



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 02 June 2011**

## EXECUTIVE CONTRACTS

### Health

#### Contract Cessation

Brenda Ainsworth Health Service Performance (E420) 05.05.2011

## VACANCIES

### Canberra Institute of Technology

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

#### Centres

##### Central Support Centre

##### Finance Manager

**Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 24150)**

Gazetted: 07 June 2011

Closing Date: 21 June 2011

The Canberra Institute of Technology (CIT) requires a proactive and enthusiastic client focused Finance Manager with demonstrated skills and expertise in all or most of the following functional work areas: strategic financial planning and analysis, financial and management reporting, budget development and reporting, performance analysis and reporting, cash management and forecasting and asset management. The position requires strong team management, supervisory and mentoring skills and the ability to support executive and business centres in the delivery of high quality work outcomes.

Eligibility/Other Requirements: Tertiary qualifications in Accounting or Finance are considered highly desirable.

Contact Officer: Mark Organ (02) 6207 3397 or Shane Kay (02) 6207 3106 [shane.kay@cit.edu.au](mailto:shane.kay@cit.edu.au)

#### Centres

##### CIT Vocational College

##### Education Manager

**Teacher Band 2 \$97,504, Canberra (PN: 51882)**

Gazetted: 06 June 2011

Closing Date: 20 June 2011

The Canberra Institute of Technology is an award winning vocational education and training (VET) Organisation, that leads the Canberra market in promoting community awareness and appreciation of vocational education and training. Due to a recently announced contract renewal, an exciting Management role is available within the Vocational College, responsible for both the Adult Migrant English Program AMEP and the Language Literacy Numeracy Program LLNP. You will lead an experienced team of teachers to deliver the AMEP and the LLNP across three campuses. You will provide change management and leadership expertise as staff transition into the new AMEP contract. You will effectively liaise with a complex stakeholder group and track KPI's as part of contractual obligations and ensure sustainability. In addition, you will contribute to the development, strategic planning, management and promotion of the CIT Vocational College as a key member of the management team.

Eligibility/Other Requirements: You will bring to this role an academic qualification in Education or equivalent studies and additional qualification in TESOL. You will have a proven track record working with AMEP and/or LLNP and exceptional leadership, contract management and people and performance management. A Degree or Diploma in Education or equivalent studies. Tertiary qualification in TESOL. Experience relevant to the position. Three years experience in CIT or similar educational institution.

Contact Officer: Clara Blinksell (02) 6112 7650 [clara.blinksell@hays.com.au](mailto:clara.blinksell@hays.com.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.

#### Marketing and National Positioning Centre

##### Marketing

##### Public Affairs Officer

**Public Affairs Officer 2 \$68,954 - \$78,357, Canberra (PN: 14784)**

Gazetted: 03 June 2011

Closing Date: 21 June 2011

Under the direction of the marketing manager the Public Affairs Officer manages the planning, coordinating and implementing of marketing communication activities for nominated areas of CIT. This is a dynamic role requires a person to write to a wide range of audiences including students, industry, community and staff. The Public Affairs officer will work within the CIT marketing team on planning and executing communication campaigns involving advertising, publications, direct marketing, branding and social marketing. This role rests on one's ability to maintain effective networks and relationships with both internal and external clients to raise the profile of CIT within ACT and surrounds.

Eligibility/Other Requirements: Experience in a membership-based organisation or in a relationship management role.

Note: This temporary position is available for 12 months for the period 25 July 2011 until 2 July 2012 with the possibility of extension. Selection may be based on application and written referee report only. Please submit one written referee report with your application.

Contact Officer: Laura Shelley (02) 6207 8218 [laura.shelley@cit.edu.au](mailto:laura.shelley@cit.edu.au)

**Centres**

**Vocational College**

**Youth Project Worker**

**Professional Officer Class 2 \$66,198 - \$76,043, Canberra (PN: 52059)**

Gazetted: 06 June 2011

Closing Date: 21 June 2011

As part of the CIT Vocational College Student Advice Team you will provide customised programs and services to assist young people with complex needs in an adult learning context to overcome barriers and develop the skills they need to access appropriate educational opportunities. This may include working with students individually or in small groups, or working together with teachers and their classes. You will work with the team leader to plan and implement appropriate activities and strategies to address the varied needs of the young people entering the program. You will need to work collaboratively with other CIT staff and liaise with external agencies.

Eligibility/Other Requirements: Possession of a degree or a diploma in Youth Work, Community Welfare, Social Welfare, Community Development, or equivalent. Current driver's licence desirable.

Note: This position is temporary commencing 4 July 2011 until 31 December 2011.

Contact Officer: Tony Magers (02) 6205 9496 [tony.magers@cit.edu.au](mailto:tony.magers@cit.edu.au)

**Centres**

**Tourism and Hotel Management Centre**

**Culinary Skills**

**Commercial Cookery Teacher**

**Teacher Band 1 \$58,254-\$78,380, Canberra (PN: 51721, several)**

Gazetted: 07 June 2011

Closing Date: 21 June 2011

The Tourism and Hotel Management Centre is seeking an experienced, energetic person with professional knowledge and practical skills appropriate to teaching aspects of Commercial Cookery.

Eligibility/Other Requirements: Appropriate Tertiary qualifications relevant to the teaching of Commercial Cookery subjects. Possess or eligible to obtain a Diploma in Education from an Australian University or equivalent. At least five (5) years of relevant vocational/industrial professional experience or possess such other qualifications and/or experience acceptable for the position.

Note: There is a qualification barrier at the 6th incremental point of the Teacher Band 1 salary scale. A Diploma of Adult Education (or equivalent) and appropriate professional development is required for any teacher to be paid higher than the 6th salary point.

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

**Marketing and National Positioning Centre**

**Marketing**

**Public Affairs Officer**

**Public Affairs Officer 1 \$56,700 - \$64,994, Canberra (PN: 56055)**

Gazetted: 03 June 2011

Closing Date: 21 June 2011

Under the direction of the marketing manager the Public Affairs Officer manages the planning, coordinating and implementing of marketing communication activities for nominated areas of CIT. This is a dynamic role and requires a person to write to a wide range of audiences including students, industry, community and staff. The Public Affairs Officer will work within the CIT marketing team on planning and executing communication campaigns involving advertising, publications, direct marketing, branding and social marketing. This role rests on ones ability to maintain effective networks and relationships with both internal and external clients to raise the profile of CIT within ACT and surrounds.

Eligibility/Other Requirements: Experience in a membership-based organisation or in a relationship management role.

Note: Selection may be based on application and written referee report only. Please submit one written referee report with your application.

Contact Officer: Laura Shelley (02) 6207 8218 [laura.shelley@cit.edu.au](mailto:laura.shelley@cit.edu.au)

**Chief Minister and Cabinet**

**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 Culture**

**Communication and Protocol**

**Centenary of Canberra**

**Senior Finance and Governance Manager**

**Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 24154)**

Gazetted: 08 June 2011

Closing Date: 28 June 2011

Join a dynamic and energetic team preparing to celebrate Canberra's Centenary in 2013 under the direction of Creative Director Robyn Archer AO. As Senior Finance and Governance Manager you will be responsible for monitoring, reporting and reviewing the financial and performance management aspects of the program. The successful applicant will have high level experience in financial and performance management and knowledge of Government structures, process and reporting requirements.

Eligibility/Other Requirements: Tertiary qualifications in accounting or financial management studies, or partial completion of studies in these fields are essential.

Note: This is a temporary position available 1 July 2011 to 20 December 2013.

Contact Officer: Sarah Hitchcock (02) 6207 5909 sarah.hitchcock@act.gov.au

#### **Policy**

##### **Economic, Regional and Planning**

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

**Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 17201, expected vacancy)**

Gazetted: 08 June 2011

Closing Date: 28 June 2011

An opportunity exists for a suitably experienced and motivated individual to fill the role of Senior Policy Officer. The successful applicant will prepare advice and undertake research and analysis on economic, planning and regional policy matters, support government policy development and prepare a range of written work.

