



ACT Government Gazette

Gazetted Notices for the week beginning 06 June 2013

Executive Notices

Chief Minister and Treasury

Engagement

Robert Barnes – Chief Executive Officer and Registrar, Long Services Leave Authority (E695) Section 72 of the Public Sector Management Act 1994

Commerce and Works

Engagements

David Purser – Director, Goods and Services, Shared Services (E685) Section 72 of the Public Sector Management Act 1994

Michael Kegel – Director, Operations Shared Services ICT (E483) Section 72 of the Public Sector Management Act 1994

Peter Murray – Executive Director, Shared Services Procurement (E404) Section 72 of the Public Sector Management Act 1994

Community Services

Variation – Assignment

Maureen Sheehan – Executive Coordinator, ACT National Disability Insurance Scheme (E705) Section 80A(1)(b) of the Public Sector Management Act 1994

Paul Wyles – Director, Care and Protection, Office for Children, Youth and Family Support (E280) Section 80A(1)(b) of the Public Sector Management Act 1994

Bronwen Overton-Clarke – Executive Director, Housing and Community Services (E270) Section 80A(1)(b) of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

Nursing and Midwifery

Nursing

Intensive Care Unit

Intensive Care Nurse Educator

Registered Nurse level 3.1 \$89,834 - \$93,531, Canberra (PN: 7637)

Gazetted: 07 June 2013

Closing Date: 21 June 2013

The opportunity exists for a dynamic, motivated person to fill the position of Registered Nurse Level 3.1 Nurse Educator at Calvary Health Care Public Hospital Bruce. The successful applicant will have; Extensive skills and experience in Intensive Care Nursing. Experience in Adult Education principles and practice. Past Graduate Qualifications in Education and/or Intensive Care Nursing. The successful applicant will be contributing to the dedicated team at Calvary Public Hospital to provide excellence in nursing care to critical ill inpatients at our hospital. Note: This is a permanent position full time position and you will need to be an Australian Citizen or have Permanent Residency in order to apply. To complete your application you must prepare responses to the Selection Criteria as documented and attach your current CV. This process may also be used to appoint acting positions of short term leave or other positions that may become available in the next six months.

Contact Officer: Narelle Comer, Nurse Unit Manager ICU, (02) 6201 6600

Eligibility/Other Requirements: Please address Selection Criteria Contact Officer: Narelle Comer (02) 6201 6600
recruitment@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Nursing and Midwifery

Maternity

Registered Midwife Level 3.2

Registered Midwife Level 3.2 \$101, 556, Canberra (PN: 9644)

Gazetted: 07 June 2013

Closing Date: 21 June 2013

Clinical Midwife Consultant level 3.2(full time 76 hrs per fortnight) continually of Midwifery Care Services. COME AND JOIN OUR ENERGETIC AND DEDICATED TEAM! Calvary health Care ACT (CHC-ACT) is seeking a highly skilled, experienced and dynamic midwife to fill the above position. The successful applicant will be required to implement and provide leadership for our new Continuity of Midwifery Care Services (CMCS). The CMCS will provide collaborative maternity care to approximately 240 women per year. CHC- ACT is a baby friendly Health Accredited facility. The maternity Unit at CHC-ACT has approximately 1400 births per year and is well supported by consultant obstetricians, paediatricians and a strong core group of experienced midwifery, Medical and Allied Health staff. Enquiries to Christine Falez A/G Nursing Director Midwifery Services (02) 6201 6882

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Christine Falez (02) 6201 6201 christine.falez@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Nursing and Midwifery

Clare Holland House

PEPA Manager

Registered Nurse level 3 \$89,834 - \$ 93,531, Canberra (PN: 7001)

Gazetted: 11 June 2013

Closing Date: 25 June 2013

PEPA Manager Registered Nurse Level 3 64 Hours a fortnight Calvary Health Care ACT is seeking a dynamic individual to drive the Program of Experience in the Palliative Approach (PEPA) in the ACT. The position of ACT PEPA Manager, as contracted to Calvary Health Care ACT, is responsible for the coordination, liaison, provision, facilitation and financial management of training programs under the DoHA funded and nationally run PEPA program. The main role of the Manager is to build workforce capacity by facilitating clinical experience and other experiential opportunities for health practitioners across all health settings in the palliative approach to care. The position is 0.8FTE, of 12 month contract tenure with the possibility of extension. The position will be based at Clare Holland House (ACT Hospice), Barton. Occasional interstate travel will be required. This position would ideally suit a Registered Nurse, competent in advanced nursing practice with the ability to utilise clinical teaching skills. If you are a good communicator with strong leadership and problem solving skills; are self directed and resourceful; and possess experience in planning, delivering and evaluating training programs and believe this is a role you will excel at, please enquire by calling Sue Turner, ACT PEPA Manager on (02) 6264 7338. For further enquires please contact Jane Etchells on (02) 6264 7300. For selection

documentation and further information about Calvary Health Care ACT visit our website at www.calvary-act.com.au.

All applications must provide a response to the selection criteria.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Jane Etchels (02) 6264 7300 recruitment@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Nursing and Midwifery

Midwifery

Maternity

Midwife Level 2

Midwife level 2 \$78,157-\$82,990, Canberra (PN: 7933)

Gazetted: 07 June 2013

Closing Date: 21 June 2013

Calvary Health Care ACT has fulltime temporary position available for a highly motivated and experienced Registered Midwife to fulfil the above role, for one year from 9/8/2013 to 9/8/2014. Calvary is a Baby Friendly Health Accredited Maternity Unit. With 1500 births per year the Maternity Unit is well supported by consultant obstetricians, paediatricians and a strong core group of experienced midwifery, medical and allied health staff. For further information: contact Noelyn Perriman, Maternity Educator on 62016697 or 62016568 or email:

noelyn.perriman@calvary-act.com.au

For further information about Calvary Health Care ACT visit our website at www.calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Noelyn Perriman (02) 6201 6697 recruitment@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Nursing and Midwifery

Nursing

Nursing and Midwifery

Graduate Registered Nurse

Registered Nurse Level 1.1 \$55,567- \$75,084, Canberra (PN: Various)

Gazetted: 07 June 2013

Closing Date: 2 August 2013

Calvary Health Care ACT includes a 250 bed public hospital in Bruce, North Canberra. Calvary is growing and improving services today to prepare for the services required by the growing population for tomorrow. Calvary Health Care ACT provides service through the following departments: Emergency Department, Intensive and Coronary Care Units, Medical and Surgical Wards, Perioperative Services, Palliative Care, a Maternity Unit with a soon to be created Continuity of Midwifery Care Service, a Mental Health Unit, Rehabilitation and Outreach facilities and services. This Transition Program supports the First Year Registered Nurse to critically analyse and set learning objectives related to the clinical area. Successful completion of these several assessment items at a Postgraduate Level means that you will be eligible to apply for Recognition of Prior Learning (RPL) at a Graduate Certificate level on completion of the program. First Year Registered Nurse performance is monitored and assessed throughout the year to facilitate further development, identifying professional development and career pathways with Preceptors, Clinical Development Nurses, Nurse Educators, Nurse Unit Managers and Learning and Development Staff. The expectations of this full- or part-time, 12-month, position are outlined in the Position Description and reflected in the selection criteria below.

