



ACT Government Gazette

Gazetted Notices for the week beginning 23 May 2013

EXECUTIVE NOTICES

Canberra Institute of Technology

Contract Cessation

Ian Drayton – Executive Director, Development (E526) – 17.5.13

Economic Development

Engagement

Louise Gilding – Executive Director, Ministerial, Cabinet and Policy (E672) Section 72 of the Public Sector Management Act 1994

Environment and Sustainable Development

Engagement

James Corrigan – Executive Director, Planning Delivery (E700) Section 72 of the Public Sector Management Act 1994

Justice and Community Safety

Engagement

Amanda Nuttall – Registrar, ACT Magistrates Court, Law Courts and Tribunals (E061) Section 72 of the Public Sector Management Act 1994

Territory and Municipal Services

Engagement

Vanessa Little – Director, ACT Libraries, Parks and City Services (E518) Section 72 of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

Medical Imaging

Health professional level 2- 3

Health Professional Level 2 - 3 \$54, 414 - \$86, 165, Canberra (PN: 7426, various)

Gazetted: 28 May 2013

Closing Date: 25 June 2013

Health Professional Level 2/3 PN Various

HP 2/3 Radiographers to cover maternity leave positions. Part-Time and Full Time -Extensive experience in general radiography required. -AHPRA Registration -ACT MRS Board Radiation Licence. The medical imaging department is seeking applicants for a temporary maternity leave cover. Calvary hospital is a community hospital located in picturesque bushland setting on Canberra's Northside. The Medical Imaging Department has facilities for general and theatre radiography, multi-slice, CT, fluoroscopy and 3 ultrasound rooms and a fully integrated RIS/PACS environment.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Hamman Hijazi (02) 6201 6141 hamman.hijazi@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Medical Administration

Administrative Services Officer

Administrative Services Officer Class 3 \$65,660 - \$69,623, Canberra (PN: 9621)

Gazetted: 27 May 2013

Closing Date: 10 June 2013

The Public Medical Record Department has two permanent positions for ASO3 Medical Record Department Patient Master Index Data Quality Officers. One position is: Full-time - 73hr 30min per fortnight; 7hr 21min Mon to Fri One position is: Part-time - 36hr 45min per fortnight; 4hr 35min Mon to Thu Duties include: Examine patient registrations and identify potential duplicate records; Investigate and merge all identified duplicate records; Liaise with various areas of the hospital in relation to data accuracy; and Prepare monthly reports regarding duplicates. Full training will be provided. Applications to consist of: Statement addressing the selection criteria and your resume.

Contact Officer: Denise Crowe, Deputy Manager, Medical Records on (02) 62016286; denise.crowe@calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Denise Crowe (02) 6201 6286 denise.crowe@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Finance

Performance and Management

Data Manager

Administrative Services Officer Level 5 \$65,660- \$69,623, Canberra (PN: 6626)

Gazetted: 24 May 2013

Closing Date: 31 May 2013

We are seeking a highly skilled Database Analyst to assist HR/WHS/WC and Finance unit within Calvary. In this role you will be able to: Selection Criteria: Demonstrated technical expertise regarding data modelling and analysis. Sound written and verbal communication skills, including presentation skills. Demonstrated conceptual, analytical and reporting writing skills. Demonstrated knowledge and experience in the use of information systems, databases and the analysis of information. Demonstrated ability to display high quality customer service principles and practices and build relationships with external stakeholders and internal departments. Possess professional standards with strong accuracy, attention to detail and time management skills. Demonstrated ability in the use of reporting tools and Microsoft Office suite of products. Under limited direction you will be performing the below duties: Primary functions: Review, analyse and validate HR data to ensure consistency, integrity and accuracy; Collaborate regularly with key stakeholders to discuss HR data sources and analysis; Interpret data and develop recommendations based on findings; Support functions: Support recruitment team in rectifying data issues with cost centre changes as identified with HR systems; Assist HR/WHS/ WC team members as required in updating and uploading information to relevant intranet pages; Assist recruitment team to rectify data issues with cost centre changes as identified with HR systems; Perform WHS /WC Trend Analysis on monthly basis; Assist HR Manager /HR Business Partners with timely preparation, verification and distribution of FTE reports, Absenteeism reports, Commencement reports, Resignation reports, Overtime report and ADP reports; Assist Recruitment Officer to prepare E3 Learning reports including statistical

analysis and graphs for tabling with Executive team; Data Collection: Formulates, implements and enforces proper data collection processes and policies; Trains and educates hospital departments on HR data collection; Establishes data quality standards and validations; and works with departments to ensure standards are met; Perform data entry, either manually or using other technology, as required; Acquire knowledge of current HR systems. Data Reporting: Prepares Weekly, Bi-weekly, Monthly, Quarterly and Annual HR data reports for distribution Develops ad hoc HR reports as necessary; Undertakes HR data analysis and modelling; Participate in working group to streamline data entry to all HR systems and rectify data issues as identified. Perform WHS /WC Trend Analysis on Injury Management, Injury Prevention and Risk Management on Monthly basis.

Eligibility/Other Requirements: Selection Criteria must be addressed

Contact Officer: Mick Barnes (02) 6201 6105 mick.barnes@calvary-act.com.au Applications can be forwarded to: recruitment@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

Centres

Vocational College

Education Manager

Teacher Band 2 \$104,449, Canberra (PN: 51884)

Gazetted: 23 May 2013

Closing Date: 6 June 2013

Details: Under limited direction as Education Manager responsible to the Centre Director, efficiently and effectively manage, administer and co-ordinate the activities of the CIT Year 12 delivery unit in accordance with CIT and BSSS policies. Assist the Centre Director to develop, review and evaluate all educational programs offered by the delivery unit and provide professional educational leadership in the delivery unit encompassing quality of education delivery, implementation of CIT and CIT Vocational College goals, supervision, training and professional development of staff, professional control of student records and assessment within the area of responsibility and teach as required.

Eligibility/Other Requirements: Teacher Band 2 Teachers are expected to hold a Training and Assessment Certificate IV level (such as a TAE4110 or equivalent); and Advanced Diploma in Adult Vocational Education (or equivalent).

Appropriate industry competencies demonstrated by the following qualifications: an Australian bachelor degree of at least three years duration or part-time equivalent (or a qualification assessed as comparable) plus at least one year of tertiary level pre-service professional teacher education; and an integrated degree of at least four years duration or part-time equivalent (Australian bachelor degree or a qualification assessed as comparable) including at least one year of pre-service professional school teacher education. Industry experience is mandatory. Desirable is a minimum Bachelor degree in Education, Management or a relevant industry specialisation.

Note: This position is offered as a temporary contract from 29 June 2013 until 28 February 2014 with the possibility of an extension into a longer term contract.

Contact Officer: Sue Maslen (02) 6207 4842 sue.maslen@cit.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.