Eligibility/Other Requirements: Relevant tertiary qualifications related to this position are highly desirable.

Contact Officer: Jonathan Miller (02) 6205 5327 jonathan.miller@act.gov.au

#### **Policy**

##### **Economic, Regional and Planning**

##### **Policy Officer**

**Administrative Service Officer 6 \$66,198-\$76,043, Canberra (PN: 21653)**

Gazetted: 06 June 2011

Closing Date: 20 June 2011

An opportunity exists for a suitably experienced and motivated individual to fill the role of Policy Officer. The successful applicant will undertake research and analysis, support government policy development, and prepare a range of written work.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable.

Contact Officer: Ken Douglas (02) 6207 5014 ken.douglas@act.gov.au

#### **Governance**

##### **Public Sector Management Group**

##### **Strategic Human Resources Attraction and Retention**

##### **Graduate Administrative Officer**

**Graduate Administrative Assistant \$54,956, Canberra (PN: GAA)**

Gazetted: 08 June 2011

Closing Date: 30 June 2011

2012 ACT Public Service Graduate Program. If you are enthusiastic, creative, flexible and community focused, the ACT Public Service Graduate Program is the first step towards a worthwhile career that will challenge you professionally, and reward you personally. The ACT Public Service (ACTPS) is seeking graduates/undergraduates for the following specialist graduate areas including: Accounting/Finance/Economics; General Administration; Human Resources; Information Communication Technology (ICT); Law; Project Management; Public Administration/Policy; and Sustainability/Environment/Planning. The ACT Public Service Graduate Program is a ten month program that will build on your academic success and develop you personally and professionally to help become a dynamic and innovative public servant. It offers challenging, off the job training, three rotations across Directorates, permanent appointment and advancement upon successful completion of the program. The ACTPS is an Equal Opportunity Employer. We are committed to achieving a diverse and skilled workforce, one that reflects the makeup of the ACT community to design policy, deliver services and meet client needs. The next program commences in February 2012. Salary will increase pending the outcome of enterprise negotiations. How to Apply - complete the online application at [www.jobs.act.gov.au/graduate](http://www.jobs.act.gov.au/graduate)

Eligibility/Other Requirements: Applicants must have completed a minimum three-year bachelor degree (or international equivalent) prior to commencing the program. Additionally, you must be an Australian citizen, permanent resident or a New Zealand citizen with a special category temporary residence visa (SCV).

Contact Officer: (02) 6205 9497 graduatejobs@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)**

#### **Disability ACT**

##### **Executive Support Unit**

##### **Organisational Governance Officer**

**Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 16272)**

Gazetted: 06 June 2011

Closing Date: 28 June 2011

This position is required to coordinate and collate information from across Disability ACT (DACT) and liaise closely with Organisational Governance in relation to Ministerials, Cabinet Submissions, Coordinated Responses and other requests for information. The position incumbent is required to demonstrate a commitment to the Vision and Values of Disability ACT. This position reports to the Senior Manager DACT Policy and Planning team.

Eligibility/Other Requirements: Experience in administration relating to human services desirable.

Note: Selection may be based on written applications and two referee reports only.

Contact Officer: Deborah Mesman (02) 6207 1366 [deborah.mesman@act.gov.au](mailto:deborah.mesman@act.gov.au)

### **Cultural Facilities Corporation**

#### **Canberra Theatre Centre**

#### **Canberra Ticketing**

#### **Manager, Canberra Ticketing**

#### **Administrative Service Officer 6 \$66,198-\$76,043, Canberra (PN: 012)**

Gazetted: 03 June 2011

Closing Date: 17 June 2011

Are you passionate about customer service? Want to lead a dynamic sales and call centre team? Would you like to play a leading business development and managerial role at the Canberra Theatre Centre? Canberra Ticketing, the sales and customer service arm of Canberra Theatre Centre, sells tickets for over 200 events each year. Leading a dynamic team of full time and casual staff, you are passionate about customer service, experienced at managing sales and call centre staff and are keen to play a crucial role in the development of Canberra Theatre Centre's ticketing business and contribute more widely as a senior manager. You are skilled at process management, and care deeply about quality assurance. Tech savvy and analytical, you learn new systems quickly and understand the importance of fulfilment, customer service and data acquisition to Canberra Theatre Centre's marketing activities. Canberra Theatre Centre is an exciting place to exercise your sales and customer service skills, if this ad sounds like you, it is guaranteed to be a rich and rewarding experience.

Note: Applications must address the selection criteria. 3 year temporary contract with the possibility of permanent appointment

Contact Officer: Hong Tsai 6243 5754 [hong.tsai@act.gov.au](mailto:hong.tsai@act.gov.au) Applications can be forwarded to: (Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email [trudy.collins@act.gov.au](mailto:trudy.collins@act.gov.au))

### **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)**

#### **Australian Capital Tourism**

#### **Marketing**

#### **Group Marketing Manager**

#### **Senior Officer Grade B \$99,033 - \$111,485, Canberra (PN: 43254)**

Gazetted: 03 June 2011

Closing Date: 21 June 2011

Australian Capital Tourism is seeking a suitable candidate to fill the role of the Group Marketing Manager. The primary objective of this position is to manage the effective delivery and evaluation of brand and tactical campaigns in line with Australian Capital Tourism's business and marketing plans.

Eligibility/Other Requirements: Tertiary qualifications in marketing, communications or business and a current Australian driver's licence.

Contact Officer: Ian Hill (02) 6205 0347 [ian.hill@act.gov.au](mailto:ian.hill@act.gov.au)

### **Education and Training**

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

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

#### **School Improvement**

#### **Tuggeranong Network**

#### **Calwell High School**

#### **Youth Support Worker**

#### **Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 07298)**

Gazetted: 07 June 2011

Closing Date: 21 June 2011

An exciting opportunity exists to join the collaborative educational team at Calwell High School. The successful applicant will be required to develop, implement and manage programs appropriate for young adolescents aimed at engaging them in learning and enhancing their social skills and personal development. Assist students to access appropriate external community based youth support services and programs that will support school connectedness and general health and wellbeing.

Eligibility/Other Requirements: Tertiary qualifications in Youth Work or related fields and sound knowledge and understanding of current issues affecting young people is highly desirable.

Contact Officer: Rebecca Owen (02) 6205 6833 rebecca.owen@ed.act.edu.au

**School Improvement  
North/Gungahlin Network  
Campbell High School  
Finance Officer**

**Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 15891)**

Gazetted: 07 June 2011

Closing Date: 21 June 2011

Campbell High School is seeking a highly motivated person to assist in the preparation of budgets. Prepare estimates and financial returns. Develop and maintain financial and front office administrative systems using computerised systems including the MAZE financial package. Ability to perform receipting and prepare the Family Transaction statements. Supervise staff; oversee workloads and work priorities; and coordinate the overall operation of the front office support team. Perform operational work and administrative support. Ability to provide excellent customer service.

Contact Officer: Julie Molyneux (02) 6205 6368 julie.molyneux@ed.act.edu.au

**School Improvement  
Tuggeranong Network  
Lake Tuggeranong College  
Student Records Officer**

**Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 14559)**

Gazetted: 03 June 2011

Closing Date: 17 June 2011

The successful applicant will work as part of a team to provide operational, administrative and technical support to the department of student services. Duties include preparation of reports, spreadsheets and databases relating to Year 12 Certificate accreditation and student related matters.

Contact Officer: Marilyn McInnes (02) 6205 6222 marilyn.mcinnis@ed.act.edu.au

**School Improvement  
North/Gungahlin Network  
Campbell High School  
Home Science Assistant**

**School Assistant 2 \$36,810 - \$40,820, Canberra (PN: 38865)**

Gazetted: 07 June 2011

Closing Date: 21 June 2011

Campbell High School is seeking a highly motivated and organised person to assist the teacher in classroom activities and in the implementation of educational programs relating to home science. The assistant is responsible for the purchasing and preparation of cooking materials and is required to work with limited supervision and assist in other areas across the school as required.