Please note that applicants must have the right to live and work in Australia in order to apply. Once the program is complete there is an opportunity to apply for permanent positions where these vacancies exist at Calvary Health Care ACT. Applicants are expected to respond in writing and include the following: A cover letter, please indicate ward / area preferences for the Transition Program in your letter. A current Curriculum Vitae and an attached document that addresses the selection criteria (no more than 2 pages, 12pt Font, 1.5 spacing). Referees Two written referee reports need to be sent along with your application for the HR department to append to your application. The template for your referees report can be downloaded by following the link that is available in the job advertisement. Please do not ask Lecturers or Clinical Preceptors employed by the university to support your application as a referee. The

successful candidate will be employed on the basis of being able to address the selection criteria in the Position Description.

Eligibility/Other Requirements: Please address Selection Criteria

Contact Officer: Nathan Oliver (02) 6201 6931 recruitment@calvary-act.com.au Applications can be forwarded to: recruitment@calvary-act.com.au

Maintenance

Electrician

Health Services Officer Level 8 \$56,611- \$59,939, Canberra (PN: 7702)

Gazetted: 07 June 2013

Closing Date: 21 June 2013

Electrician Health Services Officer Level 8 \$56,611 - \$59,939 Permanent Full Time 73.5 hours per fortnight. Calvary Health Care ACT has the requirement for an Electrician. This position will be responsible for corrective and programmed maintenance of Calvary's electrical distribution system and equipment maintenance as applicable. Applicants must hold a current 'A' Class electrical Licence. For further information about these roles please contact Keith Marshall (02) 6201 6153 or keith.marshall@calvary-act.com.au For full selection documentation and to apply for this role, visit our website at www.calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Keith Marshall (02) 6201 6808

recruitment@calvary-act.com.au

Applications can be forwarded to: recruitment@calvary-act.com.au

Chief Minister and Treasury

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

Culture and Communications

Centenary of Canberra Unit

Administration Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 32459)

Gazetted: 06 June 2013

Closing Date: 21 June 2013

Details: Join a dynamic and energetic team celebrating Canberra's Centenary in 2013 under the direction of Creative Director, Robyn Archer AO. This position will work within the Governance team to undertake a range of administrative tasks to support the Centenary of Canberra unit. Duties will include distribution of Centenary brochures and materials, record keeping, responding to phone enquiries, managing RSVPs for major events, creating contact lists, assisting the General Manager, preparing Centenary materials for archiving, booking travel, updating the database and various other tasks.

Eligibility/Other Requirements: This role involves some lifting. Current driver's licence is desirable.

Note: This is a temporary vacancy available for six months, commencing ASAP. There may be some evening and weekend work and part-time hours may be considered.

Contact Officer: Teresa Comacchio (02) 6205 8304 teresa.comacchio@act.gov.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 Branch

Business Applications & Support

Business Applications and Support Manager

Senior Information Technology Officer Grade A \$123,208, Canberra (PN: 24121, expected vacancy)

Gazetted: 07 June 2013

Closing Date: 14 June 2013

Details: The successful applicant will lead Shared Services ICT's Application Software Development and Management Teams in the provision of effective business systems to the ACT Government by acquiring, developing, enhancing and supporting robust, fit-for purpose software solutions. This position reports directly to the Director of Business Development. The Business Applications and Support Manager directly supervises four staff and is indirectly responsible for a further 50 positions.

Eligibility/Other Requirements: Knowledge of MSP, PRINCE 2, and ITIL frameworks would be highly advantageous. Knowledge of SDLC and key development methodologies, especially in RAD, Extreme, spiral model, throwaway prototyping model, incremental/iterative development, would be highly regarded.

Contact Officer: Jessica Ho (02) 6205 0048 jessica.ho@act.gov.au

Revenue Management

Policy, Legislation and Objections

Assistant Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 03659)

Gazetted: 12 June 2013

Closing Date: 26 June 2013

Details: As the successful applicant, you will, with minimal supervision, deal with more complex objections under revenue-related legislation and consequent appeals to tribunals and courts. Preferably you have experience in legal processes; the ability to analyse the law and complex fact scenarios; and the ability to make decisions on complex tax disputes. Good communication skills, both written and oral, are essential. You will also assist with the supervision and training of staff, and provide high level advice and reports to senior staff and the government.

Eligibility/Other Requirements: Legal qualifications and/or experience are an advantage.

Contact Officer: Peter Cain (02) 6207 0008 peter.cain@act.gov.au

Shared Services

Shared Services ICT

Desktop and Applications Delivery

Test Analyst

Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 32015, several)

Gazetted: 12 June 2013

Closing Date: 19 June 2013

Details: Shared Services ICT are seeking Test Analysts' skilled in testing integration of Commercial Off the Shelf (COTS) software applications into the ACT Government desktop environment. Previous experience working with a complex, multi-directorate/agency environment is essential. Applicants must be able to demonstrate the ability to test COTS software in a complex multi-directorate environment for both successful deployment and functionality. These positions will work closely with clients to facilitate User Acceptance Testing (UAT) during Operating System upgrades. Diagnose, take ownership and manage resolution of any issues identified during UAT to ensure timely completion and sign-off. Communicate with customers and other teams within the work area to achieve timely results. Manage multiple work cases and prioritise and escalate as necessary.

Eligibility/Other Requirements: Current security clearance and driver's licence is required.

Contact Officer: Phil Burton (02) 6207 1650 phil.burton@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

Therapy ACT

Corporate

Administrative Assistant Manager

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 12090, several)

Gazetted: 12 June 2013

Closing Date: 26 June 2013

Details: The individuals in these positions will lead the Therapy ACT's administrative team and provide excellent customer services to clients of Therapy ACT as well as all staff of Therapy ACT. These positions may be located at either of Therapy ACT's sites. These positions report to the Therapy ACT Business Manager.

Eligibility/Other Requirements: Excellent level of oral and written communication and problem solving skills and experience in leading a team.

Notes: There are two positions vacant and available based at Holder and Swanson.

