection process for this position.

- *The successful applicant may be required to be registered under the Working with Vulnerable People (Background Checking) Act 2011.*
- *To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.*
- *Employees of ACT Health have available to them salary packaging with fringe benefits, a tax-free threshold up to \$9095 is available.*
- *Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items.*
- *ACT Health also provides employees with the opportunity to utilise tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Relocation allowance is available to assist with relocation of successful candidates to Canberra.*
- *ACT Government employees enjoy excellent employment conditions; more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>*

**About our great city, Canberra, Australia's National Capital:** *Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities.*

*It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.*

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

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

Contact Officer: Carolyn Bartholomew (02) 6174 8034

**Canberra Hospital and Health Services**  
**Mental Health, Justice Health and Alcohol and Drug Services**  
**Alcohol and Drug Program**  
**Manager of Clinical Services**  
**Registered Nurse Level 4.2 \$113,699, Canberra (PN: 25150)**

Gazetted: 02 October 2014

Closing Date: 16 October 2014

Details: You are invited to submit your application for this exciting position as the Manager of Clinical Services for the Alcohol and Drug Services (ADS). This position is being advertised as permanent. To be successful in the role you will be need to be enthusiastic and have an understanding of the needs of clients with alcohol and other drug issues. You will be able to provide operational management for a multidisciplinary team and clinical management and leadership for nurses working within ADS. You will be expected to have sound change management skills and the ability to establish and maintain effective working relationships with a wide range of internal and external stakeholders. This position reports to the Director of the Alcohol and Drug Services.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Qualifications in management are desirable. Current driver's licence.

Notes:

- *The successful applicant may be required to be registered under the Working with Vulnerable People (Background Checking) Act 2011.*
- *To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.*
- *Employees of ACT Health have available to them salary packaging with fringe benefits, a tax-free threshold up to \$9095 is available.*
- *Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items.*
- *ACT Health also provides employees with the opportunity to utilise tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Relocation allowance is available to assist with relocation of successful candidates to Canberra.*
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Contact Officer: Jill Hughes (02) 6205 0947

**Health Infrastructure and Planning**  
**Health Services Planning**  
**Manager, Health Service Planning**  
**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 29709)**

Gazetted: 02 October 2014

Closing Date: 16 October 2014

Details: An opportunity exists for a suitably experienced candidate to join the ACT Health Services Planning Unit (HSPU) to lead the Strategic Health Planning Team. The HSPU delivers corporate and clinical strategic planning, as well as capital and facility planning for the ACT Health Directorate. The HSPU coordinates the development of the Health Directorate Clinical Services Plan, along with the service level plans and strategies that are aligned with it, and the Directorate Corporate Plan, with the Business Plan that cascades from it. The HSPU directly contributes to the ACT Health Infrastructure Program by undertaking capital and facility planning, including working with clinical divisions to develop Models of Care and Service Delivery. The HSPU also works with consumers and service providers to identify

health service needs, and analyses health status information, service activity, clinical trends and technology mapping to inform future services and capital planning. You will lead the Strategic Health Planning Team to ensure development, delivery and where relevant, the implementation of strategic health planning outputs that relate to the provision of health services in the ACT. These include but are not limited to health services plans, frameworks and strategies; business plans; feasibility studies; implementation plans; models of care and business cases. You will be a forward looking professional who can confidently engage with risk. You will build organisation capacity and responsiveness, guide develop and mentor team members and confidently contribute to advice, briefings and other material relating to key strategic health planning matters.

Eligibility/Other Requirements: Tertiary qualifications in health, management or a related discipline, and experience in a social policy or planning environment are both highly desirable. Knowledge of health service planning processes, issues, and developments in the health sector in Australia, and experience or qualification in project management is desirable.

**Notes:**

- *The successful applicant may be required to be registered under the Working with Vulnerable People (Background Checking) Act 2011.*
- *To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.*
- *Employees of ACT Health have available to them salary packaging with fringe benefits, a tax-free threshold up to \$9095 is available.*
- *Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items.*
- *ACT Health also provides employees with the opportunity to utilise tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Relocation allowance is available to assist with relocation of successful candidates to Canberra.*
- *ACT Government employees enjoy excellent employment conditions; more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>*

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Contact Officer: Matthew Richter (02) 6207 9143

