



ACT Government Gazette

Gazetted Notices for the week beginning 11 December 2014

EEXECUTIVE NOTICES

Territory and Municipal Services

Contract Cessation

Christopher Ware – Director, ACT NoWaste (E661) – 31.07.2014

VACANCIES

Calvary Health Care ACT (Public)

Nursing

Learning and Development Unit

Nursing

Learning and Education Manager

Registered Nurse Level 4 \$106,172 - \$121,218, Canberra (PN: 7340)

Gazetted: 11 December 2014

Closing Date: 6 January 2015

Calvary Health Care Bruce is operated by the Little Company of Mary group and is a 220 bed public hospital on the north side of Canberra. Calvary Health Care Bruce is looking for an enthusiastic, motivated and driven Registered Nurse to manage and lead its' Education and Learning team. The position is a Registered Nurse Grade 4.1 and works across the hospital within a multidisciplinary team of like minded health professionals to provide education and learning opportunities for the staff of the Calvary Health Care Bruce public hospital. You will be registered with the Nursing and Midwifery Board of Australia as Registered Nurse Division 1. You will have post graduate qualifications at Masters Level in Nursing Education or equivalent. You will be able to demonstrate relevant and current knowledge in the provision of education and learning modalities across an organisation such as Calvary Health Care Bruce. You will also have demonstrated leadership and clinical education knowledge and practice, with a consumer centred focus and a demonstrated understanding of the philosophy of the Little Company of Mary Health Care. You will have the ability to apply it practically in education, planning, resource and people management. You will also have experience and a track record of delivering high quality education, teaching and learning opportunities in a blended learning modality. You will develop a learning and capacity building culture through the development of educational activities for nurses and midwives. You will be able to leverage opportunities for inter professional education. You have a demonstrated ability to identify research and audit opportunities and to support design and implementation of learning and development opportunities.

Applicants are expected to respond in writing and include the following:

1. Statement addressing the selection criteria (The selection criteria can be found in the Position Description. The response must be maximum 300 words per criteria)
2. A copy of their current resume
3. Names and contact details (including a contact phone number) for 2 professional referees

Eligibility/Other Requirements: Must have appropriate work rights must address the selection criteria.

Note: Calvary Health Care Bruce is a smoke free campus Aboriginal and Torres Strait Islander people are encouraged to apply

Contact Officer: Contact: Hamish Jeffrey (02) 6264 7073 hamish.jeffrey@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

Technology and Design

Engineering and ICT Infrastructure

Laboratory Manager

Technical Officer Level 4 \$74,098 - \$84,803, Canberra (PN: 32382)

Gazetted: 12 December 2014

Closing Date: 19 December 2014

Details: Work independently with limited supervision while maintaining the Centre's specialist teaching areas as well as the flexible learning Centres. Diagnose/analyse and provide suitable solutions to issues in the specialist teaching areas. Undertake complex building, installation, testing and maintenance tasks to support the IT specialist teaching areas, work with outside contractors and service providers. Undertake the procurement and maintenance of the specialist teaching equipment in accordance with CIT policies and actively monitor and review the ongoing operation of the specialist teaching equipment areas and recommend appropriate actions to the Centre's management team.

Eligibility/Other Requirements: Mandatory: Diploma of Information Technology or higher. Desirable: Minimum two years experience maintaining a technical environment.

Contact Officer: Jillian Patton (02) 6207 3391 jillian.patton@cit.edu.au

Technology and Design

Building, Construction and Spatial Information

Building and Construction Management Teacher

Teacher Level 1 \$65,460 - \$87,344, Canberra (PN: 16743)

Gazetted: 16 December 2014

Closing Date: 23 December 2014

Details: A position has become available in the Building and Technology College for a Building and Construction Management Teacher. Teach the exciting and challenging role of management in this dynamic and ever changing industry using your industry experience, knowledge and qualifications. Teach as required by the Head of Department up to the number of hours prescribed in the relevant industrial award. Counsel and advise students on their program of study and other issues relevant to their effective participation in courses offered by program area. Develop individually and as a team curricula including educational resource material and assessment procedures for new and existing programs. Set and mark examinations, maintain student records including complete and detailed records of relevant student assessments and performance. Perform educational and administrative tasks, meetings, open and trade days and other incidental duties as directed by the Head of Department.

Eligibility/Other Requirements: New Teachers at Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) within twelve months of engagement. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning and Development (or equivalent). In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 - 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Diploma of Building and Construction (Building) and Diploma of Building and Construction (Management) tertiary qualifications or equivalent appropriate to the teaching of Building and Construction.

Note: This is a part-time position of 29.40 hours per week. This is a temporary position available until 1 January 2019.

Contact Officer: Noel Hamey (02) 6207 4161 noel.hamey@cit.edu.au

CIT Technology and Design

Software, Library and Maths

Administrative Support

Administrative Services Officer Class 2/3 \$49,189 - \$59,980, Canberra (PN: 54031)

Gazetted: 15 December 2014

Closing Date: 29 December 2014

Details: Attend to routine enquiries from staff, students, prospective students and community and industry personnel. Use initiative to apply guidelines, work practices and procedures to seek resolutions, enter data into local information systems, files, data based and student enrolment systems. Provide general administrative support to the Department/College/Institute.

Eligibility/Other Requirements: Desirable: Minimum of Certificate III in Business Administration or equivalent or higher Business Administration qualification.

Notes: This position is offered as a two year contract 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: Jillian Patton (02) 6207 3391 jillian.patton@cit.edu.au

Chief Minister, Treasury and Economic Development

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

Land Development and Corporate

City to the Lake

Senior Manager

Senior Officer Grade A \$127,557, Canberra (PN: 34435)

Gazetted: 16 December 2014

Closing Date: 23 December 2014

Details: The position of Senior Manager, City to the Lake is responsible for the infrastructure planning and delivery of sporting and/or leisure facilities for the City to the Lake project. The Senior Manager will be responsible for project management while monitoring and controlling time, cost and risk. As the Senior Manager you the proven ability to provide high quality reporting and advice including financial reports and briefs, the ability to review technical content of submissions for adequacy, compliance and fitness for purpose. As a Senior Manager, you will be have proven project management experience of complex sport infrastructure projects including the ability to oversee, direct, manage risk and coordinate procurement related works. Demonstrated high level procurement, project and contract management skills is preferred.

Candidates for this position should have an understanding of the sport/leisure industry with a particular focus on the planning and delivery of sporting facilities is desirable.

Note: This is a Temporary vacancy available asap to 29 May 2015.