Eligibility/Other Requirements: First Aid qualification or willingness to undertake appropriate training is desirable.

Contact Officer: Julie Molyneux (02) 6205 6368 julie.molyneux@ed.act.edu.au

**School Improvement  
North/Gungahlin Network  
Campbell High School  
School Secretary**

**School Assistant 2 \$36,810 - \$40,820, Canberra (PN: 00765)**

Gazetted: 07 June 2011

Closing Date: 21 June 2011

Campbell High School is seeking a highly motivated person to provide administrative and secretarial support to the Principal and staff throughout the school. Ability to work as part of the team in a busy front office with competing demands. Ability to perform receipting and assist in the preparation of Family Transaction statements whilst providing excellent customer service.

Eligibility/Other Requirements: First Aid qualification, or willingness to undertake appropriate training desirable.

Contact Officer: Julie Molyneux (02) 6205 6368 julie.molyneux@ed.act.edu.au

**School Improvement  
Tuggeranong Network  
Caroline Chisholm School P-10  
School Secretary**

**School Assistant 2 \$36,810 - \$40,820, Canberra (PN: 31443)**

Gazetted: 03 June 2011

Closing Date: 17 June 2011

Caroline Chisholm School Senior Campus is seeking a highly motivated person who possesses excellent customer service, communication and teamwork skills to work in the front office. Ability to work flexibly and effectively in an environment involving close daily contact with staff, students, parents and the wider school community. The successful applicant will provide administrative and secretarial support to the Principal and staff throughout the school.

Eligibility/Other Requirements: Possess First Aid and Epi pen qualifications or willingness to undertake appropriate training.

Contact Officer: Jenny Mosessen (02) 6205 7293 [jenny.mosessen@ed.act.edu.au](mailto:jenny.mosessen@ed.act.edu.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>**

#### **Deputy Chief Executive, Strategy and Corporate Professional Leadership, Research and Education**

##### **Medical Administration**

##### **Staff Specialist Band 1-5 \$137,660-\$169,877 Senior Specialist \$185,984, Canberra (PN: TBA)**

Gazetted: 09 June 2011

Closing Date: 16 June 2011

An exciting opportunity exists for an experienced Medical Administrator within Health Directorate for the position of Principal Medical Advisor (PMA). The PMA position is a high level medical administrator position reporting directly the Deputy Chief Executive, Strategy & Corporate of Health Directorate. The PMA will work in close partnership with other professional lead positions within Health Directorate and have strong links with the operational areas of Health Directorate. The PMA position is responsible for leading strategic and policy on all professional matters relating to the medical workforce in Health Directorate, including matters related to professional practice, regulation, workforce, planning and training. The PMA will lead innovation and reform to progress contemporary based scopes of practice as well as provide professional advice both internal and external to the Health Directorate on the delivery of high quality clinical outcomes and best practice standards. This role is responsible for leading and promoting maintenance of high standards of ethical and professional behaviour and in turn the delivery of high quality, safe care to patients across the Territory.

This role will also lead input from the medical profession in to the Health Directorate workforce planning as well as aligning medical education programs to service the needs and evolving professional roles. The PMA is responsible for strengthening medical practice through advising on innovative models of care, advanced practice models, performance reporting of clinical indicators and other safety and quality indicators. The successful applicant will demonstrate strong leadership, management and collaborative skills, and the ability to motivate and inspire others to work together as a team, with a sense of shared purpose to achieve Health Directorate objectives with integrity. The position will also be responsible for working with the Executive Director of Medical Services for the Canberra Hospital and Health Services to lead the medical workforce through the Health Directorate's change agenda, particularly during the major redevelopment of the hospital campus. The successful applicant will have the opportunity to participate in planning and development of new clinical areas. Extensive experience in medical administration of clinical services is highly desirable, supported by relevant qualifications in medical administration and/or business and health administration. This role will work closely with the Faculty of the Australian National University Medical School in the development and maintenance of a clinical academic environment and experience in this high level partnership liaison is essential. The successful candidate may also be offered a conjoint academic appointment at a level commensurate with their academic credentials.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Relevant qualifications in medical administration and/or business, health administration or policy would be an advantage.

Contact Officer: Ian Thompson Deputy Chief Executive, Strategy & Corporate (02) 6205 0868 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the SMO Recruitment Officer, Human Resource Management Branch ACT Health Level 5, 1 Moore Street, CANBERRA ACT 2601

#### **Deputy Chief Executive The Canberra Hospital and Health Service**

##### **Critical Care and Diagnostics**

##### **Intensive Care**

##### **The Nurse Manager of Intensive Care**

##### **Registered Nurse Level 3.2 \$94,804, Canberra (PN: 22186)**

Gazetted: 09 June 2011

Closing Date: 23 June 2011

A position exists for The Nurse Manager of Intensive Care. Applicants will be required to demonstrate a high level of effective communication, interpersonal and management skills with a developed understanding of rostering practices that meet both the legislated and fiscal requirements of human resource management. Applicants will be required to liaise closely with the nursing workforce office to work within agreed rostering guidelines.

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

Contact Officer: Heather Bullard (02) 6174 5094 [heather.bullard@act.gov.au](mailto:heather.bullard@act.gov.au)

#### **Deputy Chief Executive The Canberra Hospital and Health Service**

##### **Critical Care and Diagnostics**

##### **Emergency**

##### **Nurse Coordinator**

##### **Registered Nurse Level 3.1 \$83,861-\$87,312, Canberra (PN: 12175, several)**

Gazetted: 09 June 2011

Closing Date: 30 June 2011

Canberra Hospital Emergency Department is seeking Registered Nurses to join our dynamic team, as Nurse Coordinators, RN Level 3.1. Applicants must have demonstrated high level leadership, communication and expertise in coordinating practices within a time critical clinical environment to ensure the provision of safe quality care. The successful applicants will be required to apply best practice principles and work within a collaborative and multidisciplinary framework.

Eligibility/Other Requirements: Registered or eligible to register with the Australian Health Practitioner Regulation Agency (AHPRA). Applicants must demonstrate extensive experience in this specialist clinical area and hold an appropriate qualification or be progressing towards a tertiary qualification at Masters Level or equivalent.

Note: The Canberra Hospital Emergency Department is a Tertiary referral hospital with approximately 60,000 presentations per year.

Contact Officer: Megan Wall (02) 6244 3753 [megan.wall@act.gov.au](mailto:megan.wall@act.gov.au)

**Deputy Chief Executive Canberra Hospital and Health Service  
Medicine  
Pharmacy  
Lead Pharmacist Cancer Services  
Health Professional Level 4 \$83,816 - \$90,372, Canberra (PN: 24088)**

Gazetted: 09 June 2011

Closing Date: 12 August 2011

An exciting new position has been created for a Lead Pharmacist of Cancer Services at The Canberra Hospital. This position will be responsible for providing leadership, and operational management, coordination and support for all Cancer Pharmacy Services, including clinical services, clinical trial services, chemotherapy production, and outpatient dispensing services. This position is responsible for the development of all policies and procedures for Cancer Pharmacy Services, quality assurance, and delivering (or overseeing) all training. This position will also represent (or delegate) Pharmacy on all relevant Capital Region Cancer Services on all groups and committees. The Capital Region Cancer Services (CRCS) is located at The Canberra Hospital, and comprises of an inpatient ward facility with over 30 beds (including a high dependency unit), and a day infusion and outpatient clinic area with over 30 treatment chairs and beds. Current redevelopment will see inpatient and outpatient services grow between 2012 and 2015. Cancer services provided at The Canberra Hospital include Haematology, Medical Oncology, Radiation Oncology, Immunology, and Palliative Care.

Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications in Oncology/Haematology would be highly desirable.