**Health Infrastructure and Planning**

**Health Infrastructure Project Delivery**

**Project Director**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 33247, several)**

Gazetted: 02 October 2014

Closing Date: 16 October 2014

Details: The Health Infrastructure Program (HIP) is a response to the need to expand and develop facilities to meet the future health care needs of the ACT and regional population. The program links infrastructure development to changes in the way services are delivered, harnessing new technologies and planning the workforce of the future to deliver services planned around our patients and in the most safe and efficient way. The positions will be responsible for the delivery of identified projects (Tier 1 and simple Tier 2 under The Capital Framework) within the HIP. Reporting to the Program Director, the positions will be responsible for the delivery of the project through design, construction, commissioning and defect liability period, inclusive of managing the ACT Health user interface with the Project Manager and Project Management Team, and directing and instructing the Project Manager on project related issues. As required, the positions will manage staff to ensure deliverables of the project are met. The positions will also contribute to, and prepare formal reports and submissions to ensure the effective governance of the project. To be successful in this role you will have extensive experience in construction and project management, be proactive, positive and be able to work well within a large diverse team.

Eligibility/Other Requirements: Must have either tertiary qualifications in a building related discipline or a building trade qualification, and/or at least five years of building related project management experience.

Notes: These positions are temporary until June 2016. The successful candidates may be selected based on written application and referee reports. Work samples and other competency based assessment tools may be used as part of the selection process for this position.

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- *To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.*
- *Employees of ACT Health have available to them salary packaging with fringe benefits, a tax-free threshold up to \$9095 is available.*
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Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will be used to assess all applications for this positions.

Contact Officer: Carolyn Bartholomew (02) 6174 8034

## **Director General Reports**

### **Population Health**

#### **Health Protection Services**

##### **Project Manager Immunisation Strategy**

##### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 17543)**

Gazetted: 02 October 2014

Closing Date: 9 October 2014

Details: Applications are sought from suitably qualified and experienced candidates to fill a Senior Officer Grade C position within the Communicable Disease Control Section of Health Protection Service. The role will implement the actions in the ACT Immunisation Strategy and report on performance indicators and achievements and evaluate strategy outcomes. The successful applicant must possess highly developed communication skills, both written and verbal, have strong liaison skills and demonstrate a proven ability to establish priorities to effectively achieve outcomes.

Notes: This is a full-time temporary position available until December 2016.

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Contact Officer: Carolyn Banks (02) 6205 8702

## **Health Infrastructure and Planning**

### **Health Services Planning**

#### **Services Planning Officer**

#### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 30393, several)**

Gazetted: 02 October 2014

Closing Date: 16 October 2014

Details: Opportunities exist for suitably experienced candidates to join the ACT Health Services Planning Unit (HPSU) as Services Planning Officers. The HPSU delivers corporate and clinical strategic planning, as well as capital and facility planning for the ACT Health Directorate. The HPSU coordinates the development of the Health Directorate Clinical Services Plan, along with the service level plans and strategies that are aligned with it, and the Directorate Corporate Plan, with the Business Plan that cascades from it. The HPSU directly contributes to the ACT Health Infrastructure Program by undertaking capital and facility planning, including working with clinical divisions to develop Models of Care and Service Delivery. The HPSU also works with consumers and service providers to identify health service needs, and analyses health status information, service activity, clinical trends and technology mapping to inform future services and capital planning. As part of the Strategic Health Planning Team, you will analyse and assess service data and information, contribute and lead the development of health service plans, health planning unit briefs, facility concept design processes, models of care, asset strategic planning processes and provide advice to service delivery units and other stakeholders. To be successful in this role, you will be a positive and proactive officer who displays the highest order communication skills, is able to confidently engage with information and data, is resilient, adaptable and demonstrates an ability to manage change and deal with uncertainty.

Eligibility/Other Requirements: Tertiary qualifications in health, health management or a related discipline, and experience in a social policy or planning environment are desirable.

Notes: These positions are temporary until June 2016. The successful candidates may be selected based on written application and referee reports. Work samples and other competency based assessment tools may be used as part of the selection process for this position. These positions are full-time, requests for part-time hours will be considered.

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Contact Officer: Matthew Richter (02) 6207 9143 or Melissa Burton (02) 6205 8612

## **Canberra Hospital and Health Services**

### **Surgery, Oral Health and Imaging**

## **Dental Health Program**

### **Operational Development Project Manager**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 28863)**

Gazetted: 02 October 2014

Closing Date: 9 October 2014

Details: The ACT Dental Health Program is seeking a committed, dynamic and innovative Operational Development Project Manager. The ACT Dental Health Program provides oral health services to eligible adults and children within a multidisciplinary healthcare team across various locations in Canberra. The successful applicant should have an understanding of developing, leading and managing a multidisciplinary team ensuring that financial, human and material resources are utilised to maximum effect in achieving contract and business plan targets.