How to Apply: Please submit an EOI of no more than two pages detailing your experience and skills and using the Selection Criteria as a guide. Submit this and a current CV/resume. Applicants may be assessed on application only.

Application should to sent to: pamela.roncon@act.gov.au

Arts, Business, Events, Sport and Tourism

Innovation, Trade and Investment

Innovation

Project Officer

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 35010)

Gazetted: 12 December 2014

Closing Date: 19 December 2014

Details: As a Project Officer you will assist in the development of high quality policy advice and analysis. You will also be responsible for the administration of the Innovation Connect grant program and activities related to the CBR Innovation Network. The successful applicant will ideally have good customer service skills, highly developed written and oral communication skills and will be required to be organised, flexible, adaptable, self starting and a team player. Experience in grant administration is desirable.

Notes: This is a temporary vacancy available 19 January 2015 to the 19 July 2015 with the possibility of extension. Successful applicant may be selected on application and referee reports only.

Contact Officer: Brent Chick (02) 6207 7215 brent.chick@act.gov.au

Arts, Business, Events, Sport and Tourism

Innovation, Trade and Investment

Innovation

Project Officer

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 35005)

Gazetted: 12 December 2014

Closing Date: 19 December 2014

Details: As a Project Officer you will assist in the development of high quality policy advice and analysis. You will research complex strategic digital and policy issues and work closely with other ACT Government agencies and provide advice on intergovernmental policy matters. You will also support a range of projects relating to Digital Canberra and assist in their delivery including attending project management meetings, site visits and scoping for future projects. You will assist in the development of briefings and correspondence on Ministerial and Cabinet business and undertake other duties and functions where appropriate.

Notes: This is a temporary vacancy available 19 January 2015 to the 19 July 2015 with the possibility of extension. The successful applicant may be selected on application and referee reports only.

Contact Officer: Mark Lightfoot (02) 6205 5346 mark.lightfoot@act.gov.au

Shared Services ICT

Business Application Management

Health ICT

Critical System - Systems Administrator

Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 23380)

Gazetted: 17 December 2014

Closing Date: 2 January 2015

Details: The Shared Services ICT Health Directorate Team is currently seeking expressions of interest from suitably experienced personnel for a Systems Administrator role. The successful candidate will be responsible for managing the technical components for a number of the Health Directorates critical systems.

Eligibility/Other Requirements: The possession of, or the ability to attain, a protected security clearance is a requirement. Educational and professional qualifications checks may be undertaken prior to employment.

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

Selection may be based on written application and referee reports only.

Contact Officer: Karen Chudleigh (02) 6174 8013 karen.chudleigh@act.gov.au

Economic and Financial Group

Federal Financial Relations

Policy Analyst

Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 35013)

Gazetted: 12 December 2014

Closing Date: 2 January 2015

Details: As a General Policy Analyst, you will have the opportunity to work on national and local issues in a unique public service encompassing both State and Local Government functions. The position offers the opportunity to contribute to a small professional team tasked with overseeing the day to day operations of the ACT Government's participation in Commonwealth-State financial arrangements. You will be assigned responsibilities for researching and preparing general advice across a broad spectrum of issues. You will also contribute to the preparation of all facets of public sector correspondence including local and intergovernmental reports, governmental briefings and associated submissions and ministerial correspondence.

Eligibility/Other Requirements: To be successful you should demonstrate some degree of experience in any of the related fields. Tertiary qualifications in Economics or a relevant field such as Econometrics are highly desirable.

Contact Officer: Douglas Miller (02) 6205 4079 douglas.miller@act.gov.au

Arts, Business, Events, Sport and Tourism

Innovation, Trade and Investment

Innovation

Project Officer

Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 33461)

Gazetted: 15 December 2014

Closing Date: 22 December 2014

Details: We are looking for a Project Officer to assist in the development and implementation of Science, Technology, Engineering and Mathematics (STEM) and Innovation Initiatives, and support the policy priorities of the ACT Government. The successful applicant will ideally have good customer service skills, highly developed oral and written communication skills and will be required to be organised, flexible, adaptable, self starting and a team player.

Notes: This is a temporary position available from 19 January 2015 to 19 July 2015 with the possibility of extension.

Selection may be based on application and referee reports only.

Contact Officer: Ilsa Embleton (02) 6207 8864 ilsa.embleton@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

Housing and Community Services

Housing ACT

Social Housing and Homelessness Services

Senior Manager

Senior Officer Grade A \$127,557, Canberra (PN: 32288)

Gazetted: 17 December 2014

Closing Date: 7 January 2015

Details: Social Housing and Homelessness Services plays a pivotal role in ensuring that people who are homeless or at risk of homelessness in the Canberra community have access to high quality support services that will assist in breaking cycles of disadvantage and homelessness. Social Housing and Homelessness Services is responsible for policy, planning, research and the management of service delivery agreements in relation to a broad range of community services. The Senior Manager position is responsible for leading a team involved in the development of innovative social policy directions, and works collaboratively with a broad range of community partners delivering services to people in need.

Eligibility/Other Requirements: Relevant tertiary qualifications preferred or experience in a similar environment would be advantageous.

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

Contact Officer: David Matthews (02) 6207 1523 david.matthews@act.gov.au

Service, Strategy and Community Building

Service Strategy

Community Recovery and Emergency Planning

Senior Project Officer

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 35040)

Gazetted: 16 December 2014

Closing Date: 23 December 2014

Details: Expressions of interest are sought for a suitably experienced Senior Project Officer for the "Vulnerable Sections of Society Project". The objective of this project is to establish a baseline in relation to vulnerable communities in emergency management. Outputs include: Undertake a national Stock take of initiatives (focussed on vulnerable sections of the community) across all levels of government, non-government agencies with responsibility for emergency management and the not for profit sector, universities and academic sectors. Convene a national workshop of agencies currently involved in the emergency management space to discuss the research, programs and initiatives that are being undertaken in Australia to address vulnerable sections of society and disaster resilience strategies and develop a register of initiatives and a report into the current status of initiatives in dealing with vulnerable sections of the community during disaster phases will be produced, including a gap analysis.

Eligibility/Other Requirements: Experience in Emergency Management is desirable.

Notes: This is a temporary position available until 30 June 2015. The successful applicant must be available for immediate start. Selection may be based on application and referee reports only.

