



## **ACT Government Gazette**

**Gazetted Notices for the week beginning 15 November 2012**

## **VACANCIES**

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

#### **Allied Health**

#### **Pharmacy**

#### **Pharmacist**

#### **Health Professional Level 4 \$89,786- \$96,809, Canberra (PN: 7938)**

Gazetted: 16 November 2012

Closing Date: 30 November 2012

Duties: Full-time permanent. You will provide professional supervision, mentoring and senior clinical leadership to pharmacy staff, students and other health care professionals within the organisation. You must have experience and skills in the coordination, education and supervision of less experienced pharmacists, as well as experience with under-graduate, post-graduate and intern student programs. You will have experience in implementing quality improvement projects and research programs, including the promotion of the quality use of medicines.

Eligibility/Other Requirements: Australian resident, Bachelor of Pharmacy (or equivalent) suitable for registration with the Australian Health Practitioner Regulation Agency. Post graduate qualifications highly desirable. Selection Criteria.

Contact Officer: Liisa Nurmi, Director of Pharmacy (02) 6201 6269 or email [liisa.nurmi@calvary-act.com.au](mailto:liisa.nurmi@calvary-act.com.au)

Applications can be forwarded to: [recruitment@calvary-act.com.au](mailto:recruitment@calvary-act.com.au)

#### **Allied Health**

#### **Pharmacy**

#### **Pharmacy**

#### **Antimicrobial Stewardship Pharmacist**

#### **Health Professional Level 4 \$89,786- \$96,809, Canberra (PN: 7936)**

Gazetted: 15 November 2012

Closing Date: 29 November 2012

Duties: Part-time, permanent. You will provide specialist pharmaceutical assessment and intervention in ensuring the quality use of medicines within the hospital with a focus on Antimicrobial Stewardship. You will be responsible for implementation of quality improvement projects, research programs and the promotion of Antimicrobial Stewardship, through liaison and networking within the hospital, external agencies/groups and professional bodies. You will also provide leadership for, and contribute to, policy development, planning and clinical standards for the Antimicrobial Stewardship across the hospital.

Eligibility/Other Requirements: Australian resident, Bachelor of Pharmacy (or equivalent) suitable for registration with the Australian Health Practitioner Regulation Agency. Post graduate qualifications highly desirable. Selection Criteria.

Contact Officer: Liisa Nurmi, Director of Pharmacy (02) 6201 6269 or email [liisa.nurmi@calvary-act.com.au](mailto:liisa.nurmi@calvary-act.com.au)

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

#### **Shared Services ICT**

#### **Business Development**

#### **Program Office**

#### **Program Manager**

#### **Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 00586)**

Gazetted: 16 November 2012

Closing Date: 4 December 2012

Details: The Program Office at Shared Services ICT is looking for an experienced Program Manager. This position will oversee and manage multiple and, at times, complex projects with a significant ICT component on behalf of ACT Government Agencies ensuring that appropriate processes and resourcing are in place to achieve a quality outcome for the Territory. The successful applicant will report directly to the Program Office Manager, and will supervise up to 16 staff members. The successful candidate will analyse, document and develop multiple and complex information technology project proposals for ACT Government Agencies so must be able to demonstrate highly developed experience in managing a portfolio of projects using integrated, multi-user project management systems.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment.

Professional membership of the Australian Project Management Institute or similar organisation would be highly regarded.

Professional membership of the Australian Computer Society or similar organisation would be highly regarded. The possession of, or the ability to attain a Protected security clearance is required.

Contact Officer: Michael McGurgan (02) 6207 6169 [michael.mcgurgan@act.gov.au](mailto:michael.mcgurgan@act.gov.au)

#### **Shared Services**

#### **HR Services**

#### **Employee Relations and Training**

#### **Administration Officer**

#### **Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 08588)**

Gazetted: 15 November 2012

Closing Date: 29 November 2012

Details: This position provides high level and efficient administrative support to the Training and Development Team. The successful applicant will have proven, well developed organisational and time management skills and excellent attention to detail. Well developed communication and customer service skills are essential as well as high level skills in various computer programs.

Contact Officer: Leanne Salmond (02) 6205 4523 [leanne.salmond@act.gov.au](mailto:leanne.salmond@act.gov.au)

### **Shared Services**

#### **Information and Communication Technology**

##### **ICT Security**

##### **ICT Security Analyst**

##### **Information Technology Officer Class 1 \$57,004 - \$65,178, Canberra (PN: 05135)**

Gazetted: 15 November 2012

Closing Date: 29 November 2012

Details: The ACT Government is seeking a ICT Security professional to undertake the duties of Security Analyst. The job entails advising on and assisting in designing security solutions for use by the ACT Govt. Undertaking investigations and representing security on working groups and committees appropriate to the classification of the position.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. University degree with an ICT Major, or Certification in ICT at a Tertiary institute, coupled with vendor certifications would be an advantage. This is a Security Assessed Position and will require CRIMTRAC assessment to work in an Education environment with minors.

Contact Officer: Jeremy Hollis (02) 6207 2377 [jeremy.hollis@act.gov.au](mailto:jeremy.hollis@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)**

#### **Director-General**

##### **Executive Level 3.10 \$332,431 to \$352,046 depending on current superannuation arrangements, Canberra (PN: E911)**

Gazetted: 16 November 2012

Closing Date: 10 December 2012

Details: The ACT Government wishes to appoint an outstanding leader to the position of Director-General, Community Services Directorate. The Directorate is responsible for a wide range of human service functions across the ACT. Services are targeted to people with a disability, children and young people, families, carers, women, Aboriginal and Torres Strait Islander peoples, and people who are ageing. Programs include multicultural affairs, volunteering, community services and facilities, concessions, social housing, therapy services, and arts and cultural programs. The Director-General will work towards achieving the following identified policy priorities for the Government and the Canberra community:

provision of policy and implementation advice on the National Disability Insurance Scheme;

provision of client focused, collaborative and integrated support to vulnerable members of the community;

protection and family support;

youth policy and services including youth justice; and

building a city that extends the opportunity to every Canberran to be fully engaged in their community

This position requires an individual who offers superior capabilities and experience in three distinct areas:

leading the delivery of some of the Territory's most important strategic priorities

advising Ministers on key strategic and policy issues; and

working with other agencies across Government to advance the Government's agenda.

The role provides a unique leadership opportunity to make a significant contribution to the future direction of community services in the ACT. The role also involves working with the Head of Service and other Directors-General as part of the Strategic Board of the ACT Public Service on strategic priorities for the Government, cross-cutting policy and program design and delivery, and stewardship of the ACT Public Service as a whole.