Note: This is a full-time temporary position available until June 2015 with the possibility of extension. Selection for this process 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.*

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

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Contact Officer: Sanja Fokas (02) 6205 0975

## **Health Infrastructure and Planning**

### **Health Services Planning**

#### **Planning Officer**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 20521)**

Gazetted: 02 October 2014

Closing Date: 16 October 2014

Details: The Health Infrastructure Program (HIP) is a response to the need to expand and develop facilities to meet the future health care needs of the ACT and regional population. The program links infrastructure development to changes in the way services are delivered, harnessing new technologies and planning the workforce of the future to deliver services planned around our patients and in the most safe and efficient way. An opportunity exists for a suitably experienced candidate to join the ACT Health Services Planning Unit (HSPU) as a Planning Officer. The HSPU delivers corporate and clinical strategic planning, as well as capital and facility planning for the ACT Health Directorate. The HSPU coordinates the development of the Health Directorate Clinical Services Plan, along with the service level plans and strategies that are aligned with it, and the Directorate Corporate Plan, with the Business Plan that cascades from it. The HSPU directly contributes to the ACT Health Infrastructure Program by undertaking capital and facility planning, including working with clinical divisions to develop Models of Care and Service Delivery. The HSPU also works with consumers and service providers to identify health service needs, and analyses health status information, service activity, clinical trends and technology mapping to inform future services and capital planning. As part of the Strategic Health Planning Team, you will analyse and assess service data and information, contribute to health service plans, Health Planning Unit briefs, facility concept design processes, asset strategic planning processes and provide advice to service delivery units and other stakeholders. To be successful in this role, you will have: Well developed research and

data analysis skills applicable to health services planning. Experience in and an understanding of health planning issues and processes. Sound communication skills, including the ability to negotiate, network and work collaboratively. The ability to manage deadlines and coordinate a variety of projects simultaneously.

Note: Selection for this position may be based on written application and referee reports only. This is a temporary position available until June 2016.

- *The successful applicant may be required to be registered under the Working with Vulnerable People (Background Checking) Act 2011.*
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Contact Officer: Melissa Burton (02) 6205 8612

## **Canberra Hospital and Health Services**

### **Clinical Support Services**

#### **Biomedical Engineering**

#### **Operations Manager**

**Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 21568)**

Gazetted: 02 October 2014

Closing Date: 16 October 2014

Details: Applications are invited for a Health Professional to join a dynamic, progressive and enthusiastic team within Biomedical Engineering Section of Clinical Support Services of ACT Health. Biomedical Engineering Department provides leadership, consultation and advice in the matters relating to patient safety, clinical equipment, technology assessment and patient treatment areas to the clinical stakeholders and clients of ACT Health. The Department ensures all technology investments provide value for money to ACT Health. The successful candidate will be a motivated team player with good communication and management skills. The position is permanent.

Eligibility/Other Requirements: An approved Technical or Professional Engineering qualification or equivalent relevant training and experience. Extensive experience in Biomedical Engineering of at least six years with at least two years at senior level of responsibility is highly desirable. Management and leadership experience or qualification is desirable.

Note:

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Contact Officer: Phillip Thorburn (02) 6244 4496

## Canberra Hospital and Health Services

### Medicine

#### Chronic Disease

#### Obesity Management Service Coordinator

#### Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 25319)

Gazetted: 02 October 2014

Closing Date: 16 October 2014

Details: Senior Allied Health Professional with a special interest in chronic disease management. The Obesity Management Service Coordinator is a permanent full-time position. We are looking for a senior allied health professional with the experience to lead our new and dynamic multi-disciplinary team. Located in the Belconnen Community Health Centre (BCHC), the successful applicant will have excellent communication skills; quality improvement and research skills; community development experience and the ability to work flexibly. The position reports to the Director of Chronic Disease Management and senior discipline specific allied health professional support will be provided as appropriate.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in a relevant Allied Health positions such as Physiotherapy, Occupational Therapy, Exercise Physiology, or Dietetics, with current unconditional registration with the Australian Health Practitioner Regulation Agency (AHPRA) where applicable and/or eligibility for membership of the appropriate professional organisation. A current driver's licence.