Centres

CIT Corporate Services

Statistics Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 00025)

Gazetted: 24 May 2013

Closing Date: 7 June 2013

Details: Manage the collection, analysis and dissemination of statistical and other information; external regulatory reporting on student and education delivery data (including AVETMISS and FEE-HELP); involvement with, and responding to, associated internal and external audits; undertake complex investigations, reviews and analysis across a range of reporting requirements. Up-to date knowledge of the current and upcoming VET regulatory environment changes is a significant advantage.

Note: This is a temporary position available asap until 11 March 2014.

Contact Officer: Karl Caig (02) 6207 3363 karl.caig@cit.edu.au

Centres

Information Communication and Technology

Lab Manager

Technical Officer Level 4 \$70,913 - \$81,460, Canberra (PN: 32382)

Gazetted: 27 May 2013

Closing Date: 10 June 2013

Details: Work independently with limited supervision while maintaining the Centres' 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: Diploma of Information Technology or higher is mandatory. Two years experience maintaining a technical environment is desirable.

Notes: This is a temporary position available for two years with the possibility of extension for a further three years.

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

Commerce and Works

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

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

Shared Services ICT

Business Development

HEALTH ICT

E-Health Support Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 01492)

Gazetted: 29 May 2013

Closing Date: 5 June 2013

Details: This role is responsible for the on-going management of the ACT Patient Management System (ACTPAS), Clinical Portal and/or the Mental Health Client Management application (Mhagic), and other centrally managed Health applications and the eHealth support team.

Note: This temporary position is available asap until 31 July 2013 with the possibility of an extension. Selection may be from application and referee reports.

Contact Officer: Peter McNiven (02) 6205 3852 peter.mcniven@act.gov.au

Shared Services ICT

Customer Relations

Education and Training ICT

Schools Capital Works Administration Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 24049, several)

Gazetted: 24 May 2013

Closing Date: 7 June 2013

Details: Applications are sought from candidates and should include a resume and address the Selection Criteria.

Eligibility/Other Requirements: Current driver's licence. Essential: White Card Training CrimTRAC clearance.

Notes: This is a temporary position available from 01 July 2013 until 30 June 2014.

Contact Officer: Merie Cotterill (02) 6207 7049 merie.cotterill@act.gov.au

Shared Services

Shared Services Information and Communication Technology (ICT)

Customer Relations/Education and Training ICT

Access Rights Management Liaison Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 05233)

Gazetted: 24 May 2013

Closing Date: 31 May 2013

Details: Process and authorise user level access for Education and Training Directorate (ETD) and schools' ICT environments to maintain secure access to IT services, data, software and resources.

Note: This is a temporary position available until 28 February 2014 with the possibility of extension.

Contact Officer: Mamun Khandakar (02) 6207 4757 mamun.khandakar@act.gov.au

Shared Services

Shared Services ICT

Customer Relations/Education and Training ICT

Project Support Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 05468)

Gazetted: 27 May 2013

Closing Date: 3 June 2013

Details: Provide support and assistance to Shared Services ICT customers. Provide financial, purchasing, reporting and administrative support to ensure the efficient work flow of project administration functions.

Notes: This is a temporary position available until 31 December 2013 with a possibility of extension.

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

Office for Children, Youth and Family Support

Youth Services Branch

Youth Justice Case Management

Turnaround Case Co-ordinator

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 07457)

Gazetted: 28 May 2013

Closing Date: 4 June 2013

Details: This position requires the occupant to deliver intensive, effective support, liaison and advocacy for a small caseload of young people with multiple service involvement and high and complex needs. The position reports to the Team Leader, Turnaround.

Eligibility/Other Requirements: Tertiary qualifications relevant to working with young people with five years case management experience or Bachelor degree in social work, psychology, social sciences or social welfare with two years relevant experience in a youth case management role. Prior to commencing in this role, a current registration issued

under the *Working with Vulnerable People (Background Checking) ACT 2011* will be required For further information on Working with Vulnerable people registrations refer to: www.legislation.act.gov.au/a/2011-44/default.asp and http://www.ors.act.gov.au/community/working_with_vulnerable_people Current driver's licence.

Note: This temporary position is available asap until 18 October 2013. The position maybe filled based on written applications and referee reports only.

Contact Officer: Leigh Hares (02) 6205 5269 leigh.hares@act.gov.au

Therapy ACT

Aged Based Teams

Psychologist HP3

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 07324)

Gazetted: 23 May 2013

Closing Date: 30 May 2013

Details: Therapy ACT provides a range of multidisciplinary therapy and support services for children, adolescents and adults with delays in development and developmental disabilities. Services are provided through age-based teams in a range of community settings.

Eligibility/Other Requirements: Must hold unconditional registration as a Psychologist in the ACT and must have a Masters in Clinical Psychology.

Note: This is a temporary position available from 31 May 2013 to 30 November 2013.

Contact Officer: Tej Kaur (02) 6205 1274 tej.kaur@act.gov.au

Office for Children, Youth and Family Support

Youth Services Branch

Youth Justice Case Management

Case Manager

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 44588, several)

Gazetted: 29 May 2013

Closing Date: 15 June 2013

Details: The position entails the supervision of a team of Case Managers who deliver quality assessments and supervision to a caseload of children and young people subject to criminal justice orders, both in the community and in custody. You will be responsible for providing culturally appropriate service provision to young people and their significant others in accordance with relevant legislative frameworks, including the *Children and Young People Act 2008* and other relevant legislation regulating Court and criminal justice procedures within the ACT. Your work will also promote the core values outlined in the Blueprint for Youth Justice in the ACT 2012-22, including community safety; early intervention and diversionary practice; evidence-based practice; family engagement; and the promotion of young peoples' best interests.

Eligibility/Other Requirements: Relevant tertiary qualifications and at least 12 months experience in case management roles. Current driver's 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 registrations refer to: www.legislation.act.gov.au/a/2011-44/default.asp and http://www.ors.act.gov.au/community/working_with_vulnerable_people

Notes: These positions are available for temporary filling for periods of up to nine months with the possibility of permanency from this process. These positions may be filled based on written applications and referee reports only.

The contact details of at least two referees and a current curriculum vitae should be included with application.

Contact Officer: Janice Pearcey (02) 6205 4800 janice.pearcey@act.gov.au

Cultural Facilities Corporation

ACT Museums and Galleries

Canberra Museum and Gallery

Senior Curator (Visual Art)

Professional Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 8514)

Gazetted: 24 May 2013

Closing Date: 7 June 2013

CMAG is one of Australia's leading small museums, dedicated to collecting and exhibiting the material culture of Canberra's regional community through a dual focus on Social History and Visual Art. CMAG is seeking to appoint and experienced professional in the role of Senior Curator (Visual Art), on a twelve month contract term, to actively pursue the organisation's program of exhibition and collection development. The successful appointee will possess formal qualifications in visual arts, art history or curatorial studies. The person we are seeking should also be able to demonstrate a specialised knowledge of Canberra visual arts and have experience working harmoniously as a member of a small, multi-disciplinary team in the museum sector.