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

Service Strategy and Community Building

Aboriginal and Torres Strait Islander Services

Assistant Manager, Stakeholder Management Team

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 03852)

Gazetted: 15 December 2014

Closing Date: 5 January 2015

Details: The position is responsible for the development and provision of expert advice and support relating to Aboriginal and Torres Strait Islander Issues across the Directorate. The position will assist in the development of Aboriginal and Torres Strait Islander leaders through the implementation of leadership grants and programs. The Assistant Manager is responsible for liaising between other state and commonwealth government agencies as well as the community. The Assistant Manager is responsible for the management and cultural development of the Cultural Centre. The position is also responsible for the supervision of a small team. The successful applicant will demonstrate a sound knowledge of relevant legislation, and have an understanding of the issues facing the Aboriginal and Torres Strait Islander community of the ACT.

Eligibility/Other Requirements: This is a designated position and only open to Aboriginal and Torres Strait Islander people. Confirmation of Aboriginality will be required before appointment to this position.

Contact Officer: Margaret Beattie (02) 6207 9656 margaret.beattie@act.gov.au

Office for Children, Youth and Family Support

Early Intervention and Prevention Services

Child and Family Centres

Child and Family Worker

Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade), Canberra (PN: 34966, several)

Gazetted: 11 December 2014

Closing Date: 2 January 2015

Details: The Office for Children, Youth and Family Support (OCYFS), is seeking to temporarily fill two Child and Family Workers in Early Intervention and Prevention Services. The positions will be responsible for providing effective interventions for children and families, including group programs and individual case management as necessary. These positions will focus on providing services for children aged 2-5 years who would have previously attended the Early Intervention programs run by the Education and Training Directorate who are not eligible for early intervention supports under the National Disability Insurance Scheme (NDIS). As part of an integrated team, the Child and Family Workers will also identify, develop, implement and evaluate community development and education initiatives that work to strengthen the community for optimal child development outcomes. The positions will work within the centres and provide outreach into schools and child care settings as required. They will be responsible for ensuring these children are linked with appropriate services and supports to assist with their development prior to beginning Kindergarten.

Eligibility/Other Requirements: Applicants must possess a relevant degree. A preference for Early Childhood Education or Primary Education or relevant degree in Social Work or Psychology.

Notes: These are temporary positions available for a period of 12 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

Contact Officer: Joe Hutchinson (02) 6207 8228 joe.hutchinson@act.gov.au

Housing and Community Services

Housing ACT

Tenancy Operations

Youth Housing Manager

Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 14077)

Gazetted: 15 December 2014

Closing Date: 2 January 2015

Details: The Housing Young People Program (HYPP) is an innovative program that support complex and high needs young clients through applications for public housing, tenancy and transition to mainstream tenancy management. The role of the Housing Youth Manager is to assist young people to access public housing and provide a more responsive and supportive housing service. Applicants for this position will need to demonstrate an understanding of issues facing young people and that they have relevant experience in working with young people. We are looking for someone who is committed to innovation and flexible service responses and has a problem solving attitude, to assist young people to achieve better housing and social outcomes.

Eligibility/Other Requirements: Current driver's licence is a requirement for the role. Experience in the use of a range of IT business and office applications is desirable.

Contact Officer: Llewella Grillo (02) 6207 4779 llewella.grillo@act.gov.au

Office for Children, Youth and Family Services

Statutory Services

Care and Protection Services

Care and Protection Worker

Health Professional Level 1 \$53,784 - \$68,527, Canberra (PN: 00608, several)

Gazetted: 15 December 2014

Closing Date: 31 March 2015

Details: These 12 month temporary positions involve the delivery of quality services to children and families in accordance with the objectives and statutory responsibilities of the *Children and Young People Act 2008*. You will be responsible for assisting in the provision of culturally appropriate casework, intervention and referral services to children and families using a range of techniques and the maintenance of accurate case records consistent with case

management requirements. Maintain professional knowledge and ensure that service delivery is consistent with best practice.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. Social Work, Psychology, Social Welfare, Social Science or related discipline. Current drivers' licence. 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 -

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

Note: Applications should be sent to cpsrecruitment@act.gov.au

Contact Officer: Nicole Eldridge (02) 6205 6002 nicole.eldridge@act.gov.au

Education and Training

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

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

Office of Schools

North Gungahlin Network

Dickson College

Secondary Introductory English Centre (SIEC) Classroom Teacher

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 09009)

Gazetted: 11 December 2014

Closing Date: 12 January 2015

Details: Experience in English as an Additional Language (EALD) teaching of newly arrived students from culturally and linguistically diverse backgrounds in a secondary setting. Experience in working in an intensive language situation (preferable). Have experience in leading IT initiatives in EALD curriculum and classroom practice. Experience in curriculum development and lesson planning for English language acquisition. Able to work with the wider community (including stakeholders) to ensure the Secondary Introductory English Centre (SIEC) achieves its goal of building and maintaining community and family links. Experience in working with students with a refugee experience. An understanding of issues relating to students with a disrupted education. Ability to work in a team.

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

Contact Officer: Kerrie Heath (02) 6142 0130 kerrie.heath@ed.act.edu.au

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

Health

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

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

Canberra Hospital and Health Services

Surgery and Oral Health

Neurosurgery

Neurosurgeon

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

Senior Specialist \$199,231, Canberra (PN: 07940)

Gazetted: 18 December 2014

Closing Date: 15 January 2015

The Position: A position is available at The Canberra Hospital (TCH) for a Neurosurgeon to join the Department of Neurosurgery and to provide comprehensive services in Neurosurgery for patients in the ACT and surrounding NSW. An opportunity also exists for a concurrent academic appointment through the Australian National University (ANU). Expertise and an interest in complex spinal surgery is mandatory.

The Neurosurgery Unit of The Canberra Hospital is a busy service supported by excellent imaging and diagnostic facilities. It manages on average 900 patient separations per annum. The Neurosurgical faculty currently consists of 3 full time staff specialists and 3 Neurosurgical Registrars (2 SET trainees and 1 non-accredited) and junior medical officers. In-patients are managed in a dedicated Neurosurgical ward (which includes a high dependency area); nursing and allied health staff are specialty trained. There are 2 full time secretaries and data management. State-of-the-art Neurosurgical equipment is available in the dedicated Neurosurgical operating room - this room has an intraoperative MR scanner.

Salary, Remuneration and Conditions:

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

Senior Specialist: \$199,231

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

Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$242,052 - \$320,753.

Eligibility/Other Requirements: 1. Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. 2. Fellowship of the Royal Australasian College of Surgeons (Neurosurgery). 3. Post Fellowship training/qualifications in complex Spinal Surgery.

Contact Officer: A/Prof David McDowell (02) 6244 4080 david.mcdowell@act.gov.au

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

Canberra Hospital and Health Services

Critical Care

Intensive Care Unit

Visiting Medical Officer

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

Gazetted: 18 December 2014

Closing Date: 1 January 2015

The Position: The Intensive Care Unit is seeking a Visiting Medical Officer to cover a number of shifts during the period of 7th - 11th February, 16th - 20th February and 25th February- 1st March 2015.