Contact Officer: Claire Bekema (02) 6244 2118

**Deputy Chief Executive Strategy and Corporate  
Business and Infrastructure  
Security and Emergency Preparation  
Client Services Manager  
Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 11872)**

Gazetted: 09 June 2011

Closing Date: 16 June 2011

Applications are sought from suitably qualified candidates for the newly created position of Client Services Manager within Business and Infrastructure/Client Services, Security and Emergency (CSSE). The successful applicant must be self-motivated with excellent time management skills and possess a strong client focus. They will work as part of the dynamic CSSE Management team, reporting directly to the Assistant Director. This position has responsibility for the Client Services business units comprising Health Communications functionality, The Canberra Hospital Switchboard and Main Reception and Residential Accommodation Facilities. The successful applicant will lead the Client Services team, liaising closely with managers, key stake-holders and service providers, to ensure delivery of high quality client services. They will also provide advice to the Assistant Director on service provision and be responsible for managing the physical and financial resources of the business units. The successful applicant must possess highly developed communication skills, both written and verbal; strong liaison skills and demonstrate a proven ability to effectively manage human resources.

Eligibility/Other Requirements: Current, unencumbered ACT driver's licence is essential (Class C or equivalent).

Contact Officer: Eleanor Fogarty (02) 6244 4040

**Office of the Chief Executive  
Population Health  
Health Promotion  
Project Administrator  
Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 24030)**

Gazetted: 09 June 2011

Closing Date: 23 June 2011

A permanent full-time vacancy has become available with the Health Directorate's Health Promotion Branch. The position is responsible for managing, developing and evaluating social marketing campaigns in partnership with key stakeholders.

It would be suited to someone with relevant marketing experience interested in working in a health promotion setting. Eligibility/Other Requirements: A tertiary qualification or experience in social marketing, communications, public health and/or related disciplines is desirable.

Note: This is a full-time position, however part-time hours may be considered.

Contact Officer: Yvonne Poels (02) 6207 4439

**Deputy Chief Executive The Canberra Hospital and Health Service  
Medicine**



**Ambulatory Services**

**Registered Nurse**

**Registered Nurse Level 2 \$72,960-\$77,472, Canberra (PN: 22342)**

Gazetted: 09 June 2011

Closing Date: 29 June 2011

The Canberra Community Dialysis Centre (CCDC) is seeking a Registered Nurse Level 2 colleague to join our team. The unit is a satellite haemodialysis unit which offers dialysis to clients in Canberra and surrounding areas. The unit is open from Monday – Saturday and offers dialysis to clients over three shifts. The unit is closed on Sundays. CCDC aims to provide maintenance dialysis for our clients in a friendly and welcoming environment. We pride ourselves on building lasting partnerships with our clients to achieve the best possible outcomes for a diverse group of people. We are seeking a motivated and enthusiastic colleague who will bring their special talents to our team.

Eligibility/Other Requirements: Registered or eligible to register with AHPRA. This position will also be required to take part in on call roster commitments.

Contact Officer: Anne Maguire (02) 6244 4398

**Deputy Chief Executive The Canberra Hospital and Health Services  
Rehabilitation, Aged and Community Care**

**Aged Care**

**Registered Nurse**

**Registered Nurse Level 2 \$72,960-\$77,472, Canberra (PN: 22298)**

Gazetted: 09 June 2011

Closing Date: 16 June 2011

A dynamic registered nurse with excellent communication and leadership skills is required to provide advanced nursing care consistently and competently to patients of varying complexity in Gerontology. The position is full-time (rotating roster). If you are passionate about exemplary patient centred care and enjoy working in a multidisciplinary environment you are encouraged to apply. Position is available immediately.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board.

Contact Officer: Hazel Hurrell (02) 6244 3035 [hazel.hurrell@act.gov.au](mailto:hazel.hurrell@act.gov.au)

**Deputy Chief Executive The Canberra Hospital and Health Service  
Medicine**

**Pharmacy - TCH**

**Clinical Pharmacist**

**Health Professional Level 3 - Pharmacist \$72,543 - \$76,543 (up to \$80,436 on achieving a personal upgrade),  
Canberra (PN: 21580)**

Gazetted: 09 June 2011

Closing Date: 31 July 2011

Fast-track your career as a Clinical Pharmacist at The Canberra Hospital. We are the largest public tertiary hospital in the region, and with over 600 beds we are one of the largest in the country. We have state of the art facilities and offer almost all clinical specialties available. We have strong links to the University of Canberra Pharmacy School, and the Society of Hospital Pharmacists of Australia. We have a dynamic, talented team of 35 Pharmacists, and are looking to recruit an experienced Clinical Pharmacist to join this team. Duties include provision of clinical pharmacy services to hospital wards and provision of pharmacy services from the dispensary, oncology pharmacy, intravenous admixture area and drug information on a rotational basis.

Eligibility/Other Requirements: Registered or eligible for registration with the National Pharmacy Board and have broad experience as a Clinical Pharmacist.

Note: An attractive remuneration package is available to the successful applicant/s. Full details available from the contact officer.

Contact Officer: Claire Bekma (02) 6244 2118

**Special Purpose Accounts The Canberra Hospital**

**Special Purpose Accounts**

**Research**

**Orthopaedic Trauma Database Manager**

**Senior Research Officer 2 \$66,198 - \$76,043, Canberra (PN: 23935)**

Gazetted: 09 June 2011

Closing Date: 16 June 2011

The Trauma and Orthopaedic Research Unit at Canberra Hospital (TORU) is establishing a comprehensive Orthopaedic Trauma Database as part of its long range strategy to facilitate teaching and research into the management of musculoskeletal trauma. TORU has a broad range of research studies, encompassing clinical and laboratory projects. The Orthopaedic Trauma Database Manager will have the primary role of establishing the trauma database and integrating the database with other data and statistical collections of ACT Health. The Orthopaedic Trauma Database Manager will be responsible for data safety and quality, including supervision of data entry staff and will in turn be responsible to the TORU Clinical Research Coordinator. The Orthopaedic Trauma Database Manager will also interface with ongoing research studies relevant to trauma both laboratory and clinical, with a view to consolidating existing projects and developing future studies.

Eligibility/Other Requirements: A research higher degree (Master of Philosophy, Master of Science, or PhD) in clinical research, epidemiology or biostatistics, or equivalent work experience and training.

Note: This position is temporary commencing ASAP until 1 June 2013, with a possibility of extension.

Contact Officer: Dr Jennie Scarvell (02) 6244 3701 [jennie.scarvell@act.gov.au](mailto:jennie.scarvell@act.gov.au)

**Office of Chief Executive  
Quality and Safety  
Patient Safety and Quality  
Administrative Officer  
Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 04674)**

Gazetted: 09 June 2011

Closing Date: 16 June 2011

An opportunity has arisen for a permanent administrative assistant in the Health Directorate's Quality and Safety Unit. As the successful applicant you will undertake general administrative, secretariat and database duties. You will require a breadth of knowledge and experience of managing a busy calendar, have good communication skills, processing finances and be able to multi-task, prioritise workloads and meet timelines in a busy administrative environment.

Eligibility/Other Requirements: A working knowledge of the TRIM application would be an advantage.

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

Contact Officer: Sonia Hogan (02) 6205 0718

**Deputy Chief Executive The Canberra Hospital and Health Services  
Medicine  
Ambulatory Services  
Nurse, Renal Dialysis**

**Registered Nurse Level 1 \$51,872-\$70,092, Canberra (PN: 12651)**

Gazetted: 09 June 2011

Closing Date: 23 June 2011

Applications are invited from committed, motivated, and enthusiastic registered nurses to work within the renal dialysis team. It is desirable that applicants possess sound clinical knowledge, haemodialysis or renal experience, and good time management skills.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board.

Note: The Haemodialysis Unit operates Monday to Saturday working both morning and evening shifts. The successful applicant may be required to participate in an on call roster, depending on experience. This position is part-time, working five (5) shifts per fortnight, 20 hours per week.