Eligibility/Other Requirements: Formal qualifications in visual arts, art history or curatorial studies.

Note: This is a 12 month temporary position with the possibility of extension and/or permanency. Applications must address the selection criteria. Selection may be based on application and referee reports only.

Contact Officer: Mark Bayly (02) 6207 5885 mark.bayly@act.gov.au Applications can be forwarded to: 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

Economic Development Policy and Governance

Ministerial, Cabinet and Policy

Executive Assistant

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 28009)

Gazetted: 23 May 2013

Closing Date: 30 May 2013

Details: The Executive Director of Business Development and the Executive Director of Ministerial, Cabinet and Policy are seeking the services of an Executive Assistant to provide high level executive and administrative support. The successful applicant will also be responsible for coordinating Branch, Divisional and/or Directorate input and reporting requirements, tracking correspondence and monitoring staffing and financial issues on behalf of the Business Development and Ministerial/ Cabinet and Policy Branches. Highly developed interpersonal skills combined with strong analytical capability and attention to detail is required.

Contact Officer: Louise Gilding (02) 6205 0740 louise.gilding@act.gov.au

Exhibition Park Corporation

Events Coordinator

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 30703)

Gazetted: 27 May 2013

Closing Date: 3 June 2013

Details: The Events Coordinator position coordinates all aspect of the logistics for a conference/event/function being held at Exhibition Park including providing support to the client, representing and promoting the venue; as well as preparing written proposals.

Eligibility/Other Requirements: Driver's licence.

Notes: This is a part-time temporary position available until may 2014 at 25 hours per week. Duties may include after hours and weekend work.

Contact Officer: Paula Sanchez (02) 6205 4914 paula.sanchez@act.gov.au

Economic Development Policy and Governance

Workforce and Governance

Human Resources

Human Resource Administrator

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 21862)

Gazetted: 23 May 2013

Closing Date: 30 May 2013

Details: The Human Resources team are looking for a highly organised and motivated HR Administrator with generalist experience to assist a small team with the development, administration and implementation of human resources policies, recruitment and liaison with Shared Services. The successful applicant will also undertake a full range of recruitment activities and provide advice and support to staff on employment matters as well as support a wide range of initiatives including Recruitment, Health and Well-being, Learning and Development and Workplace Health and Safety.

Note: This is a temporary position available from 23 May 2013 to 20 November 2013.

Contact Officer: Sonia Gallo 6205 3444 sonia.gallo@act.gov.au

ACT Gambling and Racing Commission

Gaming Regulation

Authorised Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 42496)

Gazetted: 23 May 2013

Closing Date: 6 June 2013

Details: The ACT Gambling and Racing Commission are looking for an officer who can, under limited direction, undertake functions in respect of the administration of legislation regulating lotteries and gaming machines. The position requires assessing and processing applications made under gaming laws, assessing approval holders' and licensees' compliance with their reporting and tax obligations, and maintaining associated databases. The officer will also be required to liaise with stakeholders and assist in the administration of the section conducting projects, preparing correspondence and reports.

Contact Officer: James Mullan (02) 6207 0308 james.mullan@act.gov.au

Education and Training

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

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

Office for Schools

North/Gungahlin Network

Amaroo School

Deputy Principal - Middle School

School Leader B \$116,751, Canberra (PN: 04151)

Gazetted: 27 May 2013

Closing Date: 10 June 2013

Details: Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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

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

Office for Schools

North/Gungahlin Network

Lyneham High School

Executive Teacher, Student Support Services

School Leader C \$100,271, Canberra (PN: 16158)

Gazetted: 27 May 2013

Closing Date: 10 June 2013

Details: As a member of the Executive Team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Contact Officer: Colleen Matheson (02) 6205 6399 colleen.matheson@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.

Corporate Services

Human Resources

HR People Services

Administration Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 00351)

Gazetted: 29 May 2013

Closing Date: 5 June 2013

Details: HR People Services are seeking an enthusiastic and experienced Administration Officer. The successful applicant will actively contribute to the effectiveness and efficiency of a customer focus team, providing a high standard of service in a timely manner. Be responsible for the daily management of School Administrative Support Staff transactions including, processing new applications and renewals, record keeping, preparing relevant correspondence, responding to general queries and ensuring data integrity.

Contact Officer: Tabatha Prado (02) 6205 9429 tabatha.prado@act.gov.au

Office for Schools

North/Gungahlin Network

Lyneham High School

Classroom Teacher-Food Technology, Hospitality and Textiles

Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 06121)

Gazetted: 24 May 2013

Closing Date: 4 June 2013

Details: Lyneham High School is a dynamic and vibrant place to learn and to work. We are looking for a professional, innovative and highly motivated teacher in the area of Technology. The successful applicant must be skilled in the delivery of Food Technology, Hospitality and Textiles. The ability to teach Introductory Computing would be an advantage.

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

Note: This is a temporary position available from 22 July 2013 until 20 December 2013.

Contact Officer: Robin Morrell (02) 6205 6399 robin.morrell@ed.act.edu.au

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

Office for Schools

North/Gungahlin Network

Turner School

Classroom Teacher

Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 06478)

Gazetted: 23 May 2013

Closing Date: 6 June 2013

Details: Turner School is a P-6 school that offers an educational program to both mainstream children and children with disabilities working side by side. Turner is a values based school with strong partnerships with parents and the community and staff committed to working as a professional learning community. We are looking for a teacher for a Kindergarten class. The successful applicant will have skills in using the Australian Curriculum to meet the individual learning needs of all students with a focus on contemporary literacy, numeracy and inquiry learning through a creative early childhood program.

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

Note: This is a temporary position available from 22 July 2013 until 20 December 2013. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable people registrations refer to:

www.legislation.act.gov.au/a/2011-44/default.asp and

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

Contact Officer: Robyn Watson (02) 6205 6622 robyn.watson@ed.act.edu.au

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

Office for Schools

Belconnen Network

University of Canberra Senior Secondary College, Lake Ginninderra

Science Educator

Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 06151)

Gazetted: 23 May 2013

Closing Date: 6 June 2013

Details: The University of Canberra Senior Secondary College, Lake Ginninderra provides high quality and comprehensive Year 11 and 12 curriculum delivery for the award of the ACT Year 12 Certificate. The unique partnership structure, including the University of Canberra and the Australian Institute of Sport, provides further educationally rich and diverse extension opportunities and experiences for our students. Qualified, professional, innovative and highly motivated applicants are sought for a twelve month Science teaching contract. The successful applicant will join a dynamic college staff and must be skilled in the delivery of senior Biology, Chemistry and General Science for all ability levels and show a willingness to participate enthusiastically in targeted programs and college-

wide, value-add and partnership initiatives. Interested teachers are encouraged to contact the college prior to lodging an application.

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

Note: This is a temporary position available from 22 July 2013 to 4 July 2014.