Note:

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Contact Officer: Jennie Yaxley (02) 6205 0165

## Canberra Hospital and Health Services

### Medicine

#### Clinical

#### Clinical Development Nurse



**Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 29949)**

Gazetted: 02 October 2014

Closing Date: 9 October 2014

Details: Applications are invited from suitably qualified Registered Nurses for the position of Clinical Development Nurse (CDN) for Ward 6A. The successful applicant will facilitate the clinical teaching of staff and assist the Clinical Nurse Consultant (CNC) with education, quality improvement and support of staff in a variety of areas.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse. Working towards or holds relevant qualifications either at a certificate or postgraduate level desirable.

Notes:

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Contact Officer: Tracey Duggan (02) 6244 2731

**Director General Reports**

**Financial Management**

**Revenue and Financial Support**

**Assistant Manager, Patients Accounts Office**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 20921)**

Gazetted: 02 October 2014

Closing Date: 9 October 2014

Details: Applications are sought from dynamic and experienced individuals to fill the role of Assistant Manager of the Patients Accounts Office. The Patient Accounts Office is part of the Revenue and Financial Services Unit and is responsible for a diverse range of hospital billing, including debt recovery and the completion of the Private Practice Trust bank reconciliation. As there is a range of systems utilised such as Platypus Billing, ACTPAS and Oracle, a high degree of proven IT skills will be required. The role will also require skills in project and people management, resource allocation and problem solving as well as financial and accounting knowledge. This role assists the Manager in the overall management of the team and work outputs, with particular responsibility for Bank Reconciliations. The Assistant Manager will work in conjunction with the Billing and System Administrators in monitoring billing and system issues.

Eligibility/Other Requirements: Progression towards Accounting and/or a Business Management qualification would be of benefit, however is not essential.

Notes: This is a temporary position available until June 2015 and is located in Curtin ACT.

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

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Contact Officer: Karen Ross (02) 6205 1479

## Director General Reports

### Population Health

### Health Protection Services

### Immunisation Promotion Officer

### Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 34442)

Gazetted: 02 October 2014

Closing Date: 9 October 2014

Details: Applications are sought from suitably qualified and experienced candidates to fill an Administrative Services Officer Class 6 position within the Communicable Disease Control Section of Health Protection Service. The role is responsible for working with stakeholders to identify, develop and implement strategies to increase immunisation rates especially in 'at risk' groups. The successful applicant must possess highly developed communication skills, both written and verbal, have strong liaison skills and demonstrate a proven ability to establish priorities to effectively achieve outcomes.

Notes: This is a full-time temporary position available until October 2017.

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

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Contact Officer: Carolyn Banks (02) 6205 8702

## Director General Reports

### Office of the Director General

### Internal Audit

### Senior Internal Auditor

#### Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 15722)

Gazetted: 02 October 2014

Closing Date: 16 October 2014

Details: Applications are sought from suitable applicants for the position of Senior Internal Auditor in the ACT Health, Internal Audit and Risk Management team.

Eligibility/Other Requirements: Proficiency across the Microsoft Office Suite. More than five years audit experience and tertiary qualifications (or study towards) either accounting or commerce are highly desirable

Note:

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Contact Officer: Christopher Borg (02) 6205 4687

### Strategy and Corporate

#### Business and Infrastructure

#### Business Support and Development

#### TRIM Administrator / Assistant Manager

#### Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 11416)

Gazetted: 02 October 2014

Closing Date: 9 October 2014

Details: We are seeking a self motivated experienced person, who will work in collaboration with the Manager of Records Management to oversee the delivery of the ACT Health's Record Management Program. The successful applicant will be responsible for managing the ACT Health Electronic Records Management System in the capacity of a systems administrator, by overseeing the creation and maintenance of paper based and electronic records in accordance with the *Territory Records Act 2002* and assisting in the development of standards, policies, training plans and guidelines to support best practice recordkeeping within government. This position is located at the ACT Health Records Management, Mitchell and will work across all areas of ACT Health.

Eligibility/Other Requirements: A current driver's licence. A willingness to acquire a Certificate IV in Workplace Training and Assessment would be desirable. The successful applicant will have a demonstrated knowledge of, and proven experience in records management, practices and systems, in particular the Total Record Information System (TRIM).