Contact Officer: Karen Duthie (02) 6205 9190 karen.duthie@act.gov.au

Cultural Facilities Corporation

ACT Museums and Galleries

Canberra Museum and

Visitor Services, Education and Community Programs

Front of House/ Memberships Manager

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 023)

Gazetted: 07 June 2013

Closing Date: 21 June 2013

ACT Museums and Galleries comprises four sites - Canberra Museum and Gallery (CMAG), Lanyon Homestead, Calthorpes' House and Mugga-Mugga Cottage. The Visitor Services, Education and Community Programs team is responsible for delivering programs and services to a range of audiences across these sites. ACT Museums and Galleries is seeking a Front of House/Memberships Manager to work as part of this team, supervising and coordinating front of house staffing operations at the Canberra Museum and Gallery (including CMAG cafe operations), and managing the ACT Museums and Galleries membership program. The successful applicant will have demonstrated experience in the management of staff and a thorough understanding of customer service principles and practices. A demonstrated knowledge of financial management and an ability to work within budgetary limitations is essential. Experience in managing and implementing security policy and procedures is also required.

Eligibility/Other Requirements: Current Drivers licence is essential. Note: This is a 12 month temporary position with the possibility of extension and/or permanency. Applications must address the selection criteria.

Contact Officer: Kate Gardiner (02) 6207 9943 kate.gardiner@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

Tourism, Events and Sport

Sport and Recreation Services

ACT Academy of Sport

Performance Services Manager

Senior Professional Officer Grade C \$89,786 - \$96,809, Canberra (PN: 24053)

Gazetted: 06 June 2013

Closing Date: 18 June 2013

Details: Sport and Recreation Services is seeking an enthusiastic and dynamic person to join our ACT Academy of Sport (ACTAS) team as the Performance Services Manager. The successful applicant will lead the integrated delivery of performance services to approximately 150 talented athletes across seven sport programs and the Individual Athlete Program. Performance services include; strength and conditioning, psychology, athlete career and education, sport science, medical coordination, and nutrition.

Eligibility/Other Requirements: A university degree or comparable qualification. At least five years experience in senior management positions within a high performance sport environment. Technical or professional qualifications and experience in a performance service, e.g. sport science. A current Working With Vulnerable People Check.

Contact Officer: Gerard Corradini (02) 6207 4404 gerard.corradini@act.gov.au

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

Land Strategy and Finance

Strategic Finance

Financial Systems and Policy

Systems Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 43492)

Gazetted: 12 June 2013

Closing Date: 19 June 2013

Details: Land Strategy and Finance is seeking a dynamic and enthusiastic person with demonstrated skills and expertise as the Finance Systems Officer. You will be required to play a critical role in supporting and leading the development and enhancement of Land Development Agency's (LDA) key financial and business systems. This demanding and challenging role you will be required to act as the LDA's liaison officer for business system matters and to build effective relationship with vendors, Shared Services ICT and other agencies and organisations.

Contact Officer: Edward Senti (02) 6205 0120 edward.senti@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

Dickson College

Principal

School Leader A \$149,468, Canberra (PN: 01675)

Gazetted: 11 June 2013

Closing Date: 25 June 2013

Details: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of school's operations and promote the overall educational welfare of 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: Steve Kyburz (02) 6205 5479 steve.kyburz@act.gov.au

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

Tertiary Education and Performance

Planning and Performance

Planning and Reporting

Policy Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 09259)

Gazetted: 07 June 2013

Closing Date: 14 June 2013

Details: Planning and Reporting is seeking a highly suitable Policy Officer. The successful applicant will coordinate, prepare and support reporting processes to meet ACT and national reporting requirements as determined in the Section Business Plan. Undertake research and/or analysis related to school education or vocational education and training as required. This position also includes assisting with the preparation of submissions, briefing notes and correspondence for senior management and the Minister.

Notes: This position is temporary until 21 February 2014 with possibility of extension.

Contact Officer: Waris Mughal (02) 6205 4674 waris.mughal@act.gov.au

Office for Schools

South/Weston Network

Alfred Deakin High School

Classroom Teacher - PE/Health

Classroom Teacher \$54,951 - \$86,881, Canberra (PN: 04945)

Gazetted: 06 June 2013

Closing Date: 13 June 2013

Details: Work as a member of the PE/Health faculty. Experience in Outdoor Ed preferred but not essential.

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 vacancy available from 22 July 2013 until 20 December 2013.

Contact Officer: Belinda Bartlett (02) 6205 5566 Belinda.Bartlett@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.

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

Regulation and Services

Construction Services

Utilities, Land and Lease Regulation

Fee Compliance Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 15351)

Gazetted: 07 June 2013

Closing Date: 21 June 2013

Details: The Utilities, Land and Lease Regulation Section is seeking experienced individuals who have demonstrated high level administrative decision making skills to join the Fee Compliance Team to deliver enforcement outcomes for breaches of the lease and development conditions contained within Crown leases in the ACT. Outstanding drive, team interaction, record keeping, communication and liaison skills will be necessary to effectively complete this role.

Eligibility/Other Requirements: Qualifications or experience in conducting investigations and or/administrative decisions desirable, hold a current driver's licence.

Contact Officer: Jodie Herbert (02) 6207 6321, Tony Theobald (02) 6207 1730 jodie.herbert@act.gov.au
anthony.theobald@act.gov.au

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

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>

Director General Reports

Office of Director General

Office of Director General

Director - Territory Wide Surgical Services

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

Senior Specialist \$199,231, Canberra (PN: 32373)

Gazetted: 13 June 2013

Closing Date: 27 June 2013

ACT Health is seeking the services of a senior specialist medical practitioner to establish a Territory-wide surgical services framework. This challenging task requires the successful applicant to have an extensive clinical background with health management experience and high level negotiation skills. The successful applicant is likely to have had significant previous experience in developing an integrated surgical services framework and may well not currently be employed within, or contracted by, an ACT public hospital or health service. The position will be required to establish and implement a Territory-wide surgical services framework.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency and Fellowship of a relevant college or an equivalent higher specialist qualification.

Note: This position is permanent with the hours to be negotiated.

Contact Officer: Dr Peggy Brown (02) 6205 0825 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

Canberra Hospital and Health Services

Medicine

Chronic Disease

Operational Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 27720)

Gazetted: 13 June 2013

Closing Date: 20 June 2013

Details: The ACT Health Diabetes Service is seeking a highly skilled and motivated individual to fill the role of Operational Manager. Our service is provided by a multidisciplinary team of medical, nursing and allied health staff, is both community and hospital based, and encompasses all ages and all stages of diabetes. The successful applicant will have extensive leadership and management experience in either a clinical service delivery or corporate support capacity, high level oral and written interpersonal skills, and a demonstrated ability to effectively manage a multidisciplinary team ensuring that appropriate processes and governance are in place.