Remuneration: The position attracts a total remuneration package of \$332,431 or \$352,046 per annum (depending on existing superannuation); including \$280,212 cash component, a private plated vehicle, parking and superannuation benefits.

Contract of Employment: The successful applicant will be engaged under a performance-based contract for a period of up to five years. Applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.

Contacts: Selection documentation and other relevant material is available from

Ms Michelle O'Donnell ([michelle.odonnell@act.gov.au](mailto:michelle.odonnell@act.gov.au)) or (02) 6205 0241.

Applications: Applications close on 10 December 2012 and should be addressed to Mr Andrew Cappie-Wood, Head of Service, Chief Minister and Treasury Directorate, PO Box 158, Canberra City ACT 2601 or by email to [andrew.cappie-wood@act.gov.au](mailto:andrew.cappie-wood@act.gov.au)

#### **Director, Disability ACT**

##### **Executive Level 1.3 \$201,096 to \$212,405 depending on current superannuation arrangements, Canberra (PN: E271)**

Gazetted: 16 November 2012

Closing Date: 23 November 2012

Details: An exciting opportunity exists to further develop your executive and line management skills and experience in a high performing policy, funding and service delivery area of Disability ACT. Disability ACT plans, coordinates, funds, monitors and delivers a wide range of services and supports across the disability sector in the ACT. We are seeking a Director to support our high performing teams and to contribute to the whole of Disability ACT governance responsibilities through the Community Services Directorate Executive team. The successful candidate does not need a service delivery background but does need to

provide, along with a current resume, an expression of interest demonstrating success in managing diverse teams; interfacing with a wide range of stakeholders; a high expectation for the life opportunities for people with disability and the families and carers who support them; and demonstrated ability in line with the ACT Government executive capabilities at [http://www.cmd.act.gov.au/\\_data/assets/pdf\\_file/0003/116769/execcapabil.pdf](http://www.cmd.act.gov.au/_data/assets/pdf_file/0003/116769/execcapabil.pdf) .

Note: This is a temporary position available asap for a period of two years.

Contact Officer: Meredith Whitten (02) 6207 1475 meredith.whitten@act.gov.au

**Child, Youth and Family Support  
Director, Policy Data and Research**

**Executive Level 1.2 \$186,074 to \$196,418 depending on current superannuation arrangements, Canberra (PN: E390)**

Gazetted: 20 November 2012

Closing Date: 27 November 2012

Details: The Director, Policy, Data and Research reports to the Executive Director, the Office for Children, Youth and Family Support (OCYFS) and is responsible for developing and delivering a strategic approach to policy, data and research across OCYFS. The position has accountability for leading and contributing to policy and program reform across the Office for Children, Youth and Family Support, the ACT Government and other jurisdictions; in relation to Youth Policy, Care and Protection Policy, Early Intervention and Prevention Policy, Government Business and Legislation, and Data and Research. The position leads a team which is responsible for undertaking short-term analysis and longer-term applied research to establish the evident base for OCYFS services and programs; and takes the lead on the ACT's participation in national forums regarding at risk children, young people and their families.

Note: This is a temporary position available from 3 December 2012 to 2 March 2013. A covering letter and curriculum vitae are sought from potential candidates outlining their experience. Selection may be based on applications only.

Contact Officer: Christine Nolan (02) 6205 1938 christine.nolan@act.gov.au

**Therapy ACT  
Management  
Senior Manager**

**Senior Officer Grade A \$123,208, Canberra (PN: 08082)**

Gazetted: 16 November 2012

Closing Date: 4 December 2012

Details: The Senior Manager of Therapy ACT provides leadership and management for a professional service agency within the Community Services Directorate. The Senior Manager requires well developed leadership skills and a commitment to the provision of high quality services for children, young people and adults with developmental disabilities within the CSD framework of maximising participation. The position operates with considerable autonomy and requires an individual with initiative and the capacity to implement change. The Senior Manager provides advice to the Executive and Government on matters related to therapy services and is responsible for the achievement of outcomes and outputs within the budget context. Eligibility/Other Requirements: Tertiary qualifications in a health profession or equivalent are highly desirable. Current driver's licence is required.

Contact Officer: Roslyn Hayes (02) 6205 1273 roslyn.hayes@act.gov.au

**Housing and Community Services**

**Housing ACT**

**Tenancy Operations**

**Senior Manager Tenancy Operations**

**Senior Officer Grade A \$123,208, Canberra (PN: 31537)**

Gazetted: 21 November 2012

Closing Date: 28 November 2012

Details: The Senior Manager Tenancy Operations is a key position in Housing and Community Services driving the delivery of a range of support services to public housing tenants. Operationally, the Senior Manager is responsible for the day-to-day activities of Tenancy Operations including managing and utilising the human and financial resources, working collaboratively with government and community agencies, managing neighbourhood disputes and monitoring tenancy debt. Strategically, the Senior Manager provides high level technical and strategic advice to the Executive on tenancy issues, identifies and delivers service improvements and undertakes business planning activities. The successful applicant will have proven managerial experience at a senior level and a record of achievement in leadership, change management, program and people management within a human services environment.

Eligibility/Other Requirements: Significant experience working in a Human Services field essential. Relevant tertiary qualifications in Social Work, Community Development or a related field are desirable but not essential.

Note: This is a temporary position available from December 2012 to December 2013. Please note expression of interest only are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and or ability against the selection criteria, contact details of at least two referees and current curriculum vitae.

Contact Officer: Richard Baumgart (02) 6207 5026 richard.baumgart@act.gov.au

**Policy and Organisational Services**

**Governance Advocacy and Community Policy**

**Consumer Advocacy and Quality Service**

**Children and Young People Death Review Committee Secretariat**

**Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 25232)**

Gazetted: 20 November 2012

Closing Date: 4 December 2012

Details: Applications are invited for the position of Children and Young People Death Review Committee Secretariat. The Secretariat will undertake the administration of, and provide secretariat support to, the ACT Children and Young People Death

Review Committee. The position will provide accurate and timely advice to the Chair of the Committee, the Executive Director, Senior Director and Committee members on administrative issues. The position occupant will require excellent verbal communication and writing skills, demonstrated secretariat experience and a strong customer service focus. The position provides an exciting opportunity to work with the Committee to meet its legislative functions aimed at preventing the future deaths of children and young people in the ACT.

Eligibility/Other Requirements: Proficiency with Microsoft programs and client database applications. Current driver's licence. Notes: This is a part-time vacancy at 18:23 hours per week, available on a temporary basis commencing ASAP until 30 June 2013 with the possibility of extension.