This tertiary Intensive Care Unit has 22 bed spaces fully equipped with state of the art equipment and admits 1900 patients per year. Throughput includes postoperative cardiac, neurosurgery and trauma as well as general medical. The Intensive Care Unit is C24 accredited for training in Intensive Care and has Intensive Care advanced trainees providing after hours cover. The unit has a strong commitment to teaching at undergraduate and postgraduate level (with daily tutorials) and research (performing unit based, ANZICS clinical trial group and company sponsored studies) with excellent opportunities for collaborative research.

Salary, Remuneration and Conditions:

Visiting Medical Officer: Sessional rates

VMO's are engaged under the terms of the VMO contract. The generic VMO contract is available online:

<http://www.legislation.act.gov.au/ni/2013-381/default.asp>

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

If you are successful and move to Canberra, you will have a Canberra liaison person to help provide you information to settle you into our community. For more information on our great city, Live in Canberra's website below is highly informative: www.liveincanberra.com.au

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the College of Intensive Care Medicine (FCICM).

Contact Officer: Dr Bronwyn Avard (02) 6244 5088 bronwyn.avard@act.gov.au

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

Canberra Hospital and Health Services

Women's, Youth and Children

Paediatrics

Visiting Medical Officer

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

Gazetted: 18 December 2014

Closing Date: 1 January 2015

The Position: Applications are invited for the above 0.5 FTE VMO position from suitably qualified medical graduates with Fellowship of the relevant Australian Medical Specialist College (FRACS) in Paediatric Surgery or equivalent who are eligible for medical specialist registration with the Australian Health Practitioner's Regulation Agency.

Paediatric Surgery at the Canberra hospital covers the full scope of Neonatal Surgery, Paediatric General Surgery, Paediatric Thoracic Surgery and Paediatric Urology.

Paediatric Surgery sits within the Department of Paediatrics at Canberra Hospital (PatCH), which can cater for up to 50 inpatients, and has an active medical and surgical day stay and clinical investigation unit, and a busy and growing outpatient department. There is also a tertiary accredited Level 5 NICU. The hospital also offers subspecialty paediatric care in areas of Paediatric Respiratory Medicine, Paediatric Nephrology, Paediatric Endocrinology and Diabetes. The Outpatient department includes a range of multidisciplinary clinics and is actively supported by staff specialists and visiting consultants from Canberra and from Paediatric tertiary hospitals in Sydney. The emergency department for the Canberra Hospital sees over 14,500 paediatric presentations per year, and is accredited with RACP for paediatric training.

Salary, Remuneration and Conditions:

Visiting Medical Officer: Sessional rates

VMO's are engaged under the terms of the VMO contract. The generic VMO contract is available online:

<http://www.legislation.act.gov.au/ni/2013-381/default.asp>

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

Contact Officer: Dr George Malecky, Director of Paediatric Surgery (02) 6285 1233 or Dr Jeffrey Fletcher, Clinical Director of Paediatrics (02) 6174 7607.

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

Canberra Hospital and Health Services

Rehabilitation, Aged Care and Community Care

Rehabilitation, Aged and Community Care Nursing

Clinical Nurse Coordinator (CNC) Ward 12B

Registered Nurse Level 3.2 \$106,172, Canberra (PN: 22402)

Gazetted: 18 December 2014

Closing Date: 15 January 2015

Details: Applications are invited from dynamic Registered Nurses with excellent communication, leadership and management skills to fill the role of the Clinical Nurse Coordinator (CNC) of the Rehabilitation Unit. This is an exciting opportunity to be part of a motivated and committed multi-disciplinary rehabilitation team.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA) essential. Qualifications or experience in rehabilitation and management would be desirable.

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

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

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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

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

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

Contact Officer: Hazel Hurrell (02) 6244 3035

Canberra Hospital and Health Services

Medicine

Pharmacy - TCH

Lead Pharmacist for Critical Care

Health Professional Level 4 \$93,254 - \$100,382, Canberra (PN: 31334)

Gazetted: 18 December 2014

Closing Date: 15 January 2015

Details: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of over 45 Pharmacists. An exciting development opportunity exists to job share the position of Lead Pharmacist for Critical Care at Canberra Hospital and Health Services (CHHS). This is a temporary part-time, job share position that will be responsible for providing leadership, and coordination for all pharmacy services to the Critical Care Division of CHHS. This position will also provide advanced clinical, education, research, mentoring and quality improvement roles relating to surgical disciplines and will be required to provide a range of pharmacy services on weekends and after hours on a rotational basis as rostered. It is expected that this position will have a 50% clinical load, with the other listed duties making up the remaining 50%. If you are interested in this position, but would like full time employment, please also apply for a Senior Rotation Pharmacist Position (HP3).

Eligibility/Other Requirements: Mandatory: Appropriate pharmacist qualifications and eligibility for registration as a pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications (or working towards) relevant to this position (e.g. Clinical Pharmacy, Critical Care, Management, Education or Research) and /or a minimum of five years working in Critical Care pharmacy services.

Highly Desirable: Membership with the Society of Hospital Pharmacists of Australia.

Notes: This is a part-time position at 7:21 hours per week. This is a temporary position available for a period of 12 months.

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

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

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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

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

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Contact Officer: Miriam Lawrence (02) 6244 2203

Canberra Hospital and Health Services

Clinical Support Services

Allied Health Adviser

Social Work Clinical Educator

Health Professional Level 4 \$93,254 - \$100,382, Canberra (PN: 28623)

Gazetted: 18 December 2014

Closing Date: 22 January 2015

Details: An exciting opportunity exists to provide back fill for the Clinical Educator in Social Work position and to join a small, dedicated, allied health clinical education team. This exciting role requires someone who is dynamic and has a passion for clinical education for both staff and students, has excellent interpersonal and communication skills, well developed organisational skills, with sound clinical knowledge and education experience. The primary function of this position is to provide leadership in clinical education and supervision of Social Work students and staff, in consultation with senior management, senior clinicians and the ACT Health Social Work Lead Professional. Other functions will include the support of interprofessional education and supervision programs, and assistance with clinical education promotional activities of the Allied Health Clinical Education Unit. The position is based at The Canberra Hospital campus, however, this is an ACT Health portfolio wide position.

Eligibility/Other Requirements: A degree in Social Work, eligible for membership of Australian Society of Social Workers and a current driver's licence. Possession of or willingness to, obtain a post graduate qualification in tertiary education.