Eligibility/Other Requirements: Tertiary qualifications in Management and/or a health related field are desirable.

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: Chris Nolan (02) 6174 5311

Strategy and Corporate

E-Health and Clinical Records

E-Health

Project Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 32389)

Gazetted: 13 June 2013

Closing Date: 20 June 2013

Details: The ACT Health Directorate is currently implementing a Health-e Future Program. This Program is a \$90 million e-Health investment aimed to facilitate a safe, high quality, secure and sustainable health care service in a patient-centric environment, where e-Health systems ensure the 'right information' is available to the 'right person' at the 'right time', regardless of their location. The Health Directorate is currently looking for an experienced Project Manager to support the successful implementation of a number of Location Based Services projects including Digital Health infrastructure components of the Health-e Futures Program. The key responsibilities of this position will be to plan, direct and coordinate activities required to manage and implement Location Based Services and key infrastructure to support the Medical Grade Network.

Note: This position is temporary for 12 months with the possibility of an 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: Peter Brayshaw (02) 6205 1346

Strategy and Corporate

People, Strategy and Services

Workforce Policy and Planning

Project Manager Workforce Innovation

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 32378)

Gazetted: 13 June 2013

Closing Date: 20 June 2013

Details: The Project Manager Workforce Innovation will be responsible, over a six month period, for managing a project to deliver workforce profiles and associated care models for a major health infrastructure project—the University of Canberra Public Hospital (UCPH).

Eligibility/Other Requirements: An understanding of health workforce requirements in a sub-acute hospital setting highly desirable.

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

Contact Officer: Jennie Gordon (02) 6205 1425

Canberra Hospital and Health Services

Medicine

Renal

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$101,556, Canberra (PN: 22167)

Gazetted: 13 June 2013

Closing Date: 20 June 2013

Details: This is an exciting and challenging opportunity to lead a 26 bed acute adult medical ward providing Renal specialty care but encompassing care for patients with other acute adult medical conditions. It requires a dynamic, innovative person with strong leadership and communication skills to lead the ward into the future.

Eligibility/Other Requirements: Registered or eligible to register 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. Include with your responses to the selection criteria, a current curriculum vitae and the names/contacts of two referees. Work hours are Monday to Friday with no shift work. The successful applicant may be selected on application and referee reports only.

Contact Officer: Tracey Duggan (02) 6174 5161

Canberra Hospital and Health Services

Women, Youth and Children

Child, Youth and Women's Health Program

Schools Clinical Nurse Consultant - Central Regional Team

Registered Nurse Level 3.2 \$101,556, Canberra (PN: 28134)

Gazetted: 13 June 2013

Closing Date: 20 June 2013

Details: An exciting opportunity exists for a Registered Nurse with broad clinical expertise in the areas of audiometry nursing, immunisation, asthma education and child development, to work as the Schools Clinical Nurse Consultant in the Central Regional Team. This position is permanent, full-time and is based in the Community Health building at 1 Moore Street, Civic. Please phone the contact officer if you would like to discuss this position or require further information.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Hold a current driver's licence.

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

Contact Officer: Carolyn Thomas (02) 6205 1575

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation

Occupational Therapy Senior Clinician/Manager

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 09797)

Gazetted: 13 June 2013

Closing Date: 20 June 2013

Details: Are you looking for an opportunity to manage a team of Occupational Therapists delivering rehabilitation and aged care services across the acute and community sectors? Due to upcoming maternity leave, there is an exciting opportunity for a Senior Occupational Therapist to step into this temporary position. There is opportunity for a detailed handover before and after this time with careful planning and communication. The position will be vacant from 25 July 2013 until 30 June 2014. This is an exceptional team of highly motivated Occupational Therapists

providing evidence based care to patients with neurological disorders, amputees and elderly clients with multiple co-morbidities. Undertaking this opportunity may provide excellent timing for a Senior Occupational Therapist wishing to start their managerial experience. Managerial support is provided by the Rehabilitation, Aged and Community Care (RACC) Allied Health Director. Strong relationships with other HPO4 Occupational Therapy Managers, the RACC Occupational Therapy Clinical Specialist, and the other Allied Health HPO4 (RACC) Managers provide plenty of collegiate support and advice. Some clinical work is necessary to cover planned and unplanned leave, providing continuity of service.

Eligibility/Other Requirements: Degree or Diploma in Occupational Therapy and eligibility for membership of the Australian Association of Occupational Therapists ACT (Inc). Current AHPRA registration. Current driver's licence.

Notes: This is a temporary position available from 25 July 2013 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. This position may be required to participate in overtime, on call, and/or rotation roster.

Contact Officer: Tegan Reid (02) 6244 3286/0408 695 174

Strategy and Corporate

Policy and Government Relations

Mental Health Policy

Senior Policy Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 27078)

Gazetted: 13 June 2013

Closing Date: 20 June 2013

Details: Applications are invited for an appropriately skilled officer to work in a small highly motivated team responsible for strategic policy and planning for mental health in the ACT. We are seeking an officer with strong written and oral communication skills to work within the team and with range of key stakeholders to assist in the development of mental health programs, particularly guided by current local and national mental health strategic plans. The ability to provide secretariat and other support to strategic meetings and forums is important, as is the capacity to assist in the preparation of complex briefs and reports for senior management and the Minister for Health. The successful applicant will need well-developed strategic policy and analytical skills; 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: Demonstrated understanding of current mental health issues in the ACT and national mental health policy frameworks. Relevant qualifications and experience in government policy development, purchasing or provision of mental health services, or other human services are desirable.

Note: Please include with your application your curriculum vitae and two referee contacts including most current supervisor. 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 Pepper (02) 6205 9441

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Mental Health Director of Clinical Services

Director of Psychological Therapies

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 25829)

Gazetted: 13 June 2013

Closing Date: 27 June 2013

Details: Mental Health, Justice Health and Alcohol and Drug Services provides a range of health services to meet the needs of consumers in the Canberra region. These include inpatient and community based services that aim to be integrated, accessible and responsible to consumer's needs. The service adopts a multidisciplinary team approach to clinical care, and has a commitment to ensuring professional standards are maintained. The Division is seeking

applications from suitably qualified, enthusiastic and highly motivated staff to fill the position of Director of Psychological Therapies. This is a key position within the division providing advice to the Executive on discipline specific matters and assisting with the maintenance of profession standards through a range of activities and professional governance.

Eligibility/Other Requirements: Registered as a clinical psychologist with the ACT Psychologists Board.