Notes:

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Contact Officer: Sharleen Wyer (02) 6205 0695

## Canberra Hospital and Health Services

### Surgery and Oral Health

#### Dental Health Program

#### Principal Dental Assistant, Northside

#### Principal Dental Assistant \$63,917, Canberra (PN: 20546, several)

Gazetted: 02 October 2014

Closing Date: 9 October 2014

Details: The ACT Dental Health Program is seeking committed, dynamic and innovative Principal Dental Assistants. The ACT Dental Health Program provides oral health services to eligible adults and children within a multidisciplinary healthcare team across various locations in Canberra. The successful applicants should have an understanding of oral health service delivery within the public sector.

Eligibility/Other Requirement: Possession of a recognised Dental Assistant qualification. Considerable experience in and knowledge of current dental procedures. Knowledge and understanding of Occupational Health and Safety and Equity and Diversity principles and practices.

Notes: One permanent full-time position and one temporary part-time position working four days per week until June 2015 are available. Please note that the selection may be based on written application and referee reports only.

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Contact Officer: Sanja Fokas (02) 6205 0975

## Canberra Hospital and Health Services

### Surgery Oral Health and Imaging

#### Surgical Administration

**Personal Assistant**

**Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 25066)**

Gazetted: 02 October 2014

Closing Date: 9 October 2014

Details: A temporary vacancy exists for a Personal Assistant to the Director of Nursing for the Division of Surgery and Oral Health and the Division of Critical Care. The successful applicant will be required to manage and maintain multiple appointment diaries, prepare and take minutes, draft and prepare correspondence as necessary and receive and screen incoming phone calls.

Note: This is a temporary position for the period 17 October 2014 until 7 July 2015. Selection may be based on application and one referee report only.

- *The successful applicant may be required to be registered under the Working with Vulnerable People (Background Checking) Act 2011.*
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*For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>*

Contact Officer: Melissa Warylo [melissa.warylo@act.gov.au](mailto:melissa.warylo@act.gov.au) or Nicole Burke [nicole.burke@act.gov.au](mailto:nicole.burke@act.gov.au) (02) 6244 4175

**Canberra Hospital and Health Services**

**Clinical Support Service**

**Biomedical Engineering**

**Front Line Support Officer NICU**

**Technical Officer Level 3 \$61,148 - \$69,377, Canberra (PN: 29241)**

Gazetted: 02 October 2014

Closing Date: 16 October 2014

Details: We are seeking an energetic, self motivated individual to fill the role of Front Line Support Officer in the busy Neonatal Intensive Care Unit (NICU) Department at the Canberra Hospital. This position reports to Biomedical Engineering Operations Manager and Assistant Director of Nursing in the NICU 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 NICU Department.

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

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.*
- *Employees of ACT Health have available to them salary packaging with fringe benefits, a tax-free threshold up to \$9095 is available.*
- *Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items.*

- ACT Health also provides employees with the opportunity to utilise tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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

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Contact Officer: Alan Ringland (02) 6244 3816

## **Canberra Hospital and Health Services**

### **Surgery, Oral Health and Imaging**

#### **Medical Imaging**

#### **Front Reception Clerk**

#### **Administrative Services Officer Class 2 \$49,189 - \$54,315, Canberra (PN: 28679)**

Gazetted: 02 October 2014

Closing Date: 9 October 2014

Details: Under general direction provide reception and clerical services to patients attending the section. As required, make appointments and provide relevant information. Receive and screen incoming phone calls, answer queries and take appropriate action.

Eligibility/Other Requirements: Knowledge of medical terminology would be an advantage. Current driver's licence.

Note: An order of merit will be formed from this selection process and may be utilised to fill any full-time permanent, temporary or casual positions (at level), which may occur within the following 12 months. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Applicants must provide two written referee reports which address the Selection Criteria. Selection may be based on application and referee comments only and interviews may not be held.

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

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

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

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

- ACT Health also provides employees with the opportunity to utilise tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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Contact Officer: Jeannie Dumbrell (02) 6244 2159

## **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)**

**Office of the Director-General  
Executive Assistant**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 25225)**

Gazetted: 01 October 2014

Closing Date: 15 October 2014

Details: The successful applicant will be required to provide high level administrative and secretarial support to the Director-General including the management of incoming correspondence, screening/classifying of calls, preparation of draft correspondence/reports/statistics, arrange travel, word processing, spreadsheet creation/maintenance, diary management and attend appropriately to enquiries relating to the Executive's functions. They will give secretariat support to a number of working committees including preparation of agenda and the taking/transcribing of minutes along with carrying out minor projects when required. Part of this role is to manage a small team of Executive Assistants and maintain effective liaison between other offices within Justice and Community Safety (JACS), other directorates and external organisations.