Contact Officer: Jacinta Evans (02) 6205 8533 jacinta.evans@act.gov.au

### **Housing and Community Services**

#### **Executive Support Unit**

##### **Coordination Officer**

##### **Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 03148)**

Gazetted: 19 November 2012

Closing Date: 3 December 2012

Details: We are seeking a person with excellent communication skills (both written and oral), and high level administrative and organisational skills to work in a busy and challenging team.

Eligibility/Other Requirements: A sound understanding of Ministerial and Government business processes and familiarity with a correspondence tracking system.

Contact Officer: Sue McInnes (02) 6207 1396 sue.mcinnis@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)**

### **Tourism, Events and Sport**

#### **Events ACT**

##### **Venues and Event Services**

##### **Events Coordinator**

##### **Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 42448)**

Gazetted: 21 November 2012

Closing Date: 6 December 2012

Details: Events ACT is seeking a suitable applicant who will be responsible for assisting in the development and coordination of events and launches managed by the Events and Venues Team, with a focus on entertainment and activities programming and operational skills.

Eligibility/Other Requirements: The position requires a current driver's licence and the willingness to undertake manual handling tasks, work flexible hours and outside of normal business hours as required by events' programs and activities.

Contact Officer: Jason Rose (02) 6205 0721 jason.rose@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)**

#### **Office of Schools**

##### **Belconnen Network**

##### **Kingsford Smith School**

##### **Executive Teacher - Student Services**

##### **School Leader C \$100,271, Canberra (PN: 15915)**

Gazetted: 16 November 2012

Closing Date: 30 November 2012

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. Lead and manage Student Services across the middle and Senior School to achieve optimal social, educational, and post-school transitional outcomes and ongoing support for all students. Lead and manage a curriculum team of teachers.

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: Jan Day (02) 6207 4455 jan.day@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 of Schools**

##### **Belconnen Network**

##### **Kingsford Smith School**

##### **Executive Teacher - Pastoral Care**

##### **School Leader C \$100,271, Canberra (PN: 17987)**

Gazetted: 16 November 2012

Closing Date: 30 November 2012

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 and lead the Pastoral Care Team, resources and programs to achieve optimal social, educational, and post-school transitional 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: Jan Day (02) 6207 4455 jan.day@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 of Schools  
South and Weston Network  
Duffy Primary School  
Business Manager**

**Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 25785)**

Gazetted: 19 November 2012

Closing Date: 3 December 2012

Details: Duffy Primary School is seeking a highly skilled and experienced person to work within a busy work environment that has competing demands for the position of Business Manager. The ideal candidate will have demonstrated project management skills and be able to communicate well with peers, senior staff members and stakeholders ensuring a high quality customer service is delivered. The Business Manager will be responsible for providing high level support to the principal and school board. Duties include management of the schools financial systems, organise budgets, estimates and financial returns; monitor commitments and expenditure which may include staffing budget and casual relief tracking as well as the management of buildings, facilities and grounds to a high level. The successful applicant is also required to plan, direct and supervise the overall operation of the administration support team including overseeing the staffing and payments for casual employees.

Eligibility/Other Requirements: This position requires a high understanding of financial management and computer systems desirable. Current First Aid Certificate, or willingness to undertake appropriate training.

Notes: This is a temporary position available until 21 December 2012 with the possibility that this process may lead to permanency under the provisions of clause R1.1-R1.4 ACT Public Service Education and Training Directorate Enterprise Agreement 2011-2013.

Contact Officer: Kim Darcy (02) 6205 6022 kim.darcy@ed.act.edu.au

**Office for Schools  
North / Gungahlin Network  
Campbell High School  
Staffing Officer**

**Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 08140)**

Gazetted: 20 November 2012

Closing Date: 4 December 2012

Details: An exciting opportunity exists at Campbell High School for a highly suitable Staffing Officer. The successful applicant will be responsible for preparing audits/reports, data collection and staffing returns which are compliant with the Directorate's requirements. The position also involves providing administrative support with the engagement of relief staff.

Contact Officer: Julie Molyneux (02) 6205 6344 julie.molyneux@ed.act.edu.au

**Executive Director Corporate Services  
Finance and Corporate Support  
Director's Office  
Executive Assistant**

**Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 01311)**

Gazetted: 15 November 2012

Closing Date: 22 November 2012

Details: Finance and Corporate Support are seeking applications from enthusiastic Executive Assistants. The successful applicant will be responsible for: planning, coordinating and managing the work flow in the Director's office; organising meetings, presentations and travel; compiling meeting agendas and maintaining the Director's appointment diary; establishing and maintaining a variety of records including files, correspondence and personnel data using a range of software applications; preparing correspondence and reports as appropriate; undertaking any research and/or analysis required; screening incoming documents and telephone calls, referring them to other officers as appropriate and taking appropriate follow up action; recording movement of documents in and out of the Director's office and taking follow up action as appropriate; liaising with internal and external offices and clients and undertaking word processing tasks.

Eligibility/Other Requirements: Some knowledge of the Financial Management System is desirable.

Notes: This is a temporary position until 14 December 2012 with the possibility of an extension. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae. The successful applicant may be selected from application and two current referee reports.

Contact Officer: Sushila Sharma (02) 6205 9108 sushila.sharma@act.gov.au

**Office for Schools  
North/Gungahlin Network  
Turner School  
Administrative Support Officer  
Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 31422)**

Gazetted: 15 November 2012

Closing Date: 29 November 2012

Details: Turner School is seeking a highly organised and energetic person with a broad set of skills to support the Principal and Business Manager in the day to day administrative operation of the school. The successful candidate will possess a proven ability to work independently and as part of a team to provide operational, administrative and technical support, including experience in the management of the schools finances and managing the IT processes and systems.

Eligibility/Other Requirements: Desirable: Qualifications and/or experience commensurate with the duties of the position, including strong skills in IT and proven skills in administering school finances. First aid qualifications, or willingness to undertake appropriate training if required.

Contact Officer: Jo Padgham (02) 6205 6622 jo.padgham@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](mailto:jobs@act.gov.au)**

### **Regulation and Services**

#### **Sustainability Programs**

#### **Assistant Manager, Outreach Program**

#### **Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 21196, expected vacancy)**

Gazetted: 19 November 2012

Closing Date: 3 December 2012

Details: The Environment and Sustainable Development Directorate is seeking a skilled and experienced assistant program manager for the Outreach energy and water efficiency program for low income residents. This position provides the opportunity to work with staff, front line community welfare organisations and service providers in the implementation of an ambitious and challenging program that is providing both environmental benefits and material assistance to low income residents in the ACT.

Notes: This is a temporary vacancy available from 1 February 2013 until 30 June 2015.