Contact Officer: Gerard Barrett (02) 6205 7099 gerard.barrett@ed.act.edu.au

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

Office for Schools

North/Gungahlin Network

Amaroo School

Primary Teacher

Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 30431)

Gazetted: 23 May 2013

Closing Date: 3 June 2013

Details: Amaroo School is a P - 10 school with an enrolment in 2013 of more than 1600 students. Learning is the main purpose of Amaroo School for both students and teachers. The school exists to educate students to prepare them for a successful life beyond school within the wider community. The school is held in high regard for its strong commitment to the social, emotional and academic needs of its students. Staff work in close partnerships to ensure that they provide a high quality learning community in a happy and safe learning environment. There are strong expectations on all staff at Amaroo. The teaching teams are vibrant, innovative, hard working and committed and set high expectations of themselves. Collaborative planning, reflection on instruction and peer coaching are constant features of daily teaching practice at Amaroo School. We are looking for a Primary Teacher who has excellent knowledge of content and teaching strategies in literacy and numeracy. They will be working in a large team in a collaborative environment to plan for successful learning outcomes and have the ability to use data to plan learning programs that meet the needs of all students in their class.

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).

Notes: This is a temporary position available from 22 July 2013 to 20 December 2013.

Contact Officer: Rebecca Turner (02) 6205 2808 rebecca.turner@ed.act.edu.au

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

Office for Schools

North/Gungahlin Network

Harrison School

Classroom Teacher- Junior School

Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 12250)

Gazetted: 23 May 2013

Closing Date: 6 June 2013

Details: Harrison school is a P-10 school with an established community culture based on core values including: care, respect, teamwork, acceptance, inclusion, learning and fair go. High expectations for learning are achieved through a commitment to supporting all children in becoming healthy and engaged citizens who make a positive contribution to their local and global community. We are looking for a Teacher who demonstrates similar values and dedication to our school community with a particular focus on students in the Junior School (Kindergarten-Year 2). The successful applicant will have the skills in using the Australian Curriculum to meet the individual learning needs of all students and an understanding of the diversity of learning pathways provided in a 21st Century school.

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

Note: This is a temporary position available from 22 July 2013 to 20 December 2013.

Contact Officer: Allison Edmonds (02) 6142 2200 allison.edmonds@ed.act.edu.au

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

Office for Schools

North Gungahlin Network

Lyneham Primary School

School Administrative Assistant (Secretary)

School Assistant 2 \$39,431 - \$43,728, Canberra (PN: 31159)

Gazetted: 29 May 2013

Closing Date: 12 June 2013

Details: Lyneham Primary School is seeking a highly motivated person with excellent customer service and computer program skills including Maze, to work flexibly and effectively as part of a team. This position involves close daily contact with students, staff, parents and the school community. The successful applicant will provide administrative and secretarial support to the principal and staff throughout the school.

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

Contact Officer: Keren Williams (02) 6205 6509 keren.williams@ed.act.edu.au

Environment and Sustainable Development

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

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

Policy Corporate and Regulation

Regulation and Services

Sustainability Programs

Program Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 56088)

Gazetted: 29 May 2013

Closing Date: 5 June 2013

Details: The Environment and Sustainable Development Directorate, Sustainability Programs Branch, delivers a range of programs to the business, home and school communities within the ACT. The Business Unit manages the ACTSmart Small Business Energy and Water program to sites across the ACT. The Directorate is seeking a Program Manager to manage the delivery of this program to the business community.

Eligibility/Other Requirements: Current driver's licence.

Notes: This is a temporary part-time position available three days one week and four days the following, for a one year period with the possibility of extension to 2016 pending project funding. This position may be filled by application and referee reports only.

Contact Officer: Ros Malouf (02) 6207 5335 ros.malouf@act.gov.au

Health

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

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

Canberra Hospital and Health Services

Capital Region Cancer Service

Cancer Stream Administration

Director of Nursing

Registered Nurse Level 5.5 \$138,572, Canberra (PN: 29502)

Gazetted: 30 May 2013

Closing Date: 6 June 2013

Details: The Capital Region Cancer Service (CRCS) is seeking a highly motivated and experienced nurse to be a part of the executive leadership team for this vital service. This person will be required to contribute to the overall vision and strategic planning of the Service as well as ensuring that the clinical services delivered meet the high standards that are expected. The applicant will be able to demonstrate that they can provide direction and leadership for nursing services in a complex service delivery environment that is staffed by multidisciplinary teams. Excellent communication skills are essential to this position as is an ability to engage with stakeholders and develop partnerships.

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

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Please apply by addressing the selection criteria, providing a current curriculum vitae and the names of two referees.

Contact Officer: Denise Lamb (02) 6244 2738 denise.lamb@act.gov.au or Ronnie Croome (02) 6205 0893 ronnie.croome@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Walk-in Centre

Advanced Practice Nurse

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 18504)

Gazetted: 30 May 2013

Closing Date: 6 June 2013

Details: An opportunity exists for a full-time Advanced Practice Nurse, RN 3.1, to work in the nurse-led Walk-in Centre. The Walk-in Centre Advanced Practice Nurse will provide episodic health care for people with a range of minor illnesses and injuries. The Walk-in Centre is an initiative of the ACT Government with the aim of providing timely and convenient access to health care to the ACT Community. The successful applicant must have relevant Primary Care and/or Emergency Department experience.

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

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

Contact Officer: Michelle Lambert (02) 6174 5675

Strategy and Corporate

Professional Leadership, Research and Education

Allied Health Advisor

Occupational Therapy Clinical Educator

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 18757)

Gazetted: 30 May 2013

Closing Date: 13 June 2013

Details: Applications are sought from suitably qualified occupational therapists to fill a permanent vacancy as Occupational Therapy Clinical Educator. The successful applicant will need to be a highly motivated and experienced occupational therapist, able to provide leadership in clinical education and supervision of occupational therapy students and staff, including allied health assistants. The successful applicant will be expected to work interprofessionally and in partnership with other dedicated clinical educators across a range of allied health disciplines including provision of support to supervision and allied health education programs. The latter requires the successful applicant to take a lead oversight role, with support from other team members, in the ongoing implementation of the allied health new graduate program. It is to be noted that currently there is a time limited project officer resource which has enabled the research and further development of the program.

Eligibility/other requirements: Degree or Diploma in Occupational Therapy and currently registered with Australian Health Practitioner Regulation Agency; eligible for professional membership of Occupational Therapy Australia. Candidates will be expected to have a sound clinical knowledge and education experience. Relevant postgraduate education training and/or the willingness to undertake a post graduate qualification is highly desirable, as well as the willingness to participate in ongoing education/training. Current driver's licence.