Contact Officer: Danielle Krajina (02) 6207 4813 [danielle.krajina@act.gov.au](mailto:danielle.krajina@act.gov.au)

**ACT Corrective Services**

**Business Policy and Coordination  
Policy and Government**

**Indigenous Services and Cultural Diversity Senior Policy Officer**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 43036)**

Gazetted: 26 September 2014

Closing Date: 10 October 2014

Details: The Justice and Community Safety Directorate is seeking a motivated, hard-working person to undertake a key Policy Officer position in ACT Corrective Services. The person will assist with the development of policies and programs and provide advice in addressing issues of Aboriginal and Torres Strait Islander and broader cultural diversity in the delivery of corrective services. The successful applicant will have demonstrated an understanding of the issues faced by Aboriginal and Torres Strait Islander people in the criminal justice system and have strong and accepted links with the Aboriginal and Torres Strait Islander communities in the ACT. The successful applicant must also demonstrate strong writing skills as the preparation of briefs, correspondence and policy papers is central to the position. The relative size of both the ACT Government and its Corrective Services agency means that the successful applicant will have a real influence in service delivery to Aboriginal and Torres Strait Islander clients.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field, eg: Law, Criminology, Social Sciences would be an advantage. The successful candidate will be required to undergo a criminal record check. This is a designated position and is only open to Aboriginal and Torres Strait Islander people.

Notes: Applicants must identify as an Aboriginal or Torres Strait Islander person (*s42, Discrimination Act 1991*). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

Contact Officer: Anthony Malone (02) 6207 0023 [anthony.malone@act.gov.au](mailto:anthony.malone@act.gov.au)

**Office of Regulatory Services**

**Registrations and Fair Trading**

**Background Screening - Working With Vulnerable People**

**Business Unit Manager**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 21139)**

Gazetted: 25 September 2014

Closing Date: 2 October 2014

Details: Under limited direction of the Senior Manager: Manage and supervise staff as required and provide training where necessary. Issue and monitor work flows and report on activities and outcomes. Assist the Senior Manager to achieve outcomes through designated programs and maintaining the ACT's statutory obligations under legislation. Represent the Office at meetings, seminars, working parties and conferences relating to the unit's functions. Provide a high-level of customer service in accordance with the functions and responsibilities of the unit. Perform more complex applications in relation to the licences, registrations and permits, liaising where appropriate with officers of the other departments and agencies. Where required, conduct investigations and inquiries, and audit records and returns under various legislation administered by the office. Where appointed or delegated, exercise the functions of a decision-maker or an inspector or investigator under the various Acts of the Office of Regulatory Services. Maintain records in accordance with the *Territory Records Act 2002*. Assist in the management of the Office of Regulatory Services to ensure objectives are met.

Eligibility/Other Requirements: Occupant of this position may be required to rotate throughout other positions at the same classification within Registration and Client Services. Current driver's licence desirable. Relevant tertiary qualifications an advantage.

Notes: This is a temporary position available for a period of six months with the possibility of extension. 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\\_wvvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp).

Contact Officer: Keith Ward (02) 6207 1921 keith.ward@act.gov.au

## **Legislation Policy and Programs**

### **Civil Law**

#### **Senior Legal Policy Officer**

**Legal 1 \$54,415 - \$111,570, Canberra (PN: 03208, several)**

Gazetted: 01 October 2014

Closing Date: 13 October 2014

Details: The Civil Law Team in Legislation, Policy and Programs is seeking applications for permanent Legal 1 positions, starting from the Legal 1.8 increment (\$89,786). The Civil Law Team administers a wide range of legislation and provides legal policy advice across a wide range of areas, including courts and tribunals, property law, relationship laws, public law, privacy and human rights. These positions will be required to project manage a number of projects and may be required to supervise staff from time to time. They will also be expected to contribute to the strategic direction of the team.

Eligibility/Other Requirements: A degree in Laws of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Director-General, is appropriate to the duties of the office is essential. Experience in developing legislation and an understanding of, or the ability to quickly acquire an understanding of a wide range of civil law and human rights law matters are highly desirable. Experience in the area of administration of justice will be well regarded.

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

## **Legislation, Policy and Programs**

### **Civil Law**

#### **Senior Policy Officer**

**Legal 1/Senior Officer Grade C \$54,415 - \$111,570, Canberra (PN: 42986, several)**

Gazetted: 01 October 2014

Closing Date: 15 October 2014

Details: The Civil Law Team in Legislation, Policy and Programs is seeking applications for two Senior Policy Officers. The Civil Law Team administers a wide range of legislation and provides legal policy advice in a wide range of areas, including courts and tribunals, residential tenancies, unit titles, relationship laws, privacy and human rights. Expressions of interest are sought from people who are able to demonstrate high level skills in the areas of legal policy and development of legislation.