Contact Officer: Ann Lyons Wright (02) 6207 6357 ann.lyonswright@act.gov.au

### **Policy**

#### **Nature Conservation Policy**

#### **Natural Environment**

#### **Policy Officer**

#### **Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 13981)**

Gazetted: 20 November 2012

Closing Date: 27 November 2012

Details: The Natural Environment Section is seeking an energetic person to assist in the development of policies and programs aimed at conserving biodiversity and natural resources in the ACT. The Natural Environment Team provides secretariat support for the work of the Natural Resource Management Advisory Committee which provide high quality, expert advice to the ACT Government.

Eligibility/Other Requirements: Relevant tertiary qualification and/or extensive experience in environmental management or other relevant qualifications is desirable.

Note: This is a temporary position available until 30 June 2013 with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Kathryn Tracy (02) 6207 5717 kathryn.tracy@act.gov.au

### **Policy**

#### **Conservation Policy**

#### **Conservation, Planning and Research**

#### **Aquatic Project Officer**

#### **Professional Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 16769)**

Gazetted: 16 November 2012

Closing Date: 23 November 2012

Details: Applicants must have a strong scientific background in fish biology and aquatic ecology. Demonstrated technical ability to plan and conduct fish and crayfish research projects, including survey design, data collection, analysis and report writing is essential.

Eligibility/Other Requirements: Tertiary qualifications in a field of environmental management or biological science, including studies in aquatic ecology and/or zoology are mandatory for the position.

Note: Position may be filled using applications only. This is a temporary position available from the 01 January 2013 until the 02 August 2014, with the possibility of an extension.

Contact Officer: Lisa Evans (02) 6207 2117 lisa.evans@act.gov.au

### **Regulation and Services**

#### **Sustainability Programs**

#### **Program Officer, Outreach Program**

#### **Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 17928)**

Gazetted: 15 November 2012

Closing Date: 4 December 2012

Details: The Environment and Sustainable Development Directorate is seeking a skilled Program Officer for the Outreach energy and water efficiency program for low income residents. This position provides the opportunity to work with staff, front

line community welfare organisations and service providers in the implementation of an ambitious and challenging program that is providing both environmental benefits and material assistance to low income residents in the ACT.

Notes: This is an expected temporary vacancy available until 30 June 2015.  
Contact Officer: Antonia Harmer (02) 620 70249 antonia.harmer@act.gov.au

### **City Planning**

#### **Transport Planning**

##### **Transport Policy and Programs Officer**

##### **Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 11529)**

Gazetted: 21 November 2012

Closing Date: 5 December 2012

Details: The Transport Planning team is seeking a motivated and enthusiastic individual to fill the role of Transport Policy and Programs Officer. The Transport Planning unit develops and implements transport policy and programs, integrates transport planning with urban and land use planning, plans transport networks for all modes in an integrated manner, and coordinates the Transport for Canberra policy and program. The Officer will be responsible for active travel and travel behaviour change programs, and will assist the team across other areas of transport policy as required.

Eligibility/Other Requirements: Tertiary qualifications in transport, planning, policy, economics, law, marketing or similar would be highly regarded.

Notes: This is a temporary position available asap to 29 March 2013. The position may be filled based on written applications only. The period of employment may be extended.

Contact Officer: Kristin Blume (02) 6205 4672 kristin.blume@act.gov.au

### **Planning Delivery**

#### **Executive Assistant**

##### **Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 31381, several)**

Gazetted: 16 November 2012

Closing Date: 30 November 2012

Details: The Environment and Sustainable Development Directorate is seeking motivated individuals to fill the roles of Executive Assistant to the Executive Directors for Planning Delivery, City Planning, and Regulation and Services. The successful applicants will have high level oral and written communication skills and high level interpersonal skills, an ability to manage competing priorities and be able to contribute effectively in a multi-disciplinary team environment.

Contact Officer: Elizabeth Jolley (02) 6205 8791 elizabeth.jolley@act.gov.au

### **Health**

**Selection documentation for the following positions may be downloaded from**

**<http://www.health.act.gov.au/employment>.**

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

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

#### **Medicine**

##### **Ambulatory Services**

##### **Forensic Medical Officer**

##### **Career Medical Officer Grade 2.4 \$164,210, Canberra (PN: 21337, 18672)**

Gazetted: 22 November 2012

Closing Date: 29 November 2012

The Clinical Forensic Medical Services seek to employ two medical practitioners with post graduate forensic medical qualifications to work on the afterhour's service roster providing general medical and/or forensic medical services. Applicants must demonstrate a high level of experience. There are two main components to this position that revolve around provision of medical and forensic services. Forensic and Medical Sexual Assault Care providing services to those affected by sexual assault and/or general forensic medical services under Clinical Forensics ACT. This position encompasses the clinical service provision, management and community stakeholder interaction. Suitable applicants will possess qualifications as stipulated by the selection criteria as well as relevant experience.

Eligibility/Other Requirements: Must be registered with AHPRA. Must have (or be working towards) a post graduate qualification in Forensic Medicine. Must have a current driver's licence (or be responsible for your own transport). Must be eligible to pass an AFP security check. HIV S100 Prescriber, a Family Planning Certificate or equivalent relevant qualification and experience in providing forensic medical services and expert opinions are highly desirable.

Contact Officer: Anna Brkic, Business Manager, Clinical Forensic Medical Services (02) 6244 2185

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

### **Strategy and Corporate**

#### **Performance and Innovation**

##### **Activity Based Funding**

##### **Manager, Funding Modelling and Analysis Unit**

##### **Senior Officer Grade A \$123,208, Canberra (PN: 31078)**

Gazetted: 22 November 2012

Closing Date: 29 November 2012

Details: The position is responsible for the implementation of new, activity-based funding and costing mechanisms for ACT Public Hospital Services. The position is also responsible for the development of complex modelling and analysis related to the efficient provision of hospital services. The position represents the organisation on a range of national bodies related to the development of activity based funding systems in line with national agreements. The successful candidate will also be required



to provide support and education to officers across the organisation on the implications of the implementation of activity-based funding in the ACT.

Note: The position is located in Canberra City and reports to the Director of the Performance and Innovation Branch. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Selection may be based on application and referee reports only.

Contact Officer: Phil Ghirardello (02) 6207 2085

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

#### **Medicine**

#### **Chronic Disease**

#### **Clinical Nurse Consultant**

#### **Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 22146)**

Gazetted: 22 November 2012

Closing Date: 29 November 2012

Details: The ACT Health Diabetes Service is seeking a skilled and motivated diabetes educator to fill the role of Clinical Nurse Consultant. The successful applicant will provide clinical leadership and professional support for nurses providing diabetes care to children, youth and pregnant women within the ACT Health Directorate. They will also provide direct clinical care in their area of expertise within these services. Our service, provided by a multidisciplinary team of medical, nursing and allied health staff, is both community and hospital based.