Notes: This is a full-time temporary position and is available for a period of 12 months.

Applications must include two written referee reports, including one from a recent supervisor. Selection for this position may be based on written application and referee reports only.

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

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

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Contact Officer: Jennie Yaxley (02)6174 7959 or 0466334578

Director General Reports

Population Health

Health Improvement Branch

Biostatistician/Statistician

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 35014)

Gazetted: 18 December 2014

Closing Date: 8 January 2015

Details: The Epidemiology Section contributes to the improvement of the health of the ACT population by providing timely and accurate population health statistics and information that is used to inform health policy and programs. The Epidemiology Section is seeking an experienced Biostatistician/Statistician for 12 months, with a possibility of extension to advance complex analysis of epidemiological and other relevant data for the purpose of population health surveillance to inform policy and service planning.

Eligibility/Other Requirements: It is essential the occupant has a postgraduate degree in Biostatistics, Statistics, Mathematics, Epidemiology, or in a related discipline with substantial statistical training.

Note: This is a temporary position available for 12 months with the possibility of extension. This position is a full-time, however part-time hours will be considered. Selection may be based on application and referee reports only.

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

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Contact Officer: Hai Phung (02) 6205 2609

Canberra Hospital and Health Services

Medicine

Pharmacy - TCH

Lead Pharmacist Cancer Ambulatory and Community Health Support

Health Professional Level 4 \$93,254 - \$100,382, Canberra (PN: 24088)

Gazetted: 18 December 2014

Closing Date: 1 January 2015

Details: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of over 45 Pharmacists. We are currently recruiting a Lead Pharmacist Cancer Ambulatory and Community Health Support (HP4). This position will be based in a brand new, purpose built satellite oncology pharmacy.

Eligibility/Other Requirements: Mandatory: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications (or working towards) relevant to this position (e.g. Clinical Pharmacy, Cancer Studies, Management, Education or Research) and/or a minimum of five years working in Cancer pharmacy services. Highly Desirable: Membership with the Society of Hospital Pharmacists of Australia and/or Clinical Oncology Society of Australia.

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

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

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Contact Officer: Stuart Margison (02) 6244 2120

Canberra Hospital and Health Services

Critical Care

Critical Care Administration

Discharge Liaison Nurse

Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 27243)

Gazetted: 18 December 2014

Closing Date: 8 January 2015

Details: We are seeking a highly motivated and experienced Registered Nurse who would be interested in working as part of this dynamic multidisciplinary team. This position is the central point of contact for the referral of identified patients for a range of community services on discharge from the Emergency Department. We are looking for an experienced Registered Nurse with proven communication skills and it would be desirable to have experience in the discharge liaison role, to fulfil the position of the Discharge Liaison Nurse for the Emergency Department.

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

Note: This position works Monday to Sunday, 8:30-17:00 and is a part-time position working a 28 hours a week on a rotating roster.

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

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

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Contact Officer: Judy Morgan (02) 6204 3753

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

ACT Wide Mental Health Services

Senior Health Professional

Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade), Canberra (PN: 33951)

Gazetted: 18 December 2014

Closing Date: 15 January 2015

Details: A permanent full-time position exists for an Occupational Therapist, Social Worker or Psychologist for the role of Senior Health Professional (HP3) within the ACT Adult Mental Health Day Service (AMHDS). The successful applicant will be an integral member of this newly established multidisciplinary mental health team purposed with providing a range of treatment options not currently provided by existing ACT mental health services. The Clinician will be responsible for personally designing, implementing and delivering various therapeutic group interventions. All the programmes will be designed around a Recovery Framework particularly emphasising decision making, resilience, functional gain, and community participation. In collaboration with a second Clinician (HP3), the successful applicant will also be responsible for providing professional support and mentoring to the HP1 staff member employed within the team. Beside daily clinical tasks the successful applicant will also be expected to contribute to the overall design and development of the Adult Mental Health Day Service. Opportunities to engage in individual professional development activities and research tasks will also be available.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Occupational Therapy, Social Work or Psychology, with current unconditional registration with the Australian Health Practitioner Regulation Agency and/or eligibility for membership of the appropriate professional organisation. The successful applicant must hold a current driver's licence.

Note: This position may be required to participate in an overtime, on call, and/or rotation roster.

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

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

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Contact Officer: Jason Mortimore (02) 6207 6989

Canberra Hospital and Health Services

Medicine

Medical

PA to Director of Nursing

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 14190)

Gazetted: 18 December 2014

Closing Date: 25 December 2014

Details: Applications are sought for an enthusiastic and professional individual to fill the role of Personal Assistant within the office of the Director of Nursing, Division of Medicine. This position is responsible for managing the daily activities of the Director of Nursing, Clinical Director and two Assistant Directors of Nursing within the Division of Medicine by preparing a range of correspondences, management of diary inboxes and calendars, providing secretariat support to committees, assisting with human resource and financial management functions, research and initiating action to ensure the timely response to requests. Applicants will need to be professional and have excellent communications, organisational and time management skills while adhering to ACT Health confidentiality policies and procedures. The applicant must have the ability to liaise effectively with staff at all levels.

Notes: Selection may be based on application and referee reports only.

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

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

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Contact Officer: Belinda Carrington (02) 6244 2063

Canberra Hospital and Health Services

Surgery, Oral Health and Imaging

Medical Imaging

Personal Assistant

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 23716)

Gazetted: 18 December 2014

Closing Date: 1 January 2015

Details: Applications are invited from suitably experienced people for the position of Personal Assistant to the Clinical Director, Manager and the Medical Imaging Department Executive Team at The Canberra Hospital. The successful applicant will be required to plan, coordinate and manage the workflow into the Executive's office, in particular briefs, submissions, reports, letters and other correspondence. The successful applicant will coordinate and manage the Clinical Director's and Manager's appointments diary including organising meetings, coordinating attendees, preparation of agendas, taking minutes, arranging conferences and arranging travel/accommodation. The occupant of this position will be required to operate computer and Dictaphone equipment; prepare monthly, on-call and weekly rosters for medical staff; undertake reception duties; and provide administrative support for the Executive Team, including screening and directing calls, answering and directing inquiries to the appropriate area.

Eligibility/Other Requirements: Knowledge of Medical Terminology is an advantage. Good people skills and the demonstrated ability to work as a part of a team are essential as are good oral and written communication skills.

Note: This is a temporary position available for a period of 12 months. Applicants must provide two written referee reports that address the selection criteria. Selection may be based on application and referee reports 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 and upload this as part of your application.