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

Contact Officer: Dr Peter Norrie (02) 6205 0687 peter.norrie@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Paediatrics

Clinical Development Nurse

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 03942, several)

Gazetted: 13 June 2013

Closing Date: 27 June 2013

Details: The Paediatric Department at the Canberra Hospital provides acute and chronic care to infants, children and adolescents throughout the inpatient and ambulatory care/day stay settings. The Clinical Development Nurse (CDN) position is responsible for the facilitation of clinical teaching and the development of clinical in-services utilizing adult learning principles, and following practice development principles. The successful applicant will act as a role model to promote evidence-based practice and provide input into the development and revision of clinical policy.

Eligibility/Other Requirements: Registered or eligible to register as a Nurse with the ACT Nursing and Midwifery Board. It is desirable that the applicant holds or is working towards qualifications either at a certificate or postgraduate level.

Note: This position is full-time however part-time job share arrangements will be considered. 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: Donna Cleary (02) 6174 7575

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Wards

Neurosurgery - Registered Nurse

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 22152, several)

Gazetted: 13 June 2013

Closing Date: 20 June 2013

Details: The Division of Surgery and Oral Health are seeking Level 2 Registered Nurses for positions in Neurosurgery. Applicants should demonstrate a high level of clinical competence in Neurosurgery and possess excellent communication and interpersonal skills. Applicants must commit to continuous quality improvement, clinical teaching and research within the Neurosurgical setting.

Eligibility/Other Requirements: Registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current experience in Neurosurgical Nursing. It is desirable that the applicant holds or is working towards relevant certificate/tertiary qualifications in Neuroscience nursing.

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

Contact Officer: Tania Lawrence (02) 6244 2631 or Jeanine Young (02) 6244 3375

Canberra Hospital and Health Services

Women, Youth and Children

Children, Youth and Women's Health Program

Maternal and Child Health Nurse - Professional Development Pathway

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 32209, several)

Gazetted: 13 June 2013

Closing Date: 27 June 2013

Details: The Community Health Programs is pleased to offer a supportive Professional Development opportunity for suitably qualified and experienced nurses and midwives who aspire to work as a Maternal and Child Health Nurse in the Community. These temporary positions prepare nurses/midwives for autonomous practice within ACT Health. The pathway maps out the required learning, individual needs and demonstration of competence against the speciality professional standards. Transfer at substantive level will be considered.

Eligibility/Other Requirements: Registered or eligible for registration with The Australian Health Practitioner Regulation Agency (AHPRA) and hold a current driver's licence. Holds or will hold postgraduate qualifications in Maternal, Child or Family Health desirable. Qualifications in midwifery or paediatrics are highly desirable.

Notes: There are several temporary positions 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: Leanne Albrecht (02) 6205 2753

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Aged Care

Registered Nurse

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 27011)

Gazetted: 13 June 2013

Closing Date: 20 June 2013

Details: ACT Health, Rehabilitation Aged and Community Care invite applications from motivated and enthusiastic applicants with sound leadership skills to work in the Acute Care of the Elderly Ward at Canberra Hospital.

Eligibility/Other Requirements: Full-time and part-time hours will be considered, with all positions involving working a 24/7 rotating roster including weekends and nightshift. Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

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: Hazel Hurrell 0434 674 442

Canberra Hospital and Health Services

Operational Support

Acute Care

Clinical Neuropsychologist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 25011)

Gazetted: 13 June 2013

Closing Date: 27 June 2013

Details: The Department of Psychology has a dynamic, talented, multi-skilled team of professionals and is offering the exciting opportunity for a Clinical Neuropsychologist to join them on full or part-time basis. Duties include the provision of high level direct neuropsychological and therapeutic interventions to clients from neurology, neurosurgery or general medical areas. The Canberra Hospital, the largest public tertiary hospital in the region with over 600 beds, with state of art facilities, offers almost all clinical specialties available. This and strong links with the universities, provides a great opportunity for professional development. ACT Health offers an attractive tax-effective salary packaging scheme to all staff and the opportunity of working in a positive and rewarding environment.

Eligibility/Other Requirements: Masters qualifications or PhD in Clinical Neuropsychology from a recognised tertiary institution. Psychology registration with the Australian Health Practitioner Regulatory Agency and general registration with the Psychology Board of Australia. Endorsement as a Clinical Neuropsychologist (or working towards/eligible to work towards). Approved as a supervisor with the Australian Psychological Society for higher degree students 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: Maryanne Klein-Boons (02) 6244 3231

**Canberra Hospital and Health Services
Mental, Justice, Alcohol and Drug Services
Rehabilitation and Specialty Mental Health
Occupational Therapist/Social Worker/Psychologist
Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 25987)**

Gazetted: 13 June 2013

Closing Date: 20 June 2013

Details: Forensic Services is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide high quality interventions and achieve sound outcomes for consumers across the lifespan under minimal supervision, and in a variety of settings. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at the HP1 and 2 levels and support the Team Leader in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice.

Eligibility/Other Requirements: Registered or applied for registration with Australian Health Practitioner Regulation Authority. Tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy. Current driver's licence

Note: On-call duties on a Saturday and Sunday may be required pursuant to a roster system. 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: Eva Seinsche (02) 6205 1551

**Canberra Hospital and Health Services
Capital Region Cancer Service
Cancer Stream Administration
Psychologist
Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 25676)**

Gazetted: 13 June 2013

Closing Date: 27 June 2013

Details: The Capital Region Cancer Services currently has a vacancy for a part-time Psychologist to work in hospital and community based Cancer Counselling Service. Applications are invited from experienced registered psychologists to provide high quality oncology client services, clinical assessments and interventions. The Capital Region Cancer Services has multi-disciplinary social work and psychology teams and strives for high standards of current best practice.

Eligibility/Other Requirements: Mandatory: Masters degree or PhD in Clinical Psychology. AHPRA registration as a generalist psychologist. A psychology board applied supervisor status is desirable. Current driver's licence.

Note: This position is part-time working 18:00 hours per week. 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 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: Catherine Furner (02) 6174 5284

Canberra Hospital and Health Services

Surgery and Oral Health

Dental Health Program

Commonwealth Dental Project Manager

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 31648)

Gazetted: 13 June 2013

Closing Date: 20 June 2013

Details: The Commonwealth Dental Project (CDP) Manager provides advice, reports and information on the progress against performance targets both monthly and as requested to both internal and external sources. They manage the budget in liaison with the Information Manager; ensure accurate data entry is completed into the relevant spreadsheets for reporting and project the needed activity to meet the targets. This position oversees the administration officer and previous experience in a dental environment including knowledge and understanding of dental item numbers is desirable.

Eligibility/Other Requirements: Previous experience in a dental environment including knowledge and understanding of dental item numbers is desirable.