Eligibility/Other requirements: Registered with Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse, holds a post-graduate certificate in Diabetes Education and is an Australian Diabetes Educators Association (ADEA) credentialed diabetes educator. Must hold and maintain a current driver's licence. Post graduate qualifications and experience providing diabetes care to children, youth and/or pregnant women is highly desirable.

Note: This position may be required to participate in overtime, on call, and/or rotation roster potentially at multiple sites operated by the ACT Health Directorate. 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: Dianne Roberts (02) 6205 5020 or Professor Christopher Nolan (02) 6174 5311

### **Strategy and Corporate**

#### **People Strategy and Services**

#### **Staff Development**

#### **Educator**

#### **Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 29900)**

Gazetted: 22 November 2012

Closing Date: 29 November 2012

Details: Applications are invited from enthusiastic Registered Nurses with a passion for education to fill this position. This position offers a challenging and an exciting opportunity to provide leadership and support to the Graduate Nurse Coordinator, the Graduate Nurse Program (GNP) Team and Staff Development Unit (SDU). This position will be responsible for the planning, development, implementation and evaluation of education programs for Health Directorate staff. This is an autonomous role that requires sound decision making skills, excellent customer service focus, the ability to problem solve and demonstrated emotional intelligence. The applicant requires highly developed interpersonal skills, with demonstrated ability in education planning and implementation, evaluation proficiency, assessment expertise, and teaching competence.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Practitioner Regulation Agency. Recruitment experience and post graduate qualifications are also highly desirable. Holds or is working towards a master's degree is highly desirable.

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: Elizabeth Renton (02) 6244 3429

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

#### **Medicine**

#### **Gastroenterology and Hepatology**

#### **Clinical Nurse Consultant - IBD Service**

#### **Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 18483)**

Gazetted: 22 November 2012

Closing Date: 29 November 2012

Details: Applications are invited from innovative and committed Registered Nurses interested in making a difference through strong leadership and the professional development of nursing staff within the Canberra Hospital in the field of Inflammatory Bowel Disease (IBD). The successful applicant will be responsible for coordinating clinical care for patients with IBD within a multidisciplinary team, utilising current evidence and best practice initiatives to achieve the best possible outcomes for patients. The successful applicant will demonstrate excellent interpersonal skills, advanced IBD clinical knowledge and have the necessary computer skills to collect and prepare data for presentation. To apply please address the attached selection criteria and provide a current curriculum vitae and the names and contact details of two professional referees.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Holds or progressing towards a postgraduate qualification relevant to the area would be highly desirable.

Note: Work hours are Monday to Friday with no shift work. 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: Sharon Chambers (02) 6244 3488 [sharon.chambers@act.gov.au](mailto:sharon.chambers@act.gov.au)

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

**Surgery and Oral Health**

**Surgical Administration**

**Elective Surgery Liaison Nurse**

**Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 28583, several)**

Gazetted: 22 November 2012

Closing Date: 29 November 2012

Details: The Elective Surgery Liaison Nurse manages the elective surgery patient journey from initial referral through to the day of surgery, including planning/booking of surgery and pre-operative assessment and investigations. Essential skills and experience for this role include: high level communication and negotiation skills, extensive clinical nursing skills, and an ability to work within a multidisciplinary team environment.

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

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Applicants are asked to attach a recent resume. Please provide the names and contact numbers for two referees (one being your current supervisor). Selection may be based on application and referee reports only.

Contact Officer: Cathy Burns (02) 6244 2601

**Canberra Hospital and Health Services**

**Rehabilitation, Aged and Community Care**

**Community Nursing**

**Weekend Team Leader**

**Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 31153)**

Gazetted: 22 November 2012

Closing Date: 6 December 2012

Details: The Division of Rehabilitation, Aged and Community Care, Community Nursing, is seeking applications from motivated and experienced Registered Nurse Level 2, for a temporary six month part-time contract, who are able to fulfil a unique and challenging position within a community setting. The Acute Rehabilitation Unit is currently discharge planning for a ventilator dependent tetraplegic patient who will return to the community, to a purpose built home on the Northside of Canberra. This position is ideally suited to a Registered Nurse with excellent clinical skills and an ability to provide clinical leadership. Monday to Friday the client will be cared for by a fulltime RN2 and care team. This position is to provide that team with additional RN2 support and leadership in a part-time capacity. Additional ongoing discharge support will be provided, as appropriate, by expert clinical staff including Rehabilitation Physician, Nurse Practitioner, Allied Health staff, Rehabilitation Care Co-ordinator and if discipline specific experts as required. The weekend RN2 will be responsible for a variety of duties including, provision of care requiring nursing expertise and competence and coordination of the care team on weekends.

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

Previous experience in the speciality of Rehabilitation and a high dependency acute care setting and/or nursing of patients with complex needs is desirable.

Note: This is part-time position at eight hours per week. This is a temporary position for 2 x 4 hour shifts, Saturday and Sunday for six months at which time this will be reviewed and may be subject to extension. There is also the potential for further annual leave and sick leave relief during this initial six months for the equivalent RN2 day shifts Monday to Friday. 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: Hazel Hurrell (02) 6244 3035

**Canberra Hospital and Health Services**

**Rehabilitation, Aged and Community Care**

**Rehabilitation**

**Rehabilitation, Aged and Community Care, Intake Officer**

**Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 22323)**

Gazetted: 22 November 2012

Closing Date: 6 December 2012

Details: Seeking applications for an Intake Officer position within Rehabilitation, Aged and Community Care, a division of the Canberra Hospital and Health Services. The successful applicant will be a suitably qualified and enthusiastic health professional, interested in providing high quality, customer service that assists in providing eligible clients with a single point of entry for Rehabilitation and Aged Care Program Services.

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

Current driver's licence.

Note: Part-time/job sharing positions will be considered. 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: Annegret Ludwig (02) 6244 2852

**Canberra Hospital and Health Services**

**Surgery and Oral Health**

**Surgical Wards**

**Nurse, Orthopaedic Unit, Ward 11B**

**Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 29938, several)**

Gazetted: 22 November 2012

Closing Date: 29 November 2012

Details: 11B is a 34 bed acute Orthopaedic unit. Applicants should demonstrate a high level of management, coordination and delivery of clinical care and effective communication skills. We require a commitment to continuous quality improvement, clinical teaching and research in the relevant health care setting.