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Contact Officer: Jeannie Dumbrell (02) 6244 2159

**Canberra Hospital and Health Services
Cancer, Ambulatory and Community Health
Cancer Allied Health
Social Worker**

Health Professional Level 2 \$57,352 - \$78,731, Canberra (PN: 21036)

Gazetted: 18 December 2014

Closing Date: 5 January 2015

Details: The Cancer Psychosocial Service has a dynamic position available for a Social Worker in its hospital based service to cover for maternity leave. Based in the newly opened Canberra Region Cancer Centre, this service provides psychosocial care for individuals and groups to people with a diagnosis of cancer pre-treatment and during treatment, their spouses, family members and meaningful others that are affected by cancer. Service is provided to both inpatients and outpatients within Social Workers in the service work within the multidisciplinary team environment to provide contemporary evidence based service guided by the principles of best practice in oncology, survivorship and palliative care service provision. Social workers provide counselling, practical support and interventions to address the needs of those accessing the range of oncology services at the Canberra Hospital. This position offers to the right person access to professional development, a supportive progressive work environment that incorporates diverse theoretical approaches along with opportunity for practitioner research projects. Applications are invited from Social Workers to provide high quality oncology clinical assessments and interventions within the hospital setting.

Eligibility/Other Requirements: An AASW accredited Bachelor of Social Work degree or Master of Social Work (qualifying) is required for entry into the profession of Social Work, and to meet the minimum eligibility requirements for AASW membership. Current driver's licence. The successful applicant is required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: This is a temporary position available February 2015 for a period of 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. You are also required to submit two referee reports. This position may be required to participate in overtime, on call and/or rotation roster.

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Contact Officer: Toni Ashmore (02) 6174 8540

Canberra Hospital and Health Services

Clinical Support Services

Acute Support Service

Nutrition Assistant

Allied Health Assistant 3 \$56,730 - \$62,959, Canberra (PN: 29774)

Gazetted: 18 December 2014

Closing Date: 25 December 2014

Details: The Nutrition Department at the Canberra Hospital is seeking to attract committed, hard working people with a good eye for detail and with an interest in food and nutrition to work as a Nutrition Assistant. This role supports the Dietitians in provision of Nutrition Support to patients within the hospital. Duties include supporting the operation of the special diet meal services, preparation and distribution of adult and infant formulas according to departmental guidelines, computer data entry, patient visits with documentation, reception and other administrative duties.

Eligibility/Other Requirements: Relevant Certificate IV or equivalent qualification. Applicants must be able to work a variable shift work roster between 6.00am - 6.30pm over seven days of the week.

Notes: One permanent full-time position is currently available. An order of merit will be established from this process to fill possible casual and temporary (full-time and part-time) vacancies at level over the next 12 months.

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: Narelle Luff (02) 6244 2211

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

Corporate

ICT Programs and Project Delivery

ICT Portfolio Manager

Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 33895)

Gazetted: 16 December 2014

Closing Date: 7 January 2015

Details: A great opportunity exists for a motivated and experienced IT professional. The successful applicant will plan, direct and coordinate the activities required to manage and implement ICT programs and projects within the Justice and Community Safety Directorate (JACSD) in support of business sponsors. Some of these key initiatives are outlined in the 2013/14 and 2014/15 budget papers. JACSD has a large number of government and business critical systems. The larger areas within the JACSD portfolio with significant ICT footprint include: ACT Law Courts and Tribunals, Emergency Services Agency, Office of Regulatory Services and ACT Corrective Services. There are also a range of systems to which support provision of legal services, policy development and legislation drafting and publishing and statutory agencies' client case management.

Eligibility/Other Requirements: Relevant Tertiary/Educational qualifications are highly desirable. In addition to Project/Program Management, some experience in Enterprise Architecture and/or Application Portfolio Management would be of benefit. Educational and professional qualifications checks may be undertaken prior to employment. The possession of, or the ability to attain a Protected security clearance is a requirement.

Notes: This is a temporary position commencing as soon as possible until December 2016 with a possibility of extension. Business and technical referees will be requested.

Contact Officer: Melissa Tierney (02) 6205 3196 melissa.tierney@act.gov.au

Legislation, Policy and Programs

Justice Planning and Safety Programs

Senior Policy Officer

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 42743, several)

Gazetted: 16 December 2014

Closing Date: 6 January 2015

Details: Legislation Policy and Programs Branch seeks motivated Senior Policy Officers to join the Justice Planning and Safety Programs Team at the Senior Officer Grade C level. The Justice Planning and Safety Programs Group is responsible for developing policy and programs related to: Regulatory licencing; Road safety; Policing services for the ACT; Crime prevention; Justice statistics; Aboriginal and Torres Strait Islander justice; Victims of Crime; and Sexual Assault. Additionally the Group is responsible for secretariat support for numerous National Forums and Ministerially appointed bodies. Key priorities include: Managing the Policing contract; Development of justice and road safety reforms that involve a whole-of-government and community approach to identifying and responding to priority crime and safety concerns; and developing transport regulation.

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

Notes: There are three temporary positions available from this process. One position is available for 12 months and two positions are available until June 2015.

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

Executive

Executive Assistant

Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 10289)

Gazetted: 11 December 2014

Closing Date: 18 December 2014

Details: Executive are seeking a suitably experienced person for the role of Executive Assistant to the Deputy Director-General Justice. This position is responsible for providing high level administrative support to the Deputy Director-General, including managing sensitive and confidential issues, undertaking minor research and projects, managing diaries and maintaining effective liaison with Senior Executives, Ministerial staff, ACT Government officials key private sector and industry stakeholders, and members of the public.

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 appointment is subject to a satisfactory outcome of the security clearance.

Note: This is a temporary vacancy available for 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

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

Roads and Public Transport

Public Transport

ACTION/Operations

Field Operations Manager (South)

Transport Officer Grade 4 -ACTION \$96,663, Canberra (PN: A11713)

Gazetted: 15 December 2014

Closing Date: 5 January 2015

Details: Applications are sought for the vacant position of ACTION Field Operations Manager (South Region). Applicants must have a thorough knowledge of ACTION's operational policies and procedures, transport legislation and how these relate to the effective and efficient operation of the ACTION bus network. Duties include, but are not limited to, the leadership and management of all field operations, major incident and accident management, infrastructure planning and development and the day-to-day management of field operations staff.

Eligibility/Other Requirements: Field Operations Managers are required to work 'on-call' to cover both weekend and evening services and work from any location as required to deliver operational outcomes under limited supervision.

Notes: Shortlisting for this position will be undertaken in the last week of January 2015 with interviews to be scheduled for February 2015.