Contact Officer: Chari Mercado (02) 6244 3363 chari.mercado@act.gov.au

**Deputy Chief Executive The Canberra Hospital and Health Services  
Mental, Justice, Alcohol and Drug Services  
Alcohol and Drug Program  
Registered Nurse**

**Registered Nurse Level 1 \$51,872-\$70,092, Canberra (PN: 24118)**

Gazetted: 09 June 2011

Closing Date: 16 June 2011

The Alcohol and Drug Program is seeking applications to fill a Registered Nurse Level 1 vacancy. Consideration will be given to full-time or part-time applicants.

This is an exciting opportunity to work with a knowledgeable and supportive multi-disciplinary team in the field of alcohol and other drug related dependency and includes opportunities to work in clinic, outpatient and inpatient settings.

Experience is not essential as the successful applicant will receive support and training through our orientation program.

Eligibility/Other Requirements: Registered or eligible for registration with the ACT Nursing and Midwifery Board. Current driver's licence. Tertiary or postgraduate qualifications and recent experience in a wide range of clinical hospital and/or community health settings.

Note: This position is temporary for a period of 5 months.

Contact Officer: Jill Hughes (02) 6205 2131 jill.hughes@act.gov.au

**Deputy Chief Executive The Canberra Hospital and Health Services  
Capital Region Cancer Services  
Radiation Oncology  
Radiation Therapist**

**Radiation Therapist Grade 1 \$51,100, Canberra (PN: 12111)**

Gazetted: 09 June 2011

Closing Date: 23 June 2011

As part of the Radiation Oncology team, you will have the opportunity to work in the planning and treatment areas within a dynamic multidisciplinary environment. The department is currently equipped with the latest technology including 3 Varian Linac Accelerators, OBI, Aria R&V, dedicated Phillips CT Simulator, SXRT, Pinnacle 3D RTTPS and HDR Brachytherapy. Expansion of the department is planned for the near future including an additional linear accelerator, an additional CT Simulator and the introduction of an LDR Brachytherapy service. Opportunities exist for inclusion on multidisciplinary teams involved in research and development within the Department. In addition the Radiation Oncology Private Practice Trust Fund provides the opportunities to apply for grants for conference attendance and professional development activities.

Eligibility/Other Requirements: Successful completion of a degree in Medical Radiation Technology or equivalent qualification and possession of a Provisional Statement of Accreditation from the Australian Institute of Radiography. Successful applicants will also be required to register as a NPDP Radiation Therapist with the ACT registration Board and will need to be eligible to obtain a Radiation license from the ACT Radiation Council.

Note: Applicants will be shortlisted on the basis of written application, which should address the selection criteria. Current curriculum vitae and written referee reports must accompany the application. This position may have a scholarship attached. The successful applicant will assume a responsible role within the Radiation Oncology Department for a temporary 12 month period under the supervision and guidance of accredited Radiation Therapists. The successful Applicant will commence employment July 2011.

Contact Officer: Kym Allen (02) 6244 2241 kym.allen@act.gov.au

**Deputy Chief Executive The Canberra Hospital and Health Service  
Medicine**

**Ambulatory Services**

**Enrolled Nurse**

**Enrolled Nurse Level 2 \$51,032, Canberra (PN: 13608)**

Gazetted: 09 June 2011

Closing Date: 16 June 2011

An opportunity exists for a dynamic and enthusiastic enrolled nurse to work at an advanced level. This position is for the registrar review clinic to provide treatment for patients requiring urgent to semi urgent Orthopaedic and Plastic intervention.

Eligibility/Other Requirements: Registered or eligible for registration as an Enrolled Nurse with the ACT Nursing and Midwifery Board. A minimum three years of full time equivalent post enrolment experience, including six months experience in the relevant field of practice. Experience in Orthopaedics and Plastics. Competent with complex dressings and casting.

Note: Applicants are requested to submit their application in writing addressing the selection criteria with your current curriculum vitae that includes two professional referees by 16 June 2011.

Contact Officer: Sandra Hives (02) 6204 3957 sandra.hives@act.gov.au

**Office of Chief Executive  
Population Health**

**Health Promotion Service**

**Public Health Officer**

**Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 29633, several)**

Gazetted: 09 June 2011

Closing Date: 30 June 2011

The successful applicant will work as part of a team providing environmental health roles including food surveillance, general environmental investigations. Applicants with regulatory inspection and community contact experience are encouraged to apply.

Eligibility/Other Requirements: A Degree in Environmental Health or equivalent is mandatory and experience in general public and environmental health practice will be an advantage. A current driver's licence.

Note: Selection may be based on application and referee reports alone, a telephone interview, personal interview or any combination of the above.

Contact Officer: Brian Jones (02) 6205 1713

**Deputy Chief Executive The Canberra Hospital and Health Service  
Surgical and Oral Health**

**Medical Imaging**

**Radiographer**

**Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: 18840, several)**

Gazetted: 09 June 2011

Closing Date: 16 June 2011

The successful applicant will need to perform all aspects of general radiography while observing departmental protocols and radiation protection measures at all times. Participate in the more complex procedures with the approval and supervision of the Senior Health Professional Officer Grade 5 in the area.

Eligibility/Other Requirements: Eligible for membership with the Australian Institute of Radiography. Mandatory registration with the ACT Medical Radiation Scientists Board, and possess a Radiation Licence from the ACT Health Protection Service.

Note: Participate in weekend, out of hours and on-call rosters. An order of merit will be formed from this selection process and will be utilised to fill any full-time/part-time, temporary positions (at level), which may occur within the following 12 months. Applicants must provide two written referee reports which address the selection criteria.

Contact Officer: Terry Rafferty (02) 6244 4362

**Deputy Chief Executive Strategy and Corporate  
Business and Infrastructure**

**Business Support Services**

**Biomedical Engineer**

**Health Professional Level 2 \$50,796 - \$70,459, Canberra (PN: P23818, several)**

Gazetted: 09 June 2011

Closing Date: 23 June 2011

Applications are invited for two Health Professionals to join a dynamic, progressive and enthusiastic team within Business Support section of Health. The Business Support section of Health provides clinical support services to the stakeholders and clients of Health. It comprises of a team of professional and technical experts in the field of Biomedical Engineering, Medical Physics and Sterilising services. The successful candidate will be a motivated team player with good

communication skills. The increase use of technology and biomedical equipment to improve patient outcomes brings the need to support and maintain these devices. The interesting and challenging position is primarily responsible for managing various services and support agreements on the biomedical devices in consultation with stakeholders, providing value for money for Health.

Eligibility/Other Requirements: An Associate Diploma in a relevant Engineering Discipline.

Note: This is a temporary position available for six months with the possibility of extension.

Contact Officer: Toni-Maree Abbott (02) 6244 3043 Toni-Maree.Abbott@act.gov.au

**Deputy Chief Executive The Canberra Hospital and Health Service**

**Pathology**

**Pathology Administration**

**Administration Officer**

**Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 21507, expected vacancy)**

Gazetted: 09 June 2011

Closing Date: 16 June 2011

ACT Pathology is a Department of The Canberra Hospital offering a diagnostic Pathology service to the ACT and surrounding region. The successful applicant will be required to invoice patients using the Kestral Pathology Laboratory System, attend to correspondence and other patient enquiries while providing high quality customer service.

Eligibility/Other Requirements: Sound communication skills and the ability to work effectively as part of a small team.

Knowledge of the Medicare Benefits Schedule, Microsoft Office applications and experience in an Accounts Receivable area would be an advantage.

Note: Selection for this position may be based on application and referee reports only. Please include a statement of claims against the selection criteria and a written referees report.

Contact Officer: Brett Loiterton (02) 6244 2839

**Deputy Chief Executive The Canberra Hospital and Health Services**

**Operational Support**

**Acute Support**

**New Graduate Physiotherapist**

**Health Professional Level 1 \$47,515 - \$61,074, Canberra (PN: 29727, several)**

Gazetted: 09 June 2011

Closing Date: 16 June 2011

New graduate rotational Health Professional 1 Physiotherapists are required to participate in a graduate program across Health Directorate. Excellent supervision and professional development opportunities exist within this program. Rotations are available across the inpatient and outpatient departments of the Canberra Hospital covering cardio respiratory, neurology and musculoskeletal. Rotations are also available in Rehabilitation, Aged and Community Care. Under professional supervision, graduates will be required to promote positive client outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team; provide individual or group service delivery and apply knowledge, skills, and professional judgement in the delivery of routine services.