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

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: Claudine Lobo (02) 6244 3375

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

**Rehabilitation, Aged and Community Care, Intake Officer**

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 31384)**

Gazetted: 22 November 2012

Closing Date: 6 December 2012

Details: Seeking applications for an Intake Officer position within Rehabilitation, Aged and Community Care, a division of the Canberra Hospital and Health Services. The successful applicant will be a suitably qualified and enthusiastic health professional, interested in providing high quality, customer service that assists in providing eligible clients with a single point of entry for Rehabilitation and Aged Care Program Services.

Eligibility/Other Requirements: Degree or Diploma and current national registration with Australian Health Practitioner Regulation Agency (if applicable) in a recognised allied health profession. Eligibility for membership to recognised professional associations as required. Current driver's licence.

Note: Part-time/job sharing positions will be considered. 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: Annegret Ludwig (02) 6244 2852

**Canberra Hospital and Health Services  
Medicine**

**Medicine Units**

**Social Worker**

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 31295)**

Gazetted: 22 November 2012

Closing Date: 4 December 2012

Details: The ACT Health Diabetes Service is seeking a permanent part-time social worker to work within a multidisciplinary team providing services to referred outpatients across tertiary and primary care diabetes services. An understanding of the scope and role of social work services relevant to chronic illness is required along with excellent communication skills and ability to work in a team environment. A special interest in working with paediatric clients is highly desirable.

Eligibility/Other Requirements: Bachelor of Social Work, Eligible for membership of the Australian Association of Social Workers (AASW).

Note: This is a permanent part-time position working three days 22:03 hours per week.

This position may be required to participate in overtime, on call and/or rotation roster. 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: Caroline Brown (02) 6205 5016

**Strategy and Corporate  
People Strategy and Services  
Staff Development**

**eLearning Officer**

**Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 29860)**

Gazetted: 22 November 2012

Closing Date: 29 November 2012

Details: The Staff Development Unit is seeking an experienced person to develop and implement eLearning programs for the ACT Government Health Directorate using appropriate authoring tools and publishing on the Learning Management System (LMS). To be successful in this role you will need to have extensive experience in the analysis, design, development, implementation and evaluation of eLearning for SCORM compliant LMS and possess well developed leadership, communication and customer service skills. Advanced technical skills in use of digital media and learning technologies will also be essential.

Eligibility/Other Requirements: Qualifications in or a high degree of computer literacy with strong internet and HTML writing skills and development eLearning programs. Certificate IV in Training and Assessment or experience in education and training would be an advantage.

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: Elizabeth Renton (02) 6244 3429

**Canberra Hospital and Health Services  
Capital Region Cancer Service**

**Cancer Nursing**

**Clinical Coordination Support Officer**

**Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 31555)**

Gazetted: 22 November 2012

Closing Date: 6 December 2012

Details: Capital Region Cancer Service is looking for a highly motivated individual to take on the exciting new role of Clinical Coordination Support Officer. This successful applicant will possess excellent organisational and computing skills and work closely with the oncology multidisciplinary team in order to deliver coordinated care for our patients.

Note: This is a permanent full-time position. 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: Isabella Badalassi (02) 6174 5640

**Canberra Hospital and Health Services  
Rehabilitation, Aged and Community Care  
Allied Health  
Occupational Therapist  
Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 20650)**

Gazetted: 22 November 2012

Closing Date: 29 November 2012

Details: The Community Care Occupational Therapy Service is a community based home visiting service which aims to enable adults with physical disabilities to remain living independently and safely in the community. The successful applicant will conduct home visits and prescribe modifications and equipment that will promote safety and independence in the performance of daily living skills. The successful applicant will be supervised by a senior therapist, and will participate in professional development activities.

Eligibility/Other Requirements: Degree or Diploma in Occupational Therapy and Registration with the Occupational Therapy Board of Australia. Registered or applied for registered with Australian Health Practitioner Regulation Authority. A minimum of 12 months post-graduation clinical experience is required. Current driver's licence is essential.

Note: This is a full-time non-rotating position. Part-time hours will be considered. You are encouraged to discuss the position with the Contact Officer prior to applying. 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: Ingrid Lederer (02) 6205 1224

**Canberra Hospital and Health Services  
Medicine  
Neurology  
Administration Officer  
Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 31446)**

Gazetted: 22 November 2012

Closing Date: 29 November 2012

Details: An interesting position exists to join our team on a permanent part-time basis, to provide administrative and clerical support to the Neurology Section. The successful applicant will possess: excellent interpersonal skills, the ability to prioritise workloads to meet deadlines and fast, accurate, keyboard skills.

Note: The position is permanent part-time at 22:03 hours/3 days per week. Medical typing allowance is available. To complete your application you must prepare responses to the Selection Criteria, Curriculum Vitae and the names of two referees, as a document to be uploaded and included with your application.

Contact Officer: Angela Borbelj (02) 6244 2950

**Canberra Hospital and Health Services  
Capital Region Cancer Service  
Clinical Immunology  
Immunology Administrative Service Officer 3  
Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 16834)**

Gazetted: 22 November 2012

Closing Date: 6 December 2012

Details: A full-time position is available at the level of ASO3 within the Department of Immunology at The Canberra Hospital. The Department of Immunology is a small unit which is undergoing significant expansion. It has a significant ambulatory care component. The unit requires a medical secretary with excellent interpersonal skills, and organisational skills, as well as high level typing, computer skills and their various applications. The successful applicant will be expected to provide secretarial support to the director of the department, including coordination and conducting clinics, diary management and support for academic duties. A sound level of medical terminology and experience with Dictaphone equipment is an advantage. This position attracts a medical typing allowance.

Eligibility/Other Requirements: Medical terminology, secretarial and word processing skills are highly desirable.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Applicants will be shortlisted on the basis of written application and two referee reports, which should address the selection criteria. Applicants are asked to address the selection criteria and supply current curriculum vitae. Shortlisted applicants will be required to attend a further assessment.

Contact Officer: Sharon Reid/Carolyn Haslam (02) 6244 2836 carolyn.haslam@act.gov.au/sharon.reid@act.gov.au

**Canberra Hospital and Health Services  
Medicine  
Neurology  
Administration Officer  
Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 25156)**

Gazetted: 22 November 2012

Closing Date: 29 November 2012

Details: An interesting position exists for a permanent Administration Officer to provide administrative and clerical support to the Neurology Department. The successful applicant will possess excellent interpersonal skills with the ability to prioritise workloads to meet deadlines and fast, accurate, keyboard skills.

Note: This position will attract a medical typing allowance. To complete your application you must prepare responses to the Selection Criteria as a document together with a current CV and the names of two referees to be uploaded and included with your application.