Contact Officer: Craig Basher (02) 6207 9145 craig.basher@act.gov.au

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

Roads and Public Transport

Public Transport

ACTION/Operations

Communications Operator

Transport Officer Grade 3 - ACTION \$88,371, Canberra (PN: A11773)

Gazetted: 16 December 2014

Closing Date: 30 December 2014

Details: Applications are sought for the vacant position of ACTION Communications Operator. The Communications Centre is located in a secure environment in the Belconnen area. Applicants must have a thorough knowledge of ACTION's operational policies and procedures, transport legislation and how these relate to the effective and efficient operation of the ACTION bus network. Duties include, but are not limited to the operation of a suite of communication systems including the TRN radio system, the NXTBUS Real Time Passenger Information System, databases and CCTV systems. Communications Operators must have highly effective oral communication skills, effective time management skills and the demonstrated ability to work independently as a member of a small team.

Eligibility/Other Requirements: Communications Officers must have the ability to gain and maintain a security clearance. Communications Operators are required to work a rotating shift including regular nights and weekend shifts.

Notes: Shortlisting for this position will be undertaken in the last week of January 2015 with interviews to be scheduled for February 2015.

Contact Officer: Craig Basher (02) 6207 9145 craig.basher@act.gov.au

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

Roads and Public Transport

Public Transport

Marketing, Communications and Customer Experience

Marketing and Customer Service Officer

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 20364, expected vacancy)

Gazetted: 15 December 2014

Closing Date: 2 January 2015

Details: Public Transport Branch are seeking a highly motivated individual to assist with managing and updating passenger information and marketing campaigns, including artwork, copywriting, publication, distribution and reporting. The successful candidate will also assist in coordinating events, exhibitions, presentations and displays. They will monitor, track and respond to inbound enquiries via our digital channels and also provide customer support for ACTION and MyWay enquiries.

Eligibility/Other Requirements: A tertiary qualification in marketing, communications or customer service or related discipline would be highly desirable.

Notes: Selection may be based on application and referee reports only.

Contact Officer: Nicola Woolham (02) 6207 8344 nicola.woolham@act.gov.au

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

Roads and Public Transport

ACTION

Fleet Services

Finance Officer

Administrative Services Officer Class 4/5/6 \$61,874 - \$84,803, Canberra (PN: FOF001)

Gazetted: 16 December 2014

Closing Date: 22 December 2014

Details: Expressions of interest are sought from individuals with sound administrative or financial processing experience to perform the role of Finance Officer with ACTION's Fleet Services team. Duties will include reviewing and processing all fleet accounts payable invoices to ensuring pricing is consistent with contract and quotes, and, assisting with data entry and retrieval from ACTION's fleet management system. A knowledge of the ACT Government's accounts payable processes and experience in using databases would be an advantage.

Eligibility/Other Requirements: (enter any eligibility/other requirements)

Notes: This is a temporary vacancy available from the 5 January 2015 to the 27 January 2015 with the possibility of extension. Selection may occur of application alone. The level of remuneration will be subject to the applicant's experience and qualifications.

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.

Contact Officer: Darrell Shepherd (02) 6207 7911 darrell.shepherd@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

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

Peter Lisacek 836-13370, Section 68(1), 12 December 2014

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

Bin Meng 836-13987, Section 68(1), 17 December 2014

Community Services

Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade)

Bodil Olaussen 844-83336, Section 68(1), 18 December 2014

Education and Training

School Assistant 2 \$41,826 - \$46,188

Melissa Cruz-Willis 787-53790, Section 68(1), 11 December 2014

Environment and Planning

Technical Officer Level 2 \$52,078 - \$59,939

Aaron O'Hehir 843-99994, Section 68(1), 18 December 2014

Health

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

Katie Agar 842-89656, Section 68(1), 15 December 2014

Health Service Officer Level 3 \$44,914 - \$46,374

Liljana Angeloska 840-51293, Section 68(1), 18 December 2014

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

Julie Baker 842-89242, Section 68(1), 18 December 2014

Health Professional Level 2 \$57,352 - \$78,731

Susannah Brew 844-80776, Section 68(1), 15 December 2014

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

Valerie Davies 844-82747, Section 68(1), 15 December 2014

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

Deeba Masoumi 844-83280, Section 68(1), 18 December 2014

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

Mayu Mikami 834-52431, Section 68(1), 16 December 2014

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

Brandimir Montiel 844-33283, Section 68(1), 16 December 2014

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

Rebecca Moroney 844-83133, Section 68(1), 5 January 2015

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

Manasi Rai: 829-52522, Section 68(1), 11 December 2014

Health Service Officer Level 3 \$44,914 - \$46,374

Ajay Thomas 844-32432, Section 68(1), 18 December 2014

Health Professional Level 2 \$57,352 - \$78,731

Adam Townsend 840-50119, Section 68(1), 13 December 2014

Health Service Officer Level 3 \$44,914 - \$46,374

Shannon Trow Spiers 838-54035, Section 68(1), 18 December 2014

Justice and Community Safety

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

Vittoria Gioffre 827-45953, Section 68(1), 15 December 2014

Trust Officer Level 1 \$61,289 - \$70,177

Lisa Hall 836-14533, Section 68(1), 15 December 2014

Territory and Municipal Services

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

Maria Carbone 844-82958, Section 68(1), 11 December 2014

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

Paige Cross 844-00430, Section 68(1), 15 December 2014

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

Cally Earnshaw 844-81920, Section 68(1), 15 December 2014

TRANSFERS

Chief Minister, Treasury and Economic Development

In Chan: 792-4438

From: Senior Officer Grade B \$123,642

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 34824) (Gazetted 12 November 2014)

Rachel Susan Lemke: 844-83491

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

Office of the Legislative Assembly

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 11830) (Gazetted 21 October 2014)

Community Services

Jodi Bowler: 827-53750

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

Community Services

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

Community Services, Canberra (PN. 26819) (Gazetted 18 June 2014)

Health

Erica Boulter: 786-42310

From: \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade)

Justice and Community Safety

To: Health Professional Level 2 \$57,352 - \$78,731

Health, Canberra (PN. 31846) (Gazetted 12 June 2014)

Julia Divall: 749-68962

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

Health

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

Health, Canberra (PN. 22534) (Gazetted 13 November 2014)

Amanda Keogh: 771-93859

From: Registered Nurse Level 3.2 \$106,172

Health

To: Registered Nurse Level 3.2 \$106,172

Health, Canberra (PN. 18386) (Gazetted 23 October 2014)