Notes: This is a temporary position available until June 2015. 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 include two written referees with your application.

Contact Officer: Karen MacDonald (02) 6205 1089

Canberra Hospital and Health Services

Medicine

Renal

Registered Nurse - Haemodialysis

Registered Nurse Level 1 \$55,567 - \$75,084, Canberra (PN: 12651, several)

Gazetted: 13 June 2013

Closing Date: 20 June 2013

Details: Applications are invited from committed, motivated, and enthusiastic Registered Nurses to work within the Haemodialysis team. This is an excellent opportunity to develop dialysis skills and work within a dynamic nursing team. We are looking for applicants that possess good clinical knowledge and have good time management skills. Dialysis experience preferred. The Haemodialysis Unit operates Monday to Saturday working both morning and evening shifts. The successful applicant will be required to participate in the on call roster, depending on experience. There are positions available in both the Acute Dialysis Unit and Community Dialysis. If you are looking to work in a specialised unit then we would love to hear from you! Come and have a chat and learn more about our unit.

Eligibility/Other Requirements: Registered or eligible to register as a Registered Nurse with APHRA.

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

Contact Officer: Joyce Thanabal/Chari Mercado (02) 6244 4279/(02) 6244 3363

joyce.thanabal@act.gov.au/chari.mercado@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Children, Youth and Women's Health Program

Maternal and Child Health Nurse

Registered Nurse Level 1 \$55,567 - \$75,084, Canberra (PN: 21648, several)

Gazetted: 13 June 2013

Closing Date: 20 June 2013

Details: The Community Health Programs is pleased to offer a supportive Professional Development opportunity for suitably qualified Nurses and Midwives who aspire to work in the community as a Maternal and Child Health Nurse. These temporary positions prepare Nurses/Midwives for autonomous practice in this speciality. The pathway maps out the required learning, individual needs and demonstration of competence against the speciality professional standards. Temporary transfer at substantive level will be considered.

Eligibility: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Hold a current driver's licence. Holds or will hold postgraduate qualifications in Maternal, Child or Family Health.

Qualifications in midwifery or paediatrics are highly desirable.

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

Contact Officer: Leanne Albrecht (02) 6205 2753

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Rehabilitation and Specialty Mental Health

Social Worker/Occupational Therapist/Psychologist

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 29446, several)

Gazetted: 13 June 2013

Closing Date: 20 June 2013

Details: Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers. You will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. There is an on-call roster for the Alexander Maconochie Centre and Bimberi Youth Justice Centre (public holidays only). The clinician will also rotate within the various sub-teams of Forensic Services.

Eligibility/Other Requirements: Tertiary qualifications in Psychology, Social Work or Occupational Therapy with current unconditional ACT registration where applicable and/or eligibility for membership of the appropriate professional organisation. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence.

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

Contact Officer: Eva Seinsche (02) 6205 1551

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation

Exercise Physiologist

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 13993)

Gazetted: 13 June 2013

Closing Date: 20 June 2013

Details: An opportunity exists for an enthusiastic and suitably qualified Exercise Physiologist to work within the Exercise Physiology department.

Eligibility/Other Requirements: A degree in Human Movement/Exercise Science or the equivalent from a recognised tertiary institution. Eligibility for accreditation with Exercise and Sports Science Australia (ESSA). Current driver's licence.

Note: This is a part-time position at 25.7 hours per week. This position(s) may be required to participate in overtime, on call, and/or rotation roster. Please submit a written application addressing the selection criteria (no more than 2 pages) along with your Curriculum Vitae and nomination of two referees as a document to be uploaded.

Contact Officer: Sarah McGrath (02) 6244 3616

Canberra Hospital and Health Services

Women, Youth and Children

Women and Babies

Administration Support, Department of Neonatology

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 31554)

Gazetted: 13 June 2013

Closing Date: 20 June 2013

Details: Applications are being sought from dynamic and motivated persons interested in the permanent position of Administration Support in the Division of Women, Youth and Children, Department of Neonatology. The position provides high level administrative support to the Medical Consultants as well as general office support to the Personal Assistant to the Clinical Director and senior staff. Applicants should have excellent communication skills, ability to prioritise workloads, provide secretariat support to a number of committees, provide support to medical staff, travel booking, conferences and meetings and coordinate the fluent administration of the Department by coordinating all leave and personnel documentation and storage.

Notes: Application should be limited to three pages. Selection may be based on application and referee reports only. 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: Shari Blumer (02) 6204 7389

Canberra Hospital and Health Services

Surgery and Oral Health

Dental Health Program

Commonwealth Dental Project Administrative Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 31682)

Gazetted: 13 June 2013

Closing Date: 20 June 2013

Details: The Dental Health Program (DHP) is seeking applications to fill the position of Commonwealth Dental Project Administrative (CDP) Officer. This position is temporary and available until June 2015. The Commonwealth has provided extra funding to reduce public dental waiting times, this position manages both internal and external bookings for clients that have been removed off one of the DHP waiting lists, coordinates and processes creditors' claims for payment, completes data entry of clients treatment and notes into the Titanium database and other relevant spreadsheets, answers general enquiries about the project and in conjunction with the CDP Manager monitors the budget and strategically plans future service needs for the project.

Eligibility/Other Requirements: Previous experience in a dental environment and an understanding of item numbers is desirable.

Note: This is a temporary position available until June 2015. 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 include two written referees with your application.

Contact Officer: Karen Macdonald (02) 6205 1089

Canberra Hospital and Health Services

Medicine

Medicine Units

Enrolled Nurse – ACT Health Endocrinology and Diabetes Services

Enrolled Nurse Level 1 \$50,160 - \$53,766, Canberra (PN: 31301)

Gazetted: 13 June 2013

Closing Date: 20 June 2013

Details: The ACT Health Diabetes Service has a permanent full-time position (part-time applicants will be considered) for an Enrolled Nurse. The position provides nursing support to multidisciplinary endocrinology and diabetes ambulatory care clinics. The position involves working Monday to Friday. The Enrolled Nurse will work under the direction of the ACT Health Diabetes Service Clinical Nurse Consultant.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

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

Contact Officer: Di Roberts (02) 6205 5020 di.roberts@act.gov.au

Strategy and Corporate

Professional Lead Research and Education

Clinical School

Animal Technician

Health Service Officer Level 6 \$48,412 - \$50,583, Canberra (PN: 05465, several)

Gazetted: 13 June 2013

Closing Date: 27 June 2013

Details: This is an excellent opportunity for highly motivated people with animal handling skills to join the Research Unit. Duties include support of the day to day operations of the Health Directorate Animal Facility under the general direction of the Senior Animal Technician. The successful applicants will be required to prioritise and manage workflows, work autonomously and also as a member of a team. The applicants must have meticulous record keeping skills and be familiar with the use of colony management systems.