Eligibility/Other Requirements: An appropriate Degree or Diploma in Physiotherapy and eligible for AHPRA Physiotherapy registration.

Note: New graduates with experience less than 12 months only need apply. These positions are temporary for a period of 6 months with the possibility of extension. Start date is negotiable. These positions may be required to participate in overtime, on call, and/or rotation roster.

Contact Officer: Lisa Gilmore (02) 6244 2670

**Deputy Chief Executive, The Canberra Hospital and Health Services**

**Surgery and Oral Health**

**Dental Region South**

**Dental Therapist**

**Health Professional Level 1 \$47,515 - \$61,074, Canberra (PN: 15530, several)**

Gazetted: 09 June 2011

Closing Date: 16 June 2011

ACT Health is seeking qualified Dental Therapists to provide dental services to eligible children and youth of the ACT. The successful applicants will also undertake health promotion activities.

Eligibility/Other Requirements: An appropriate tertiary qualification in Dental Therapy or equivalent and must be eligible for registration as a dental therapist by Dental Board of Australia.

Contact Officer: Mandy Blyton (02) 6205 2768 or Patricia Mason (02) 6205 1541

**Deputy Chief Executive Strategy and Corporate**

**Business and Infrastructure**

**Infrastructure Support**

**Functions Coordinator**

**Health Service Officer Level 4 \$40,700 - \$42,331, Canberra (PN: 19621)**

Gazetted: 09 June 2011

Closing Date: 16 June 2011

The Food Services Department of The Canberra Hospital has one permanent full-time position for a Functions Coordinator available within the Staff Cafeteria. Duties include the organizing, coordination and delivery of functions within the Canberra Hospital as well as other duties as required.

Note: This is a Monday to Friday position. Please address selection criteria when applying.  
Contact Officer: Gordana Milisavljevic (02) 6244 2777

**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 Regulatory Services**

**WorkSafe ACT**

**Proactive Services**

**Manager - Proactive Services**

**Senior Officer Grade C \$83,816 - \$90,372, Canberra (PN: 05529)**

Gazetted: 07 June 2011

Closing Date: 28 June 2011

Under the broad direction of the Senior Manager, Operational Support, lead, manage, and monitor a team including the development of a team and individual work plans also setting team work priorities. Lead and direct staff in the provision of high-level advice and compliance activities for WorkSafe ACT. Foster an environment of working together across the teams within WorkSafe ACT. Implement and monitor policy and processes to provide best outcomes across a range of regulatory responsibilities. Establish effective working relationships with both internal and external stakeholders and colleagues at all levels. Perform the functions of an authorised inspector in accordance with relevant legislation. Maintain records relating to team activities and outcomes. Represent WorkSafe ACT at a range of forums both locally and interstate. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: A Certificate IV in Government (Investigations) or a Certificate IV in Occupational Health and Safety (OHS) or relevant experience is desirable but not essential. Some local and interstate travel and wearing of a uniform will be required. Participation in an after hours on-call roster and availability to participate in programmed after hours compliance activities is required.

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

**ACT Ambulance Services**

**Operations**

**Emergency Operations**

**Intensive Care Paramedic**

**Intensive Care Paramedic 1 \$66,447-\$73,830 plus penalties, Canberra (PN: 09964, several)**

Gazetted: 08 June 2011

Closing Date: 1 November 2011

Applications are sought from Intensive Care Paramedics holding current qualifications to commence immediate employment with the ACT Ambulance Service. Applicants should possess the ability to work in a solo capacity or in small teams, have highly developed written and oral communications skills and a commitment to personal and professional development of others.

Eligibility/Other Requirements: Mandatory - Advanced Diploma of Paramedical Science (Ambulance) or equivalent. Current ACT Intensive Care Paramedic level qualifications or equivalent (current means having practised at ICP level within 12 months of date of advertisement). Current ACT C driver's licence or interstate equivalent with no more than 50% of demerit points lost in the last two years.

Note: Reasonable relocation expenses are available to successful interstate applicants to assist with relocation to the Australian Capital Territory. These positions are also entitled to salary packaging with fringe benefits tax-free threshold up to \$9,095.00. These positions involve shiftwork (including weekends and public holidays).

Contact Officer: Marnie Edwards (02) 6205 0669 [marnie.edwards@act.gov.au](mailto:marnie.edwards@act.gov.au)

**ACT Law Courts and Tribunal Administration**

**Supreme Court**

**Law Courts Library**

**Information Services Librarian**

**Professional Officer Class 2 \$66,198 - \$76,043, Canberra (PN: 02140)**

Gazetted: 03 June 2011

Closing Date: 21 June 2011

Applications are sought from suitably qualified and experienced candidates seeking permanent part-time work as Information Services Librarians in the Russell Fox Library. The Russell Fox Library is a legal information resource supporting judicial officers, Courts and Tribunal staff working in the ACT Supreme Court, Magistrates Court and the ACT Civil and Administrative Tribunal (ACAT).

Eligibility/Other Requirements: Tertiary qualification in librarianship or information management and an ability to satisfy eligibility requirements for membership of the Australian Library and Information Association.

Note: Applicants possessing library experience in non-legal areas are encouraged to apply. Subject to work requirements the successful candidate may work either a four day week or reduced hours over five days totalling 29:24 hours per week.

Contact Officer: Victor Rodziewicz (02) 6207 1805 [victor.rodziewicz@act.gov.au](mailto:victor.rodziewicz@act.gov.au)

**ACT Corrective Services**

**Community Based Corrections**

**Managed Accommodation**

**Support Worker**

**Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 15980)**

Gazetted: 07 June 2011

Closing Date: 21 June 2011

Under the general direction of the Team Leader, Managed Accommodation Program: Undertake case management in a Therapeutic and Managed Accommodation environment. In consultation with the broader and key stakeholders, develop and implement rehabilitation plans to address criminogenic risk/needs and lifestyle issues. Provide advice and support to boarders on an individual and group basis. Liaise and negotiate with community and government agencies as required to enhance the pro-social lifestyle of boarders.

Eligibility/Other Requirements: Experience working with offenders and relevant tertiary qualifications are highly desirable. Eligible candidates will be required to undergo a criminal history check. Applicants will be required to undertake psychological aptitude testing as part of the assessment process. Current Senior First Aid Certificate and current driver's licence are essential.

Note: This is a permanent part-time position at 30 hours per week.

Contact Officer: Simon Porter 0432 757 414 [simon.porter@act.gov.au](mailto:simon.porter@act.gov.au)

**ACT Corrective Services**

**Alexander Maconochie Centre**

**Prison Resources**

**Catering Officer**

**Administrative Services Officer Class 3 \$49,306 - \$53,214, Canberra (PN: 13753)**

Gazetted: 07 June 2011

Closing Date: 21 June 2011

Under the general direction of the Manager, Catering Services: Prepare food of a high quality and well presented for a large number of people as instructed by the Manager, Catering Services, which meets appropriate hygiene and nutritional standards and in accordance with special dietary requirements. Assist in planning menus and estimate food requirements.

Eligibility/Other Requirements: Previous experience in a kitchen would be an advantage. Eligible candidates will be required to undergo a criminal history check. Eligible applicants will be required to undertake psychological aptitude testing as part of the assessment process. The occupant of this position will be required to undertake parts of the duties outside normal business hours.

Note: This is a permanent part-time position at 22 hours per week.

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

**Office of Regulatory Services**

**Compliance**

**Parking Devices**

**Three For Free Parking Officer**

**Administrative Services Officer Class 1 \$38,249 - \$42,272, Canberra (PN: 10728)**

Gazetted: 02 June 2011

Closing Date: 16 June 2011

Under the close direction of Team Leader Parking Devices Unit, issue Three for Free parking vouchers to qualifying vehicles; provide customer services through the provision of the Three for Free scheme, as well as advising members of the public on basic parking issues; keep accurate records for monthly reporting of take up rates for the scheme; maintain the booth and working area to appropriate standards; assist senior members with other work in the unit to ensure the objectives of the unit are achieved; maintain records in accordance with the *Territory Records Act 2002*.