Note: This position is based within the Allied Health Clinical Education Unit, which is currently located at the Canberra Hospital however responsibilities are ACT Health portfolio wide. Persons interested in job-sharing are invited to apply, noting that a requirement for job sharing is that full-time coverage of the position is able to be provided between both applicants. This position may be required to participate in an over-time, on call, and/or rotation roster. The duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Jan Yarrington (02) 6244 2791

Strategy and Corporate

Business and Infrastructure

Security and Emergency Preparation

Security Operations Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 11723)

Gazetted: 30 May 2013

Closing Date: 13 June 2013

Details: The ACT Health Directorate is seeking a dynamic individual to undertake the Security Operations Manager role. This position is responsible for operational security requirements, including security guarding services contract management, security systems, physical guarding services and provisioning access for a range of clientele. This position is also responsible for managing the security contract, the maintenance of security systems and ensuring that all security systems and procedures comply with legislative requirements and Health Policies. The Security Operations Manager is expected to deliver high level customer service through provision of access, resolution of security issues and leadership to the security staff. The successful candidate will have excellent written and verbal communication skills as they will be responsible for delivering high level operational security needs for the Health Directorate's acute and non-acute sites. The successful candidate will need to demonstrate achievement in protective security within health or a similar environment.

Eligibility/Other Requirements: Diploma in Security and Risk Management preferred. Current driver's licence.

Note: This vacancy is temporary until 30 June 2014. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Eleanor Fogarty (02) 6244 4040 eleanor.fogarty@act.gov.au

**Strategy and Corporate
People, Strategy and Services
Organisational Development
Senior Advisor**

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 17885)

Gazetted: 30 May 2013

Closing Date: 13 June 2013

Details: Do you have passion, experience and skills in management development and workplace culture improvement? Then consider applying for this senior role in ACT Health's Organisational Development team. We are a positive, highly capable and dynamic team working on a wide range of strategies, from facilitating development workshops and manager training programs, to partnering with teams across the health system to improve team functioning and workplace culture. This is highly rewarding work for the right person.

Note: This is temporary position available for 12 months, with the possibility of further extension or permanent appointment. The successful applicant may be required to be registered under *the Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Ric Taylor (02) 6205 5320

**Special Purpose Accounts The Canberra Hospital
Special Purpose Accounts
Research**

Research Officer - Postdoctoral

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 32132)

Gazetted: 30 May 2013

Closing Date: 13 June 2013

Details: Applications are invited for a two-year temporary filling of a Radiation Biologist at a Health Professional 4 Level in the Cancer Research Group, The Canberra Hospital. The successful applicant should have both clinical and basic science backgrounds, with experience in radiological sciences, radiation biology, molecular biology, cell biology, functional imaging and cancer research. A background in extra-nuclear molecular biology is essential. This position is also required to be involved in departmental academic duties in radiation biology. In addition, the occupant is expected to develop and conduct independent and collaborative studies on the effects of radiation on mammalian cells. This position is also required to establish, maintain national and/or international collaborations in scientific research.

Eligibility/Other Requirements: Current driver's licence. PhD in a combined field of medical radiation sciences and molecular biology. Experience in radiation research, specifically in extra-nuclear radiation effects on mammalian cells and working in a Nuclear Research Institute. At least three years research experience as a Post Doctoral fellow. Professional qualification in clinical radiological sciences.

Note: This is a temporary position available for a period of two years. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Doug Taupin (02) 6244 3972

**Strategy and Corporate
Policy and Government Relations
Chronic and Primary Health Policy Unit**

Senior Policy Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 29639)

Gazetted: 30 May 2013

Closing Date: 6 June 2013

Details: We are seeking an appropriately skilled officer to work in a small highly motivated team responsible for strategic policy, planning and purchasing for primary health care, sexual health, cancer, palliative care and chronic disease including blood borne viruses. We are seeking an officer with strong written and oral communication skills to work with a range of key stakeholders to assist in the progression of policy and programs related to sexual health and blood borne viruses. The ability to provide secretariat and other support to strategic meetings and forums is essential, as is the capacity to assist in the preparation of complex briefs and reports for senior management, Executives and the Minister for Health. The successful applicant will need well-developed strategic policy and analytical skills; manage a number of Service Funding Agreements with Non-Government Organisations; be able to exercise sound judgement and priority setting; be skilled in managing a range of tasks concurrently; have excellent communication and negotiation skills; and a strong capacity to liaise effectively with a range of internal and external clients.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in public health or a related discipline. Relevant qualifications or extensive experience in sexual health and blood borne diseases. Desirable: Policy experience in the areas of sexual health and blood borne viruses.

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

Contact Officer: Joan Scott (02) 6205 1217

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

Allied Health

Physiotherapist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 21028, several)

Gazetted: 30 May 2013

Closing Date: 13 June 2013

Details: The Community Care program is inviting applications for an experienced and enthusiastic Physiotherapist to apply for expected, full-time and part-time positions in 2013. These positions are with our dynamic team based in Community Health Centres. The focus is on physiotherapy assessment and treatment of health consumers with a range of musculoskeletal conditions. The domiciliary service provides home visits to treat patients who are medically/physically unable to attend a clinic.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy, or recognised equivalent qualifications. Eligible for registration with Physiotherapy Board of Australia. Current driver's licence essential.

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Please provide a copy of your curriculum vitae and response to the selection criteria for this position, with the names of two referees. Selection may be based on the written statement and referee reports only.

Contact Officer: Helen Matthews (02) 6205 2163 or 0401 692 520 helen.matthews@act.gov.au

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

Rehabilitation

Clinical Psychologist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 20297)

Gazetted: 30 May 2013

Closing Date: 13 June 2013

Details: Are you looking for an opportunity to work in a supportive and collaborative multidisciplinary environment? An exciting opportunity has arisen for an appropriately qualified Psychologist to provide clinical psychological services within our Rehabilitation, Aged and Community Care (RACC), Psychology and Counselling Team. This position will provide the successful applicant with the opportunity to work across varied caseloads within our rehabilitation and aged care services across the acute rehabilitation and aged care and outpatient services. Our RACC, Psychology and Counselling Team is an excellent team of friendly and highly motivated staff providing evidence based care to inpatients and outpatients across the aged care and rehabilitation settings. We have a pivotal role in providing patient-centred care and working closely with our multidisciplinary colleagues. Our team prides itself on the support that we provide to other members of the Psychology and multidisciplinary teams. The team consists of Neuropsychology and Clinical Psychology positions. Managerial support is provided by the HPO4, RACC Psychology Manager/Senior Clinical Neuropsychologist. Clinical Psychology supervision is provided by an Endorsed Clinical Psychologist.

Eligibility/Other Requirements: Post-graduate qualifications in Clinical Psychology (i.e. Masters or Doctor level). General registration with the Psychology Board of Australia (PsyBA). PsyBA Area of Practice Endorsement in Clinical Psychology (or working towards) is highly desirable. PsyBA registration as a supervisor for higher degree students is highly desirable. Current driver's licence.