Contact Officer: Angela Borbelj (02) 6244 2590

**Canberra Hospital and Health Services  
Mental, Justice, Alcohol and Drug Services  
Adult Community and Older Persons Mental Health  
2013 Social Work New Graduate Year (SWNGY) Program  
Health Professional Level 1 \$50,899 - \$65,424, Canberra (PN: 21960, several)**

Gazetted: 22 November 2012

Closing Date: 6 December 2012

Details: The ACT Government Health Directorate invites new social work graduates to apply for the 2013 Social Work New Graduate Year (SWNGY) Program. ACT Government Health Directorate offers a twelve month, structured program that provides orientation, supervision and support for social work graduates to further develop their knowledge for Social Work practice in health. SWNGY positions in the ACT Government Health Directorate are offered on a temporary (12 month) basis, full time Monday to Friday, working in a supportive social work team in order to assist social work graduates with their transition into the health workforce. The SWNGY program provides participants with support and dynamic learning opportunities through the diversity of programs available within ACT Government Health Directorate. The twelve month program incorporates rotations in Mental Health, Drug and Alcohol, Womens, Youth and Children, Community Care and acute hospital Social Work teams. The ACT Government Health Directorate recognises that support and the opportunity to develop knowledge for practice are essential to the personal and professional development of social work new graduates. The professional development of the social work new graduate is enhanced by a supportive learning culture, which includes:

A supported orientation program;

Weekly professional social work supervision;

Working in a supportive social work team;

Structured time for professional development/mandatory training;

Participation in the ACT Government Health Directorate Social Work New Graduate Network;

Participation in the ACT Government Health Directorate Allied Health New Graduate Program.

Eligibility/Other Requirements: A degree in Social Work with eligibility for membership of the Australian Association of Social Workers is essential. Current driver's licence.

Notes: Successful applicants will commence the SWNGY program on Monday 4th February 2013 and the program will run for one year to February 2014. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Please submit two written referee reports with your application.

Contact Officer: Alison McDonald (02) 6174 7023

**Canberra Hospital and Health Services  
Medicine  
Neurology  
Neurophysiology Scientist Graduate  
Health Professional Level 1 \$50,899 - \$65,424, Canberra (PN: 31027)**

Gazetted: 22 November 2012

Closing Date: 6 December 2012

Details: A 12 month training opportunity exists for a Science graduate with Neurophysiology interest to join the Neurophysiology team at the Canberra Hospital. Practical training will be provided along with assessments of competence throughout the year. Experience will be provided in performing EEGs in the adult and paediatric inpatient and outpatient setting, and also NCS, BSEPs, VEPs and SSEPs in the adult inpatient and outpatient setting. Access to the Canberra Hospital New Graduate Program will also be provided. The successful applicant may be eligible to apply for a Clinical Measurement Scholarship offered through the Allied Health Adviser's Office.

Eligibility/Other Requirements: Bachelor of Biomedical Science (Clinical Physiology) containing Neurophysiology unit(s) or equivalent.

Note: This is a temporary position available for a period of 12 months. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Angela Borbelj (02) 6244 4577

**Canberra Hospital and Health Services  
Operational Support  
Acute Care  
New Graduate Speech Pathologist  
Health Professional Level 1 \$50,899 - \$65,424, Canberra (PN: 01123, several)**

Gazetted: 22 November 2012

Closing Date: 29 November 2012

Details: Exciting opportunities exist for newly graduated Speech Pathologists within the ACT Health Directorate. The Rehabilitation Aged and Community Care and Acute Support Speech Pathology services offer two full-time New Graduate positions, which will be available from January 2013. These positions provide six month rotations across two clinical settings, with the successful applicants gaining experience in acute hospital settings and community based services. Speech pathologists based at The Canberra Hospital provide a range of inpatient and outpatient services to rehabilitation, aged care, medical, surgical and neonatal/paediatric areas of The Canberra Hospital and the surrounding community. The positions provide an opportunity to develop skills in working with adult neurological caseloads across both acute and rehabilitation settings and contribute to an active teaching and quality improvement program with strong professional support.

Eligibility/Other Requirements: Degree or diploma in Speech Pathology from a recognised tertiary institution and eligibility for practising membership of Speech Pathology Australia. A current driver's licence is essential.

Notes: Successful applicants are expected to commence in early January 2013, this position is temporary available for a period of 12 months. Please provide your CV, responses to the selection criteria and two written referee reports. 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: Margaret Jacobs or Laura Stevenson (02) 6244 2230

### **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)**

### **Security and Emergency Management Branch**

#### **Project Officer**

**Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 14873)**

Gazetted: 19 November 2012

Closing Date: 26 November 2012

Details: Security and Emergency Management Branch is responsible for the development of strategic policy on whole-of-government issues including emergency management, counter-terrorism, protective security and critical infrastructure protection. The Branch is also responsible for the coordination of the ACT Government CCTV Project. The position is for a project officer to assist with the development, coordination and administration of the ACT Government CCTV Project. As required the project officer will also assist with the work of the Branch through the provision of policy advice, project management support, and secretariat support.

Eligibility/Other Requirements: This is a designated Security Assessment position to "Negative Vetting 1" (Secret) Level. The successful applicant will be required to undergo, and be granted, a security clearance to the above level. If a clearance is not granted employment in the role will not commence or, if already commenced, will be terminated.

Contact Officer: Craig Cannon (02) 6207 0618 [craig.cannon@act.gov.au](mailto:craig.cannon@act.gov.au)

### **Legislation and Policy**

#### **Regulation and Licensing Policy Unit**

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

**Legal 1/Senior Officer Grade C \$54,415 - \$111,570, Canberra (PN: 12055)**

Gazetted: 19 November 2012

Closing Date: 4 December 2012

Details: Legislation and Policy Branch is looking for a talented and motivated Policy Officer to work on a wide range of interesting and relevant issues within the Regulatory and Licensing Policy team, which deals with a wide range of regulatory issues including transport safety, liquor licensing, national occupational licensing and prostitution reform. If you have a passion for law and policy and want to make a difference to the community you live and want to work with a great team, here's the place to work. The Legislation and Policy Branch covers a diverse range of legal and policy issues that impact the ACT, including although not restricted to, preparation of briefs for the Attorney General, prepare related reports and correspondence, development of legislation, manage projects, engage in consultation with the community, government and participate in national forums. Important functions of the position include developing and promoting positive relationships with key stakeholders and providing high level advice to the government on questions of legal policy.

Eligibility/Other Requirements: Experience in legislative reform would be valuable. This position will be filled at either the Legal 1 or Senior Officer Grade C classification dependant on the skills, qualifications and experience of the successful applicant.