Eligibility/Other Requirements: A degree in Laws of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Director-General, is appropriate to the duties of the office is highly desirable. Experience in developing legislation and an understanding of, or the ability to quickly acquire an understanding of, a wide range of civil law and human rights law matters are highly desirable. Experience in the area of administration of justice and/or property law will be well regarded.

Notes: These are temporary positions available until 30 June 2015 with the possibility of a 12 month extension. These positions are available at either the Legal 1 or Senior Officer Grade C classification dependent on the qualifications of the successful applicant.

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

### **Office of the Legislative Assembly**

#### **Hansard, Technology and Library**

##### **Senior Editor**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 502)**

Gazetted: 30 September 2014

Closing Date: 9 October 2014

This position provides the opportunity for an experienced Hansard editor to manage the production and publication of Legislative Assembly and committee transcripts. To be successful you will need to demonstrate your ability to deliver exceptional and impartial client services and your experience in using automated systems to provide electronic information services.

Note: This is a temporary position available for a period of 12 months. This position is being re-advertised.

Contact Officer: Val Barrett (02) 6205 0126 val.barrett@parliament.act.gov.au

Applications can be forwarded to: Office of the Legislative Assembly C/-Recruitment - Corporate Services GPO Box 1020 Canberra ACT 2601 OLARecruitment@parliament.act.gov.au

#### **Chamber Support**

##### **Notice Paper and Project Officer**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 202)**

Gazetted: 30 September 2014

Closing Date: 9 October 2014

Details: Chamber Support provides procedural, research, writing and support to the Legislative Assembly, the Speaker and staff of the Office of the Legislative Assembly. The Notice Paper and Project Officer works independently on a number of tasks at one time, providing high level and timely support services to the Deputy Clerk and Serjeant-at-Arms.

Eligibility/Other Requirements: An understanding of parliamentary practice and procedure or potential to develop this quickly is important.

Notes: This is a temporary vacancy available October 2014 to April 2015. As this is a temporary position the engagement of an employee from outside the ACTPS is only considered if there is no suitable permanent officer available to undertake the required duties.

Contact Officer: Max Kiermaier (02) 6205 0171 max.kiermaier@parliament.act.gov.au

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than (two) 2 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: OLARecruitment@parliament.act.gov.au

### **Territory and Municipal Services**

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

## **Roads and Public Transport**

### **Public Transport**

#### **ACTION Workshop**

##### **Apprentice**

**EAPY 1.1 - EAPY 4G \$24,909 - \$55,483, Canberra (PN: TPA112, several)**

Gazetted: 26 September 2014

Closing Date: 10 October 2014

Details: Actively participate in the training and development as an Apprentice to obtain a Heavy Vehicle Trade Certificate. Meet the requirements of the appropriate CIT course, including completion of modules and attendance. Under supervision or in a team environment, undertake training to carry out maintenance and/or repair activities to the full range of Fleet vehicles owned and operated by ACTION. Knowledge or experience in vehicles or mechanical maintenance.

Eligibility/Other Requirements: Hold current driver's licence or obtain a licence. Year 10 to Year 12 Certificate or equivalent is desirable.

Notes: Selected applicants will be required to undertake a literacy and numeracy assessment as part of the selection process.

Contact Officer: Matthew Halls 0401 298 842 [matthew.halls@act.gov.au](mailto:matthew.halls@act.gov.au)