Note: This is a permanent full-time position, however applicants seeking part-time employment are also encouraged to apply. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. This position may be required to participate in an overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position. Contact Officer: Rebecca Lennie (02) 6244 2772

**Canberra Hospital and Health Services
Mental, Justice Alcohol and Drug Services
Rehabilitation and Specialty Mental Health
Psychologist**

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 23690)

Gazetted: 30 May 2013

Closing Date: 6 June 2013

Details: Applications are sought for an experienced registered Psychologist to provide high quality assessments and interventions for mental health consumers and provide input to the multidisciplinary team at the Brian Hennessy Rehabilitation Centre. The successful applicant must be highly motivated, and able to run groups programs within a psychosocial rehabilitation framework and have a strong commitment to working with a recovery focus. At this level, significant experience working with mental health consumers is considered essential.

Eligibility /Other Requirements: Registered or applied for registered with Australian Health Practitioner Regulation Authority. Tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence.

Note: This is a temporary part-time position available from 5 June 2013 to 9 June 2014. The position is currently worked Monday-Thursday but there may be scope to work different days if requested. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Toni Cooper (02) 6205 1222 toni.cooper@act.gov.au

**Strategy and Corporate
Service and Capital Plan
Strategic Accommodation - Asset Management
Administration and Accommodation Officer
Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 23056)**

Gazetted: 30 May 2013

Closing Date: 13 June 2013

Details: The Staging, Decanting and Capital Upgrades (SDCU) section within the Service and Capital Planning Branch of the Health Directorate, delivers customer focused, capital upgrades and accommodation project solutions to the Department. With responsibilities across Health Directorate, this position will be responsible for duties including processing of invoices, maintaining various registers, undertaking accommodation audits, and management of minor accommodation and Capital Works projects. Applicants should have high level communication and organisational skills, the ability to manage competing work demands and experience with managing minor accommodation and Capital Works projects in a Health environment.

Eligibility/Other Requirements: Current driver's licence.

Note: This is a temporary position available for a period of six months with possibility of extension. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Priya Grovenor (02) 6174 8110

Strategy and Corporate

People Strategy and Services

GP Workforce Program

Administrative Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 19300)

Gazetted: 30 May 2013

Closing Date: 6 June 2013

Details: This position works to the direction of the Director Academic Unit of General Practice or their delegate to liaise with contracted General Practitioner services, collect and enter data relating to clinical training placement and maintain clinical training placements data for multiple programs for the medical school. If you are customer focussed and enjoy networking with people, have good office administration skills, good understanding of databases including Microsoft applications and other information management systems, understand budgeting, and are able to develop and enter survey data this could be the right job for you.

Note: This is a temporary position for a period of four years available until 30 June 2017. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Jennie Gordon (02) 6205 1425

Canberra Hospital and Health Services

Operational Support

Nursing Administration

Registered Nurse

Registered Nurse Level 1 \$55,567 - \$75,084, Canberra (PN: 27818, several)

Gazetted: 30 May 2013

Closing Date: 13 June 2013

Details: We are seeking Registered Nurses with more than three years full-time experience in an acute setting to fill vacancies in our Nursing Relief Pool. To be considered for employment in the Nursing Relief Pool you must demonstrate skills and experience that will ensure you are competent to work in a variety of acute medical and surgical areas. Following the initial orientation period, you will be required to be deployed to medical/surgical and acute areas on a day-to day basis. The Nursing Relief Pool offers:- A supportive orientation period of up to three months, ongoing training and education through Staff Development Unit (SDU), Clinical Development Nurse (CDN) Support, rotating rosters and permanent full-time or part-time positions.

Eligibility/Other Requirements: Registered or eligible for registration as a Registered Nurse with the Nursing and Midwifery Board of Australia.

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

Contact Officer: Jenny Hegarty (02) 6244 2915

Canberra Hospital and Health Services

Mental Health, Justice, Alcohol and Drug Services

Child and Adolescent Mental Health

Mental Health Clinician

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 20158, several)

Gazetted: 30 May 2013

Closing Date: 6 June 2013

Details: The Child and Adolescent Mental Health Service (CAMHS) provides assessment, treatment, and clinical management for children and young people under 18 years who are experiencing mental health problems. The Northside team currently has two permanent vacancies for a Social Work, Occupational Therapists or Psychologists to work as part of the clinical management team. Applications are invited from allied health professionals who are experienced in clinical assessments and interventions, with experience in case management and interagency liaison. Mental health experience is preferred but not essential.

Eligibility/Other Requirements: Tertiary qualification or equivalent in Psychology, Social Work or Occupational Therapy with current registration where applicable and/or eligibility for membership of the appropriate professional organisation.

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

Contact Officer: Rochelle Morrison (02) 6205 1050 or Annette Osman (02) 6205 1469

Canberra Hospital and Health Services

Medicine

Gastroenterology and Hepatology

Gastro Administration Support

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 31205)

Gazetted: 30 May 2013

Closing Date: 6 June 2013

Details: The ACT Health Directorate vision is "Your health-our priority", and our values are: care; excellence; collaboration; and integrity. We seek to demonstrate these values in the dealings with our consumers, partners, community and each other, and by doing so, aim to provide the best possible healthcare and health related services throughout all areas of the ACT Health Directorate and Canberra region. The ACT Health Directorate objectives are grouped under the following key performance areas: consumer experience; sustainability; hospital and related care; prevention; social inclusion and indigenous health; community based health; and aged care. The Gastroenterology and Hepatology Department provides consultative and endoscopic services for persons with digestive diseases, including liver and biliary tract disease. This position assists the Office Manager in providing administrative support to the unit. The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, intelligence and common sense.

Eligibility/Other Requirements: Medical Typing is desirable.

Note: Candidates are invited to submit an application against the selection criteria to a maximum of one page per criteria. Candidates are also required to submit a current CV and the contact details of two current referees. The successful applicant may be based on selection criteria, CV and referee reports only. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete

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

Contact Officer: Daniel Ingram (02) 6244 2063 daniel.ingram@act.gov.au

Strategy and Corporate

Business and Infrastructure

Infrastructure Support

Refrigeration and Air Conditioning Mechanic

Facilities Service Officer Level 7 \$52,078 - \$55,114, Canberra (PN: 21208, expected vacancy)

Gazetted: 30 May 2013

Closing Date: 6 June 2013

Details: Qualified Refrigeration Mechanic required to work in a small Refrigeration/Air Conditioning team responsible for maintenance of refrigeration and air conditioning systems at the Canberra Hospital.

Eligibility/Other Requirements: Trade Certificate in Refrigeration. Current, extensive experience in the fields of Refrigeration and Air Conditioning plant, equipment and systems in a large commercial/industrial facility. Current ACT driver's licence.