Contact Officer: Amanda Casimir (02) 6205 4188 [amanda.casimir@act.gov.au](mailto:amanda.casimir@act.gov.au)

## **APPOINTMENTS**

### **Canberra Institute of Technology**

#### **Teacher Band 1 \$62,403 - \$83,963**

Heidi Duncan 821-03459, Section 68(1), 15 November 2012

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

Ayla Pentikainen 820-76075, Section 68(1), 21 November 2012

Note: This appointment is to a non-advertised vacancy and is made in accordance with the Clause M of the ACT Public Service Canberra Institute of Technology Enterprise Agreement 2011-2013.

#### **Administrative Services Officer Class 2/3 \$46,372 - \$57,004**

Camilla Ann Taylor 835-66180, Section 68(1), 12 November 2012

#### **Administrative Services Officer Class 2/3 \$46,372 - \$57,004**

Belinda Ann Wallis 827-14479, Section 68(1), 12 November 2012

### **Health**

#### **Administrative Services Officer Class 2 \$46,372 - \$51,422**

Jaya Bate 383-51475, Section 68(1), 16 November 2012

#### **Administrative Services Officer Class 2 \$46,372 - \$51,422**

Melissa Devries 838-51483, Section 68(1), 16 November 2012

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

Katrina Hampton 827-82009, Section 68(1), 22 November 2012

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

Jeena Joseph 824-32658, Section 68(1), 14 November 2012

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

Anthea Kennett 834-53960, Section 68(1), 16 November 2012

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

Natasha Lawrence 836-56776, Section 68(1), 16 November 2012

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

Joseph Lee 833-45740, Section 68(1), 15 November 2012

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

Boby Manuel 835-49071, Section 68(1), 22 November 2012

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

Nicole Munyard 834-54306, Section 68(1), 15 November 2012

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

Joan Nacua 835-90949, Section 68(1), 19 November 2012

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

Dianne Ohlmus 836-5424, Section 68(1), 19 November 2012

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

Radha Regmi 834-52554, Section 68(1), 15 November 2012

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

Cherry Lee Aves Sagge 821-58943, Section 68(1), 19 November 2012

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

Jennifer Shaw 835-92215, Section 68(1), 20 November 2012

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

Melanie Whiteley 834-51607, Section 68(1), 14 November 2012

**Justice and Community Safety**

**Ambulance Paramedic \$58,363 - \$65,899 plus penalties**

Kevin De Costa 835-87803, Section 68(1), 21 January 2013

**Ambulance Support Officer 1 \$44,960 - \$47,092**

Sarah Gray 835-90973, Section 68(1), 19 November 2012

**Ambulance Support Officer 1 \$44,960 - \$47,092**

Lee Hopson 835-90770, Section 68(1), 19 November 2012

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

Samantha Joh Jansen 827-59562, Section 68(1), 8 November 2012

**Ambulance Support Officer 1 \$44,960 - \$47,092**

Rhys Parker 820-89247, Section 68(1), 19 November 2012

**Ambulance Support Officer 1 \$44,960 - \$47,092**

Christopher Paul 835-91028, Section 68(1), 19 November 2012

**PROMOTIONS**

**Calvary Health Care ACT (Public)**

**Nursing and Midwifery Nursing**

**4 East**

**Gong Yu Lui**

From: Registered Nurse Level 2 \$78,157 - \$82,990

Calvary Health Care ACT

To: Registered Nurse Level 3 \$89,834 - \$93,531

Calvary Health Care ACT, Canberra (PN.7502) (Gazette: 22 November 2012)

### **Chief Minister and Cabinet**

#### **Finance and Budget Division Executive**

##### **Guenivere Marshall: 827-2920**

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

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

Chief Minister and Cabinet, Canberra (PN. 55564) (Gazetted 29 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.

### **Commerce and Works**

#### **Shared Services**

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

##### **Customer Relations / Education and Training ICT**

##### **Craig Neiberding: 783-09702**

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 07226) (Gazetted 14 June 2012)

#### **Shared Services**

##### **Human Resources**

##### **HR Systems**

##### **Narelle Raftery: 820-88746**

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 16486) (Gazetted 23 October 2012)

### **Community Services**

#### **Housing and Community Services**

##### **Asset Management**

##### **Contract Management Team**

##### **Sean Richards: 821-14764**

From: Administrative Services Officer Class 5 \$65,660 - \$69,623

Community Services

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

Community Services, Canberra (PN. 20048) (Gazetted 20 July 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.

### **Education and Training**

#### **Strategy and Coordination**

##### **Information, Communications and Governance**

##### **Legal Liaison and Regulation**

##### **Anne Siripol: 239-78909**

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

Education and Training

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

Education and Training, Canberra (PN. 11810) (Gazetted 3 August 2011)

#### **Office for Schools**

##### **North/Gungahlin Network**

##### **Franklin Early Childhood School**

##### **Robyn Elizabeth Strangward: 785-52569**

From: School Leader C \$100,271

Education and Training

To: †School Leader B \$116,751

Education and Training, Canberra (PN. 30941) (Gazetted 24 August 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.

#### **Office for Schools**

##### **North/Gungahlin Network**

##### **Amaroo School**



**Rebecca Jean Turner: 772-14138**

From: School Leader C \$100,271

Education and Training

To: †School Leader B \$116,751

Education and Training, Canberra (PN. 04108) (Gazetted 14 June 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.

**Office for Schools**

**North/Gungahlin Network**

**Ainslie School**

**Karen Leanne Wilson: 817-91544**

From: School Leader C \$100,271

Education and Training

To: †School Leader B \$116,751

Education and Training, Canberra (PN. 31014) (Gazetted 12 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.

**Health**

**Director General Reports**

**Population Health**

**Epidemiology**

**Catherine Mary Baker: 742-40955**

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

Health

To: †Senior Officer Grade A \$123,208

Health, Canberra (PN. 30691) (Gazetted 18 October 2012)

**Canberra Hospital and Health Services**

**Pathology**

**Haematology**

**Marianne De Souza: 261-47545**

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

Health

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

Health, Canberra (PN. 21263) (Gazetted 9 August 2012)

**Canberra Hospital and Health Services**

**Pathology**

**Specimen Reception**

**Jennifer Edmestone: 748-78430**

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

Health

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

Health, Canberra (PN. 21233) (Gazetted 23 August 2012)

**Canberra Hospital and Health Services**

**Operational Support**

**Deputy Director General Canberra Hospital and Health Services**

**Maria Stahre: 817-52617**

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

Health

To: Administrative Services Officer Class 5 \$65,660 - \$69,623

Health, Canberra (PN. 17633) (Gazetted 27 September 2012)