Note: This is a permanent part-time position at 7.5 hours per week.

Contact Officer: Rudy Kustic (02) 6207 7219 [rudy.kustic@act.gov.au](mailto:rudy.kustic@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)**

**Transport and Infrastructure**

**Canberra Connect**

**Customer Services Integration**

**Web Liaison Officer**

**Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 55542)**

Gazetted: 07 June 2011

Closing Date: 14 June 2011

Canberra Connect provides enhanced whole of Government information and payment services through the internet, contact centre and shopfronts for the community and small businesses of the ACT, as well as facilitating the redesign, enhancement and expansion of these services. The Customer Services Integration team supports Canberra Connect service delivery channels by providing technical and capacity building training. The team manages the TAMS website and intranet, the ACTION, Transport for Canberra and Archives ACT Websites. The Customer Services Integration team also delivers whole of Government customer contact which includes the functions and services directory and telephone book white pages. Our team is looking for an applicant who is enthusiastic and knowledgeable, dedicated to understanding our customers' needs and how Government can contribute to improving their life in the ACT. The Web Centre team are responsible for working closely with key stakeholders from across the ACT Government to ensure online content and

infrastructure is maintained in line with established accessibility requirements including Web Content Accessibility Guidelines (WCAG) 2.0 guidelines and the ACT Government website development and management standards. Applicant must have well developed skills in MySource website content management system; strong Hypertext Markup Language (HTML), Cascading Style Sheets (CSS) Photoshop and Dreamweaver skills; good liaison, oral written communication skills and a customer service focus; effective time management and organisational skills to meet deadlines; and the ability to work independently and as part of a team.

Eligibility/Other Requirements: To be successful in this role the applicant will have proven experience working with online environments. Experience with creating or redesigning MySource websites or intranets would also be highly desirable.

Contact Officer: Kevin Bell (02) 6205 3860 kevin.bell@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.

### **Treasury**

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

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

#### **Office of the Under Treasurer Treasury Departmental Liaison Officer**

**Senior Officer Grade C/B \$83,816 - \$111,485, Canberra (PN: 55315)**

Gazetted: 02 June 2011

Closing Date: 9 June 2011

The successful applicant will be required to facilitate and support direct communications and policy advice between the Directorate and the Minister's Office. The occupant of this position will provide specialist assistance in matters relating to Cabinet, the Legislative assembly, constituent meetings and functions. Demonstrated ability to operate in a complex and dynamic environment with minimal supervision and within tight timeframes, and high level oral and written communication skills with effective representation and liaison skills will be an advantage.

Eligibility/Other Requirements: Relevant tertiary qualifications highly desirable.

Note: This is a temporary position available for a period of 12 to 18 months. Applicants should provide a one to two page expression of interest, current CV and contact details of at least one referee. Position will be filled at either the Senior Officer Grade C or B level dependant on the skills and experience of the successful candidate.

Contact Officer: Megan Smithies (02) 6207 0261 megan.smithies@act.gov.au

#### **Shared Services**

##### **Shared Services ICT**

##### **Operations, Platform Systems**

##### **Citrix Engineer**

**Senior Information Technology Officer Grade C \$83,816 - \$90,372, Canberra (PN: 14579)**

Gazetted: 06 June 2011

Closing Date: 21 June 2011

The successful applicant will be responsible for operational management and troubleshooting of the Citrix environment within the ACT Government.

Eligibility/Other Requirements: Possession of, or the ability to rapidly attain a protected security clearance is mandatory.

Contact Officer: Peter Moisis (02) 6207 6756 peter.moisis@act.gov.au

#### **Shared Services**

##### **Shared Services ICT/Customer Relations**

##### **Health ICT**

##### **Projects Administration Officer**

**Administrative Services Officer Class 5 \$61,295 - \$64,994, Canberra (PN: 16302)**

Gazetted: 07 June 2011

Closing Date: 17 June 2011

This role provides general administrative support to the ICT Health Projects section, including the tracking, monitoring, compilation and dissemination of correspondence, documentation and reports. Other key functions include providing reporting and financial support.

Eligibility/Other Requirements: Experience or qualifications in administration within the public service, and an awareness of privacy and confidentiality principles when working with health business applications would be an advantage.

Contact Officer: Justine Spina (02) 6205 5063 justine.spina@act.gov.au

#### **Shared Services**

##### **Human Resources**

##### **Executive Assistant**

**Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 10203)**

Gazetted: 03 June 2011

Closing Date: 10 June 2011

A permanent position exists for an Executive Assistant to work as part of the Shared Services team. The position is a pivotal position in ACT Government working with the Directors of Shared Services Human Resources and Shared

Services Finance. If you have great communication skills and well developed office administration and organisational ability, you are encouraged to apply.

Note: Selection may be based on application and references only.

Contact Officer: Andrew Whale (02) 6205 3680 andrew.whale@act.gov.au

### **Finance and Budget**

#### **Executive**

#### **Executive Support Officer**

#### **Administrative Services Officer Class 4 \$54,956 - \$59,668, Canberra (PN: 55564)**

Gazetted: 09 June 2011

Closing Date: 21 June 2011

The Finance and Budget Division is seeking a highly motivated, enthusiastic and experienced Executive Support Officer to provide high level administrative and coordination support to the Executive Officer.

Eligibility/Other Requirements: Demonstrated well developed organisational and communication skills, excellent written, oral and interpersonal skills and the ability to liaise appropriately with all levels of staff.

Contact Officer: Elizabeth Kirkham (02) 6204 0310 elizabeth.kirkham@act.gov.au

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

### **APPOINTMENTS**

#### **Canberra Institute of Technology**

#### **Teacher Band 1 \$58,254-\$78,380**

Ian Millar 820-97124, Section 68(1), 7 June 2011

#### **Teacher Band 1 \$58,254-\$78,380**

Marie Williamson 793-84405, Section 68(1), 2 June 2011

#### **Community Services**

#### **Disability Support Officer Level 1 \$40,857 - \$42,495**

Ian Bruce 827-36408, Section 68(1), 30 May 2011

#### **Administrative Services Officer Class 3 \$49,306 - \$53,214**

Rachelle Martin 827-41717, Section 68(1), 6 June 2011

#### **Economic Development**

#### **Administrative Services Officer Class 5 \$61,295 - \$64,994**

Amy Maree Cleary 827-41880, Section 68(1), 25 May 2011

#### **Education and Training**

#### **School Assistant 2 \$36,810 - \$40,820**

Karin Lee Tamsett 821-04355, Section 68(1), 1 June 2011

#### **Health**

#### **Enrolled Nurse Level 1 \$46,825 - \$50,191**

Jovita Lopez 827-37689, Section 68(1), 6 June 2011

#### **Registered Nurse Level 1 \$51,872-\$70,092**

Nina O'Connell 827-25522, Section 68(1), 6 June 2011

#### **Senior Medical Physics Specialist \$92,791 - \$112,716**

Ian Donald McLean 827-4177, Section 68(1), 24 October 2011

#### **Senior Specialist, \$185,984**

Jeremy Price: 829-55571, Section 68(1), 02 June 2011

#### **Justice and Community Safety**



**Administrative Services Officer Class 2 \$43,289 - \$48,003**  
Dominic Bunyan 827-24052, Section 68(1), 1 June 2011

**Trainee Ambulance Support Officer \$43,863-\$45,943**  
Richard Henry Evans 788-76010, Section 68(1), 14 June 2011

**Administrative Services Officer Class 5 \$61,295 - \$64,994**  
Paraskevi Syriopoulos 827-38083, Section 68(1), 6 June 2011