Territory and Municipal Services

Belina Chan: 792-44381

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

Chief Minister, Treasury and Economic Development

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

Territory and Municipal Services, Canberra (PN. 23210) (Gazetted 7 November 2014)

Mark Sweaney: 824-51349

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

Education and Training

To: Ranger 2 \$52,818 - \$57,002

Territory and Municipal Services, Canberra (PN. 14606) (Gazetted 4 April 2014)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Shared Services

Shared Services Finance

Accounts Processing Unit

Tennille Lee Orsolic: 821-05956

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 22998) (Gazetted 24 April 2013)

Land Development

Development Ready (Estates) Unit

Daniel Santosuosso: 821-25957

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 18770) (Gazetted 28 November 2014)

Community Services

Office for Children, Youth and Family Support

Care and Protection Services

Kinship Care Team

Beatrice Kenney-Haubi: 820-99701

From: Health Professional Level 2 \$57,352 - \$78,731

Community Services

To: Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade)

Community Services, Canberra (PN. 26769) (Gazetted 26 September 2013)

Housing and Community Services

Asset Management Branch

Quality Improvement Unit

David Lascelles: 740-94337

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

Community Services

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

Community Services, Canberra (PN. 30790) (Gazetted 18 December 2014)

Executive Office

Jodie Robinson: 755-68194

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

Community Services Directorate

To: †Senior Officer Grade A \$127,557

Community Services, Canberra (PN. 17501) (Gazetted 18 December 2014)

Director of Public Prosecutions

Director of Public Prosecutions

Prosecutor

Emilija Beljic: 836-00991

From: Prosecutor Grade 1 \$67,196 - \$76,215

Director of Public Prosecutions

To: †Prosecutor Grade 2 \$86,328 - \$105,041

Director of Public Prosecutions, Canberra (PN. 16346) (Gazetted 7 October 2014)

Director of Public Prosecutions

Prosecutor

Gavin Mansfield: 835-86165

From: Prosecutor Grade 1 \$67,196 - \$76,215

Director of Public Prosecutions

To: †Prosecutor Grade 2 \$86,328 - \$105,041

Director of Public Prosecutions, Canberra (PN. 43786) (Gazetted 7 October 2014)

Director of Public Prosecutions

Prosecutor

Sarah Faith McFarland: 827-32693

From: Prosecutor Grade 1 \$67,196 - \$76,215

Director of Public Prosecutions

To: †Prosecutor Grade 2 \$86,328 - \$105,041

Director of Public Prosecutions, Canberra (PN. 05472) (Gazetted 7 October 2014)

Director of Public Prosecutions

Prosecutor

Samuel John McLaughlin: 827-50787

From: Prosecutor Grade 1 \$67,196 - \$76,215

Director of Public Prosecutions

To: †Prosecutor Grade 2 \$86,328 - \$105,041

Director of Public Prosecutions, Canberra (PN. 43758) (Gazetted 7 October 2014)

Education and Training

Office for Schools

Belconnen Network

Miles Franklin Primary School

Sylvia Brindley: 817-96134

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

Education and Training

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 03579) (Gazetted 27 October 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.

Office for Schools

Belconnen Network

Evatt Primary School

Yehuwdiy Dillon: 824-45539

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

Education and Training

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 16924) (Gazetted 18 December 2014)

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

Office for Schools

North/Gungahlin Network

Gold Creek School

Rael James Matthews: 843-28563

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

Education and Training

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 02190) (Gazetted 18 December 2014)

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

Office of Schools

South Canberra/Weston Network

Canberra College

Graham Monger: 772-10305

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

Education and Training

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 02840) (Gazetted 18 December 2014)

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

Office for Schools

Belconnen Network

Florey Primary School

Mitchell Parker: 824-43701

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

Education and Training

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 34300) (Gazetted 28 October 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

Strategy and Corporate

People Strategy and Services

Workforce Policy and Planning

Daniel Farrell: 741-16049

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

Health

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

Health, Canberra (PN. 17966) (Gazetted 30 October 2014)

Canberra Hospital and Health Services

Clinical Support Service

Biomedical Engineering

Lindy McColl: 609-24061

From: Sterilising Services Technical Officer Level 2 \$52,078 - \$59,939

Health

To: Technical Officer Level 3 \$61,148 - \$69,377

Health, Canberra (PN. 29241) (Gazetted 2 October 2014)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Alison Sit: 838-54414

From: Health Professional Level 2 \$57,352 - \$78,731

Health

To: Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade)

Health, Canberra (PN. 20881) (Gazetted 10 November 2014)

Canberra Hospital and Health Services

Medicine

Pharmacy - TCH

Kathryn Sturgiss: 833-45548

From: Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade)

Health

To: †Health Professional Level 4 \$93,254 - \$100,382

Health, Canberra (PN. 26553) (Gazetted 3 July 2014)

Strategy and Corporate

Policy and Government Relations

Government Relations and Health Reform

Tiam Siang Titus Tan: 835-89059

From: Graduate Administrative Assistant \$61,874 - \$63,771

Health

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

Health, Canberra (PN. 33367)

Justice and Community Safety

Office of Regulatory Services

Transport Regulation

Inspection Station

Nigel Ian Brown: 827-56329

From: General Service Officer Level 8 \$56,611 - \$59,939

Justice and Community Safety

To: Technical Officer Level 3 \$61,148 - \$69,377

Justice and Community Safety, Canberra (PN. 01127) (Gazetted 24 October 2014)

Office of Regulatory Services

Transport Regulation

Inspection Station

Colin Gault: 813-02907

From: General Service Officer Level 8 \$56,611 - \$59,939

Justice and Community Safety

To: Technical Officer Level 3 \$61,148 - \$69,377

Justice and Community Safety, Canberra (PN. 03184) (Gazetted 24 October 2014)

Office of Regulatory Services

Transport Regulation

Inspection Station

Francois Patron: 827-28475

From: General Service Officer Level 8 \$56,611 - \$59,939

Justice and Community Safety

To: Technical Officer Level 3 \$61,148 - \$69,377

Justice and Community Safety, Canberra (PN. 00900) (Gazetted 24 October 2014)

Public Trustee for the ACT

Public Trustee for the ACT

Financial Management

Kathryn Toy: 827-23260

From: Trust Officer Level 2 \$73,395 - \$89,170

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 14022) (Gazetted 27 November 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.

Territory and Municipal Services

Roads and Public Transport

Public Transport

Network Planning and Business Development

Ciarán Nolan: 836-04458

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

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. A20164) (Gazetted 18 August 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

Network Planning and Business Development

Geoffrey Mark Weatherall: 827-20545

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

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 32499) (Gazetted 15 August 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.