Eligibility/Other Requirements: Completion of Certificate III in Animal Technology or equivalent and relevant work experience, or an equivalent combination of education/training and experience.

Note: There are two full-time positions at 38 hours per week and one part-time position at 15:12 hours per week available. These positions will require some weekend work (approximately one weekend in four). Selection may be based on application and referee reports only. 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: Hannah Clarke (02) 6244 2618

Canberra Hospital and Health Services

Surgery and Oral Health

Dental Health Program

Dental Assistant Qualified and Unqualified

Dental Assistant - Qualified \$46,377 - \$54,579, Canberra (PN: 25915, several)

Gazetted: 13 June 2013

Closing Date: 20 June 2013

Details: The Dental Health Program is seeking applications from interested Dental Assistants at the qualified and unqualified levels. These positions involve general Dental Assisting, sterilisation of instruments, reception duties and administrative support.

Eligibility/Other Requirements: Qualified Dental Assistant – Dental Assistant Certificate recognised by the Dental Education Council of Australia or equivalent and previous experience as a chairside Dental Assistant.

Unqualified Dental Assistant – previous experience in a dental environment, sound knowledge of infection control and computer skills are required.

Note: This is for permanent recruitment; however several temporary and casual positions at the Unqualified and Qualified Dental Assistant levels may also be on offer. Selection process may be used to fill identical positions at permanent, temporary or casual basis. 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: Kathy Zagar (02) 6205 1510

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

**Equipment Services Health Service Officer
Health Service Officer Level 3 \$42,160 - \$43,599, Canberra (PN: 16628)**

Gazetted: 13 June 2013

Closing Date: 20 June 2013

Details: Applications are sought from dynamic and motivated persons interested in the part-time position of Health Service Officer Level 3 in the Division of Rehabilitation, Aged and Community Care at the Village Creek Centre. The successful applicant will be required to work Saturday and Sunday 8:00am to 12:00pm and public holidays.

Eligibility/Other Requirements: A current driver's licence with an unblemished driving record. A high level of physical fitness is required, with no history of illness or injury that could prevent the performance of all duties.

Note: This is a part-time position available at 8:00 hours per week. 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: Cheryl Spence (02) 6205 2603

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**

**Office of the Director General
Deputy Director-General, Justice**

Executive Level 2.6 \$276,553 to \$292,676 depending on current superannuation arrangements, Canberra (PN: E479)

Gazetted: 07 June 2013

Closing Date: 3 July 2013

Details: The Justice and Community Safety Directorate is seeking an experienced senior executive to fill the role of Deputy Director-General, Justice. The Deputy Director-General, Justice, provides high level policy advice to the Government particularly on law reform and oversees the administration of ACT Courts and Tribunals and the delivery of legal services to Government. The role also assists the Director-General in achieving the Directorate's corporate and service delivery outcomes and the roles and responsibilities of a range of independent Statutory Office Holders.

Eligibility/Other Requirements: Experience and sound understanding of courts and tribunals and the legal system or the demonstrated capacity to adapt quickly to these responsibilities. Ability to provide and lead the provision of high quality legal advice and representation to clients.

Note: The successful applicant will be engaged under a performance based contract (up to five years) with an attractive remuneration package ranging from \$276,553 to \$292,676 per annum depending on current superannuation arrangements including a cash component of \$230,324. Employer provided benefits include superannuation, a privately plated car and parking. Prospective applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.

Further information is available at www.justice.act.gov.au

Contact Officer: Kathy Leigh (02) 6207 0502 kathy.leigh@act.gov.au

Office of Regulatory Services

Transport Regulation

Road User Services

Business Analyst

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 14903)

Gazetted: 07 June 2013

Closing Date: 14 June 2013

Details: Under the limited direction of the Senior Business Analyst: Research, analyse and document road transport business requirements to enable the rego.act system development team to cost, program and implement enhancements. Maintain use case functional specifications to reflect enhancements and changes to the rego.act application. Examine and report on the likely impact of proposed changes. Consult with stakeholders to ensure system enhancements reflect efficient and effective business practices. Liaise with the rego.act user acceptance testing team to ensure test cases are developed to adequately test all system enhancements. Assist in the preparation of quotes for the implementation on new system initiatives. Maintain records in accordance with the *Territory Records Act 2002*.

Note: This is a temporary vacancy from 11 June 2013 to 28 February 2014.

Contact Officer: Neil Klee (02) 6207 7193 neil.klee@act.gov.au

ACT Corrective Services

Alexander Maconochie Centre

Offender Services

Case Management and Classification Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 13890)

Gazetted: 07 June 2013

Closing Date: 14 June 2013

Details: Under limited direction of the Classification and Case Management Coordinator: Through timely and effective liaison with Alexander Maconochie Centre staff, Community Based Corrections and other relevant stakeholders - assist the implementation and operation of the Throughcare approach to Case Management. Provide administrative support to the Sentence Planning Group in relation to the recording and distribution of Case Management minutes and other relevant data and records. Liaise with Correctional Managers, Health Services, Vocational Education and Training (VET) providers, programs staff and other service agencies to ensure that current and relevant information regarding prisoner rehabilitation and progress is recorded and is disseminated appropriately.

Eligibility/Other Requirements: Tertiary qualifications in behavioural/social sciences/education fields highly desirable.

Current driver's licence is essential. All eligible applicants will be subject to a Police Record Check. Eligible applicants may be required to maintain a current working with vulnerable people check. Applicants may be required to undertake psychological aptitude testing as part of the assessment process.

Notes: This is a temporary position available from 13 June 2013 with a possibility of extension, up to 12 months.

Contact Officer: Karen Osborne (02) 6207 0841 karen.osborne@act.gov.au

Office of Regulatory Services

Transport Regulation

Road User Services

Business Support and Training Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 21808)

Gazetted: 07 June 2013

Closing Date: 14 June 2013

Details: Under the general direction of the Business Support and Training Manager:- Provide Helpdesk services and support to users of the rego.act computer system and Transport Regulation staff, including assistance with system functionality and advice on Road Transport Authority (RTA) legislation, policy and business rules. Assist the Road User Services Training Supervisor with the preparation and delivery of training courses in relation to the procedures, policies and legislation of the RTA and the rego.act computer system in accordance with best adult training practices. Prepare and update communication plans, staff instructions, rego.act Help SharePoint knowledge database and other notices

to ensure that end users and stakeholders are kept updated and informed of changes to RTA policies and procedures. Research and document Road User Services standard operating procedures. Prepare and maintain written correspondence with customers and other stakeholders. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Applicants should have an ability to provide high quality customer service in a regulatory environment, and must work well in a small team that responds to competing priorities. Applicants must demonstrate well developed writing skills with the ability to prepare a range of business documents, including training material, using plain English. Applicants must have outstanding oral communication skills and be able to deliver face-to-face training programs and provide systems helpdesk support.