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

## **APPOINTMENTS**

### **Chief Minister and Treasury**

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

Alexandria Ng 836-13207, Section 68(1), 24 September 2014

### **Environment and Planning**

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

Tina Gioffre 835-70163, Section 68(1), 23 September 2014

### **Health**

**Health Service Officer Level 10 \$70,913 - \$81,460**

Brett Darby 844-80100, Section 68(1), 30 September 2014

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

Reza Ebrahimi 844-80223, Section 68(1), 30 September 2014

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

Melissa Greck 843-91036, Section 68(1), 2 October 2014

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

Hazel Hunt 844-80290, Section 68(1), 26 September 2014

**Assistant in Nursing \$45,381 - \$46,917**

George Joseph 844-32571, Section 68(1), 29 September 2014

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

Louise Vella Jurd 844-80354, Section 68(1), 30 September 2014

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

Freya Waddington 844-80215, Section 68(1), 30 September 2014

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

Yi Wei 844-80127, Section 68(1), 30 September 2014

**Justice and Community Safety**

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

Jiapeng Chen 836-10911, Section 68(1), 20 October 2014

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

Timothy Wells 817-34881, Section 68(1), 30 September 2014

**Territory and Municipal Services**

**Bus Operator - Training \$61,461**

Stephen Cheney 844-76929, Section 68(1), 26 September 2014

**Bus Operator - Training \$61,461**

Dean Hudson 844-77112, Section 68(1), 26 September 2014

**Bus Operator - Training \$61,461**

Joong Hwang 844-76953, Section 68(1), 26 September 2014

**Bus Operator - Training \$61,461**

Christopher McKell 844-77024, Section 68(1), 26 September 2014

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

Vivien McLeary 844-77331, Section 68(1), 29 September 2014

**Bus Operator - Training \$61,461**

Ben Murphy 844-76937, Section 68(1), 26 September 2014

**Bus Operator - Training \$61,461**

Kerriann Ryan 844-76988, Section 68(1), 26 September 2014

**Bus Operator - Training \$61,461**

Michael Webb 844-77198, Section 68(1), 26 September 2014

**Bus Operator - Training \$61,461**

Paul Williams 844-76910, Section 68(1), 26 September 2014

## TRANSFERS

### Health

#### **Wing Liu: 844-79951**

From: Registered Nurse Level 1 \$58,989 - \$78,799  
Calvary Health Care ACT (Public)  
To: Registered Nurse Level 1 \$58,989 - \$78,799  
Health, Canberra (PN. 22511) (Gazetted 7 August 2014)

#### **Method Muvivi: 844-80557**

From: Registered Nurse Level 2 \$81,918 - \$86,823  
Calvary Health Care ACT (Public)  
To: Registered Nurse Level 2 \$81,918 - \$86,823  
Health, Canberra (PN. 22687) (Gazetted 7 August 2014)

#### **Natalie Woodbridge: 260-33388**

From: Registered Nurse Level 2 \$81,918 - \$86,823  
Health  
To: Registered Nurse Level 2 \$81,918 - \$86,823  
Health, Canberra (PN. 16703) (Gazetted 21 August 2014)

## PROMOTIONS

### Chief Minister, Treasury and Economic Development

#### **Economic and Financial Group Financial Framework Management and Insurance Insurance**

#### **David James Ferguson: 820-84251**

From: Legal 1 \$54,415 - \$111,570  
Justice and Community Safety  
To: †Senior Officer Grade B \$109,831 - \$123,642  
Chief Minister, Treasury and Economic Development, Canberra (PN. 34277) (Gazetted 29 July 2014)

### Community Services

#### **Service Strategy and Community Building Office for Aboriginal and Torres Strait Islander Affairs Bryanne Beltrami: 836-55888**

From: Administrative Services Officer Class 2 \$49,189 - \$54,315  
Health  
To: Administrative Services Officer Class 4 \$61,874 - \$66,997  
Community Services, Canberra (PN. 33337) (Gazetted 22 July 2014)

**Service Strategy and Community Building  
Office for Aboriginal and Torres Strait Islander Affairs  
Ashley Johnson: 821-14377**

From: Administrative Services Officer Class 2 \$49,189 - \$54,315  
Community Services

To: Administrative Services Officer Class 4 \$61,874 - \$66,997  
Community Services, Canberra (PN. 34349) (Gazetted 23 July 2014)

**Health**

**Canberra Hospital and Health Services**

**Medicine**

**Renal**

**Krishna Karpe: 788-08093**

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

To: Senior Staff Specialist \$199,231  
Health, Canberra (PN. 12864)

Note: This promotion is from a non-advertised vacancy in accordance with Process for promotion from Specialist to Senior Specialist Guidelines.

**Director General Reports**

**Office of the Director General**

**ACT Bone Bank**

**Paul McLauchlan: 771-93453**

From: Registered Nurse Level 3.1 \$93,917 - \$97,782  
Health

To: †Registered Nurse Level 3.2 \$106,172  
Health, Canberra (PN. 18962) (Gazetted 14 August 2014)

**Canberra Hospital and Health Services**

**Clinical Support Service**

**Acute Support Service**

**Bethaney Wagg: 834-52490**

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. 28779) (Gazetted 14 August 2014)