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

Contact Officer: Bernie Wall (02) 6244 2407

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Aged Care

Allied Health Assistant

Health Care Assistant 3 \$47,764 - \$48,861, Canberra (PN: 03289)

Gazetted: 30 May 2013

Closing Date: 13 June 2013

Details: There is an exciting opportunity for an Allied Health Assistant (AHA) to join the Transitional Therapy and Care Program (TTCP). Are you looking for an opportunity to work as part of a dynamic multi-disciplinary team delivering high quality services to aged care clients in the community? The TTCP Allied Health Assistant is one of three positions working with occupational therapists, physiotherapists, social workers and dietitians to provide goal based therapy to elderly clients across Canberra. The AHA plays an important role in assisting with delivering individual and group based services to clients residing at home and in a residential care unit at Red Hill.

Eligibility/Other Requirements: Certificate IV in Allied Health Assistance or recognized equivalent. Current driver's licence.

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

Contact Officer: Jane Lawrence (02) 6207 0658

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

Public Advocate of the ACT

Public Advocate (Advocacy Unit)

Mental Health

Senior Advocate Mental Health

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 01727)

Gazetted: 29 May 2013

Closing Date: 5 June 2013

Details: An exciting opportunity has arisen within the Public Advocate of the ACT, involving the provision statutory advocacy and representation for people in both the mental health and justice systems in the ACT. It is a diverse and challenging role underpinned by rewarding opportunities to make a real difference. Duties: The successful applicant will be required to assist the Principal Advocate to administer the functions of the *Public Advocate ACT 2005* relating to the provision of advocacy within mental health services and the justice system. The role necessitates providing high level advice to the Principal Advocate; providing individual advocacy; liaising with service providers; representing the Public Advocate in tribunals and courts; preparing comprehensive reports; and undertaking relevant projects. The successful applicant will need to have demonstrated knowledge of the issues involved in mental health, including those particular to young people and the provision of advocacy for forensic clients (those involved in the justice system).

Eligibility/Other Requirements: Tertiary qualifications in a relevant discipline such as Psychology, Social Work, or Mental Health Nursing are essential. Experience in Human Services, Law, and/or related disciplines are desirable as are excellent computer skills.

Notes: This is a position of trust and applicants must be aware of confidentiality and privacy provisions. This temporary position is available from July 2013 until January 2014.

Contact Officer: Christina Thompson (02) 6207 0707 christina.thompson@act.gov.au

ACT Corrective Services

Administration

Governance

Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 46235)

Gazetted: 28 May 2013

Closing Date: 12 June 2013

Details: Under the limited direction of the Senior Manager - Administration Manage the ACT Corrective Services (ACTCS) Governance Unit to ensure effective and efficient service delivery to all agency business units. Coordinate the agency's data collation and reporting requirements including annual report, national reporting requirements, and performance indicator reporting including KPI's and directorate, agency and business requests as required. Lead the agency's coordination, monitoring and response to all internal and external audits, complaints and reviews.

Eligibility/Other Requirements: Relevant tertiary qualifications in Public Administration, Research, Information Management or Statistics. The successful candidate will be required to undergo a police criminal history check. Eligible applicants may be required to maintain a current working with vulnerable people check.

Contact Officer: Therese Goodman (02) 6207 8297 therese.goodman@act.gov.au

ACT Corrective Services

Offender Services and Corrections Programs

Corrections Programs Unit

Corrections Programs Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 47899)

Gazetted: 29 May 2013

Closing Date: 12 June 2013

Details: Under limited direction of Corrections Program Manager: facilitate rehabilitative programs provided by ACT Corrective Services. This includes the delivery of cognitive skills group programs and other programs e.g. Adult Sex

Offender and/or Alcohol and Drug programs for detainees in the Alexander Maconochie Centre and the community and may involve evening and the opportunity for weekend program delivery. Undertake program suitability assessments of detainees and offenders and administer pre and post intervention assessment instruments for program evaluation and offender assessment and maintain records, statistical and other data for program evaluation.

Eligibility/Other Requirements: Tertiary qualifications in the Psychological, Education, Social Work or Behavioural Sciences are highly desirable. The successful candidate will be required to undergo a police criminal history check and may have to undergo a psychological assessment. Eligible applicants will be required to maintain a current working with vulnerable people check. The successful candidate may have the opportunity to perform some weekend work. A current driver's licence is essential.

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

Contact Officer: Megan Valler (02) 6205 8032 megan.valler@act.gov.au

ACT Emergency Services Agency

ACT Rural Fire Service

Membership

Membership Support Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 07615)

Gazetted: 28 May 2013

Closing Date: 11 June 2013

Details: An opportunity exists to join the ACT Rural Fire Service to co-ordinate the recruitment and retention of volunteers and members. This position will suit a dynamic person who has good communication skills and is keen to work with volunteers. The occupant of the position will also assist with the administration of the ACTRFS Training Program.

Eligibility/Other Requirements: Current driver's licence is essential. A Certificate IV in Fire Fighter Supervision highly desirable but not essential.

Note: The successful applicant will be required to meet and maintain service fitness level standards and to undertake some duties outside normal business hours and on weekends. Previous applicants will need to re-apply to be considered.

Contact Officer: Brian Murphy (02) 6207 2591 brian.murphy@act.gov.au

Office of Regulatory Services

Transport Regulation

Audit

Internal Auditor

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 21239)

Gazetted: 24 May 2013

Closing Date: 7 June 2013

Details: Under general direction of the Manager, Compliance and with limited supervision, be responsible for the auditing of transactions conducted at the Canberra Connect Shopfronts. Develop, implement and revise procedures and processes for conducting audits. Identify areas of concern and liaise with management and appropriate staff to initiate appropriate action. Prepare reports on the findings and resulting outcomes of audits as necessary. Liaise with the AFP and other government agencies as needed to investigate matters of concern.

Notes: This is a temporary vacancy until 27 May 2014.

Contact Officer: Brett Swale (02) 6207 7077 brett.swale@act.gov.au

Office of the Legislative Assembly

Committee

Administrative /IT Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 309)

Gazetted: 29 May 2013

Closing Date: 5 June 2013

Details: Under general direction perform a range of administrative support roles and act as first point of contact for the Committee Office.

Note: This temporary position is available asap until 23 September 2013.