#### **Territory and Municipal Services**

**Technical Officer Level 3 \$57,082 - \$64,764**  
Luke John Bulkeley 827-42138, Section 68(1), 2 June 2011

**EGSO34 \$48,026**  
Adrian Stephen Jedrzejek 140-656, Section 68(1), 6 June 2011

**General Service Officer Level 5/6 \$42,612 - \$47,092**  
Richard Sliwinski 821-10771, Section 68(1), 8 June 2011

**Workshop Staff (TGSO6) \$56,005-\$58,504**  
Cameron Strong 135-968, Section 68(1), 2 June 2011

**Technical Officer Level 3 \$57,082 - \$64,764**  
Shelley Swain 827-42090, Section 68(1), 16 June 2011

#### **Treasury**

**Administrative Services Officer Class 4 \$54,956 - \$59,668**  
Michael Ian Coate 827-19464, Section 68(1), 6 June 2011

**Administrative Services Officer Class 4 \$54,956 - \$59,668**  
Telesha Maree Deveau 827-09450, Section 68(1), 6 June 2011

**Administrative Services Officer Class 4 \$54,956 - \$59,668**  
Michelle Skye Jones 827-18971, Section 68(1), 6 June 2011

#### **TRANSFERS**

##### **Education and Training**

**Emily Kate Brown: 791-54239**  
From: School Assistant 2 \$36,810 - \$40,820  
Education and Training  
To: School Assistant 2 \$36,810 - \$40,820  
Education and Training, Canberra (PN. 01306) (Gazetted 4 April 2011)

##### **Health**

**Catherine Curran: 543-28116**  
From: Enrolled Nurse Level 1 \$57,082 - \$64,764  
Health  
To: Technical Officer Level 3 \$57,082 - \$64,764  
Health, Canberra (PN. 13478) (Gazetted 5 May 2011)

##### **Justice and Community Safety**

**Catherine Barnetson: 827-81639**  
From: Administrative Services Officer Class 2/3 \$43,289 - \$53,214  
Health Directorate  
To: Trainee Ambulance Support Officer \$43,863 - \$45,943  
Justice and Community Safety, Canberra (PN. 21122) (Gazetted 28 February 2011)

#### **PROMOTIONS**

**Canberra Institute of Technology**

**Centres**

**Centre for Education Excellence**

**Flexible Education**

**Penny Neuendorf: 748-04159**

From: Teacher Band 1 \$58,254-\$78,380

Canberra Institute of Technology

To: †Teacher Band 2 \$97,504

Canberra Institute of Technology, Canberra (PN. 51712, expected vacancy) (Gazetted 29 April 2011)

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.

**Centres**

**Student Services Hub - Shopfront**

**Client Relationship Management**

**Christa Sadler: 820-76745**

From: Administrative Services Officer Class 2/3 \$43,289 - \$53,214

Canberra Institute of Technology

To: Administrative Services Officer Class 4 \$54,956

Canberra Institute of Technology, Canberra (PN. 16464) (Gazetted 25 October 2010)

**Chief Minister and Cabinet**

**Policy**

**Economic, Regional and Planning**

**Brook Dixon: 789-36562**

From: Senior Officer Grade B \$99,033 - \$111,485

Chief Minister and Cabinet

To: †Senior Officer Grade A \$115,016

Chief Minister and Cabinet, Canberra (PN. 16631) (Gazetted 6 May 2011)

**Community Services**

**Housing and Community Services**

**Housing ACT**

**Tenancy Operations**

**Radmila Stosic: 735-61749**

From: Administrative Services Officer Class 5 \$61,295 - \$64,994

Community Services

To: †Administrative Services Officer Class 6 \$66,198 - \$76,043

Community Services, Canberra (PN. 22879) (Gazetted 23 February 2011)

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.

**Therapy ACT**

**Intake**

**Tracy Ann Carroll: 766-17314**

From: Administrative Services Officer Class 3 \$49,306 - \$53,214

Department of Disability Housing and Community Services

To: Administrative Services Officer Class 6 \$66,198 - \$76,043

Department of Disability, Housing and Community Services, Canberra (PN. 07390) (Gazetted 6 April 2011)

**Education and Training**

**School Improvement**

**Belconnen Network**

**Florey Primary School**

**Briana Brockman: 779-09327**

From: School Assistant 2 \$36,810 - \$40,820

Education and Training

To: Administrative Services Officer Class 4 \$54,956 - \$59,668

Education and Training, Canberra (PN. 00626) (Gazetted 6 April 2011)

**School Improvement**

**Tuggeranong Network**

**Fadden Primary School**

**John Michael Manders: 755-76928**

From: School Leader C \$91,769

Education and Training

To: †School Leader B \$98,077

Education and Training, Canberra (PN. 04106) (Gazetted 9 March 2011)

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.

**Environment and Sustainable Development**

**Construction Services**

**Utilities, Land and Lease Regulation Section**

**Samuel William Bond: 827-22196**

From: Administrative Services Officer Class 2 \$43,289 - \$48,003

Environment and Sustainable Development

To: †Administrative Services Officer Class 4 \$54,956 - \$59,668

Environment and Sustainable Development, Canberra (PN. 22814) (Gazetted 28 April 2011)

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.

**Construction Services**

**Utilities, Land and Lease Regulation Section**

**Jonathan Swale: 821-14481**

From: Administrative Services Officer Class 3 \$49,306 - \$53,214

Environment and Sustainable Development

To: †Administrative Services Officer Class 4 \$54,956 - \$59,668

Environment and Sustainable Development, Canberra (PN. 01750, several) (Gazetted 28 April 2011)

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**

**Operational Support**

**Gavin Brookman: 813-03774**

From: Administrative Services Officer Class 3 \$49,306 - \$53,214

Community Services

To: Administrative Services Officer Class 5 \$61,295 - \$64,994

Health, Canberra (PN. 29217) (Gazetted 3 March 2011)

**Office of the Chief Executive**

**Louise McDonald: 823-62151**

From: APS4 \$57,336-\$62,146

IP Australia

To: Administrative Services Officer Class 5 \$61,295

Health, Canberra (PN. 01979) (Gazetted 28 April 2011)

**Justice and Community Safety**

**Office of the Director of Public Prosecutions**

**Corporate**

**Leeanne Hollow: 719-44674**

From: Senior Officer Grade B \$99,033 - \$111,485

Justice and Community Safety

To: †Senior Officer Grade A \$115,016

Justice and Community Safety, Canberra (PN. 05473) (Gazetted 9 May 2011)

**Office of Regulatory Services**

**Policy and Community Relations**

**Community Relations**

**Alexander Soper: 791-30798**

From: Administrative Services Officer Class 4 \$54,956 - \$59,668

Justice and Community Safety

To: Administrative Services Officer Class 5 \$61,295 - \$64,994

Justice and Community Safety, Canberra (PN. 03826) (Gazetted 24 March 2011)

**Territory and Municipal Services**

**Transport and Infrastructure**

**Roads ACT**

**Road Maintenance Services**

**Gregory John Skaines: 767-83347**

From: Technical Officer Level 3 \$57,082 - \$64,764

Roads ACT

To: †General Service Officer Level 10 \$66,198 - \$76,043

Territory and Municipal Services, Canberra (PN. 00826) (Gazetted 9 June 2011)

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.

**Transport and Infrastructure**

**Canberra Connect**

**Payment Services Integration**

**Sindy Tang: 816-76749**

From: Administrative Services Officer Class 4 \$54,956 - \$59,668

Territory and Municipal Services

To: †Administrative Services Officer Class 5 \$61,295 - \$64,994

Territory and Municipal Services, Canberra (PN. 55731) (Gazetted 6 May 2011)

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.

**Transport and Infrastructure**

**Canberra Connect**

**Contact Centre**

**Andrew Frederick Winter: 799-97156**

From: Administrative Services Officer Class 3 \$49,306 - \$53,214

Territory and Municipal Services

To: †Administrative Services Officer Class 4 \$54,956 - \$59,668

Territory and Municipal Services, Canberra (PN. 14636) (Gazetted 18 March 2011)

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.