Contact Officer: Andrew Snedden (02) 6205 0199 OLARecruitment@parliament.act.gov.au

APPOINTMENTS

Calvary Health Care ACT (Public)

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

Anu Dhakal 1612288 Section 68, 13 May 2013

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

Lau Sin Yee 1612469 Section 68, 18 June 2013

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

Kylie Johnstone 1612470 Section 68, 21 May 2013

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

Belinda Kelly 1612413 Section 68, 13 May 2013

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

Catherine McCulloch 1612476 Section 68, 21 May 2013

Senior Staff Specialist \$199,231

Brendon Smith 1612462 Section 68, 9 April 2013

Administrative Services Officer Level 2 \$46,372 - \$51,422

Esta Ditton Section 71C, 9 May 2013

Assistant in Nursing \$42,160 - \$43,674

Michou Kalenga Ngandu 1612471 Section 68, 21 May 2013

Assistant in Nursing \$42,160 - \$43,674

Michael Marzan 1612467 Section 68, 22 May 2013

Assistant in Nursing \$42,160 - \$43,674

Jaylee Browne 1612472 Section 68, 21 May 2013

Chief Minister and Treasury

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

Lauren Jane Cochrane 836-01759, Section 68(1), 22 May 2013

Commerce and Works

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

Julie Newcombe 835-84696, Section 68(1), 27 May 2013

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

Paul Yearling 836-02428, Section 68(1), 23 May 2013

Community Services

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

Emma Christina Blair Bishop 827-11964, Section 68(1), 27 May 2013

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

Leah Hanley 835-95766, Section 68(1), 22 May 2013

Economic Development

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

Raymond Noble 827-57276, Section 68(1), 21 May 2013

Environment and Sustainable Development

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

Steve Bowen 835-67060, Section 68(1), 20 May 2013

Health

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

Prakash Abraham 825-50080, Section 68(1), 27 May 2013

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

Matthew Blanckensee 834-52861, Section 68(1), 21 May 2013

Registered Nurse Level 3.1 \$89,834 - \$93,531

Monica Hogan 836-54252, Section 68(1), 22 May 2013

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

Thomas Thadathiparambil, John 834-53928, Section 68(1), 22 May 2013

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

Kathryn Daveson: 78821714, Section 68(1), 22 May 2013

Senior Specialist, \$199,231

John Cockburn: 82955854, Section 68(1), 23 May 2013

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

Amanda Graham: 82955942, Section 68(1), 27 May 2013

Justice and Community Safety

General Service Officer Level 7 \$52,078 - \$55,114

Samuel James Cooper 836-02524, Section 68(1), 27 May 2013

Territory and Municipal Services

TGSO 6.1 - TGSO 6.4 \$63,297 - \$66,041

Francis Clemente 836-00502, Section 68(1), 24 May 2013

Bus Operator - Training \$58,463

Yvette Rydman 836-03033, Section 68(1), 24 May 2013

PROMOTIONS

Calvary Health Care ACT (Public)

Nursing and Midwifery

Nursing Emergency Department

Kobi McClaren 1610992

From: Registered Nurse Level 1 (\$55, 567 - \$75, 084) Calvary Health Care ACT

To: Registered Nurse Level 2 – Personal Classification (\$78, 157 - \$82, 990) Calvary Health Care ACT Canberra (PN. 7506)

Director of Public Prosecutions

Phoebe Elizabeth Burgoyne-Scutts: 821-07492

From: Prosecutor Grade 1 \$64,113 - \$72,999

Director of Public Prosecutions

To: †Prosecutor Grade 2 \$82,962 - \$101,399

Director of Public Prosecutions, Canberra (PN. 43786) (Gazetted 26 October 2013)

Economic Development

Land Development

Urban Renewal

Urban Projects

Michael John Prendergast: 827-18799

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

Economic Development

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

Economic Development, Canberra (PN. 18821) (Gazetted 9 April 2013)

Education and Training

Office for Schools

Tuggeranong Network

Calwell High School

Bruce William McCourt: 779-23516

From: School Leader B \$116,751

Education and Training

To: †School Leader A \$133,372

Education and Training, Canberra (PN. 01681) (Gazetted 12 March 2013)

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

Tuggeranong Network

Namadgi School

Charlie Morrice: 033-30283

From: School Leader B \$116,751

Education and Training

To: †School Leader A \$143,667

Education and Training, Canberra (PN. 19199) (Gazetted 21 March 2013)

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

Christina Wilson: 824-52990

From: Classroom Teacher \$54,951 - \$86,881

Education and Training

To: †School Leader C \$100,271

Education and Training, Canberra (PN. 16924) (Gazetted 26 March 2013)

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

Policy, Corporate and Regulation

Corporate

Governance

Heather Johnston: 817-32624

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

Environment and Sustainable Development

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

Environment and Sustainable Development, Canberra (PN. 31675) (Gazetted 7 January 2013)

Health

Canberra Hospital and Health Services

Mental, Justice, Alcohol and Drug Services

Emily Beltrami: 831-23224

From: Administrative Services Officer Class 2 \$46,372 - \$51,422
Health

To: Administrative Services Officer Class 3 \$52,818 - \$57,004
Health, Canberra (PN. 26029) (Gazetted 25 April 2013)

Canberra Hospital and Health Services

Medicine

Clinical

Chipo Gadaga: 799-94481

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

To: Registered Nurse Level 2 \$78,157 - \$82,990
Health, Canberra (PN. 21921) (Gazetted 25 April 2013)

Canberra Hospital and Health Services

Operational Support

Michelle Hemming: 780-57250

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

To: †Senior Officer Grade B \$106,086 - \$119,426
Health, Canberra (PN. 28848) (Gazetted 2 May 2013)

Strategy and Corporate

Business and Infrastructure

Strategic Support

Daniel Jones: 741-19338

From: Health Service Officer Level 4 \$43,599 - \$45,346
Health

To: Administrative Services Officer Class 3 \$52,818 - \$57,004
Health, Canberra (PN. 26281) (Gazetted 25 April 2013)

Canberra Hospital and Health Services

Medicine

Renal

Sally Mussett: 813-01066

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

To: Registered Nurse Level 2 \$78,157 - \$82,990
Health, Canberra (PN. 22238) (Gazetted 14 March 2013)

Canberra Hospital and Health Services

Medicine

Clinical

Madonna Wolff: 772-00502

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

To: Registered Nurse Level 2 \$78,157 - \$82,990
Health, Canberra (PN. 26781) (Gazetted 25 April 2013)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community and Older Persons

Annette Wrightson: 821-21665

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

To: †Registered Nurse Level 3.1 \$89,834 - \$93,531
Health, Canberra (PN. 22603) (Gazetted 28 March 2013)

Justice and Community Safety

Office of Regulatory Services

WorkSafe ACT

Brad Anthony Murrell: 799-88487

From: Administrative Services Officer Class 4 \$58,870 - \$63,917
Justice and Community Safety

To: WorkCover Officer 6 \$70,913 - \$81,460
Justice and Community Safety, Canberra (PN. 04988) (Gazetted 18 March 2013)

Territory and Municipal Services

Roads and Public Transport

Roads ACT

Road Maintenance

Shane Holden: 827-45398

From: Technical Officer Level 3 \$61,148 - \$69,377
Territory and Municipal Services

To: †General Service Officer Level 10 \$70,913 - \$81,460
Territory and Municipal Services, Canberra (PN. 00826) (Gazetted 7 March 2013)

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

ACTION

North/South Region

Ricardo Suarez: 140-819

From: General Service Officer Level 4 \$43,097 - \$44,934
Territory and Municipal Services

To: †Bus Operator \$65,081
Territory and Municipal Services, Canberra (PN. SDRT11) (Gazetted 27 September 2012)

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.