Note: This temporary position is available asap until 13 September 2013 with a possibility of extension.

Contact Officer: Frances Stanford (02) 6207 0403 Frances.Stanford@act.gov.au

Legislation, Policy and Programs

Restorative Justice Unit

Administrative Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 43859)

Gazetted: 06 June 2013

Closing Date: 20 June 2013

Details: An exciting position exists within the ACT Restorative Justice Unit for the role of Administrative Officer. The Unit is a small dedicated team that works to the *Crimes (Restorative Justice) Act 2004*. The position works to the Manager and manages the Unit's workflow. Core duties include reception, management of database and reporting obligations, monitoring office deadlines and general office duties.

Eligibility/Other Requirements: The Restorative Justice Unit is seeking a person who pays attention to detail, is committed to customer service and teamwork and has high level data management skills.

Notes: The position is currently part-time. Working hours are negotiable between 32 to 36 hours per week. Its core hours of operation are within normal business hours. The salary range identified in this advertisement is based on full-time employment. A pro-rata salary will be offered to the successful employee dependent upon the number of hours worked per week.

Contact Officer: Tracey Blundell (02) 6207 0505 tracey.blundell@act.gov.au

Office of Regulatory Services

Transport Regulation

Road User Services

Systems Administration Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 42545)

Gazetted: 06 June 2013

Closing Date: 20 June 2013

Details: Under the general direction of the Business Information Manager, be responsible for user access and systems administration in accordance with the rego.act access management protocols, including the regular review of user access to the rego.act system. Run and monitor batch processes, update system parameters, fees and code changes in accordance with standard operating procedures. Analyse requests for reports and data queries, generate less complex reports, data queries and other requests using available business intelligence and other relevant tools and maintain a schedule of report requests. Review and analyse data maintained in the system database to ensure integrity by taking appropriate corrective action. Coordinate the rego.act defect management process by monitoring performance and recording defects for prioritisation and resolution to achieve maximized system quality. Maintain a high level of awareness of relevant trends and issues in Information Technology. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Relevant qualifications with several years systems administration experience and use of business intelligence tools is highly desirable.

Notes: This is a temporary position available until 28 February 2014.

Contact Officer: Daniel Laundess (02) 6207 8307 daniel.laundess@act.gov.au

APPOINTMENTS

Calvary Health Care ACT (Public)

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

Bhagarith Sapkota 1611903 16 Section 68 1 June 2013

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

Manoj Sanjel 1611960 16 Section 68 1 June 2013

Registered Nurse Level 1 \$55,567 - \$75,984

Rebecca Grant 1612488, Section 68 18 June 2013

Commerce and Works

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

Steven Lamb Gallace 836-03156, Section 68(1), 11 June 2013

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

Brian Nedic 836-02305, Section 68(1), 4 June 2013

Community Services

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

Rachael Harkin 836-02479, Section 68(1), 6 June 2013

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

Valentina Minutello 827-09266, Section 68(1), 5 June 2013

Health

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

Dilip Nithyanandam 824-62443, Section 68(1), 3 June 2013

Senior Specialist \$199,231

Shivendra Laloo 822-92958, Section 68(1), 12 June 2013

Radiation Therapist Grade 2 \$56,797 - \$79,302

Patricia Banyer 836-03228, Section 68(1), 11 June 2013

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

Corrina Cooney 836-03084, Section 68(1), 11 June 2013

Enrolled Nurse Level 1 \$50,160 - \$53,766

Laura Hudson 836-03439, Section 68(1), 6 June 2013

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

Angela Knight 838-51432, Section 68(1), 11 June 2013

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

Marika Kovaceva 825-47391, Section 68(1), 11 June 2013

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

Peter McMenemy 836-56012, Section 68(1), 13 June 2013

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

Karen Regala 836-01935, Section 68(1), 1 July 2013

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

Woojin Shin 834-44677, Section 68(1), 5 June 2013

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

Maureen Todkill 821-18781, Section 68(1), 6 June 2013

Justice and Community Safety

Legal 1 \$54,415 - \$111,570

Christopher Clery 835-94755, Section 68(1), 13 June 2013

TRANSFERS

Health

Shinamol Kallapurackal Velappan: 825-49282

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

Health

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

Health, Canberra (PN. 34043) (Gazetted 18 April 2013)

Leanne Pollard: 813-00258

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

Health

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

Health, Canberra (PN. 18154) (Gazetted 25 April 2013)

PROMOTIONS

Calvary Health Care ACT (Public)

Nursing and Midwifery

Nursing Ward 4E

Josephine Ngandu 1607796

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

To: Registered Nurse Level 2 \$78,157 - \$82,990 Calvary Health Care ACT Canberra (PN. 7027) (Gazette 5 March 2013)

Nursing and Midwifery

Nursing Ward 4E

Wilfreda Ruaya 1611887

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

To: Registered Nurse Level 2 \$78,157 - \$82,990 Calvary Health Care ACT Canberra (PN. 6627) (Gazette 5 March 2013)

Nursing and Midwifery

Nursing Ward 4E

Christopher Hatch 1611585

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

To: Registered Nurse Level 2 \$78,157 - \$82,990 Calvary Health Care ACT Canberra (PN. 7666) (Gazette 5 March 2013)

Nursing and Midwifery

Nursing Ward 4E

Emma Siracusa 1611973

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

To: Registered Nurse Level 2 \$78,157 - \$82,990 Calvary Health Care ACT Canberra (PN. 9628) (Gazette 5 March 2013)

Nursing and Midwifery

Nursing

Aged Care Rehabilitation

Rosemary Ndlovu 1610005

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

To: Registered Nurse Level 2 \$78,157 - \$82,990 Calvary Health Care ACT Canberra (PN. 7595) (Gazette 5 March 2013)

Nursing and Midwifery

Nursing

Aged Care Rehabilitation

Cynthia Ayisi 1612021

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

To: Registered Nurse Level 2 \$78,157 - \$82,990 Calvary Health Care ACT Canberra (PN. 6628) (Gazette 5 March 2013)

Commerce and Works

Shared Services ICT

Customer Relations

Health ICT - Business Systems

Bianca Gonzales: 827-81647

From: Administrative Services Officer Class 2/3 \$46,372 - \$57,004

Health

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

Commerce and Works, Canberra (PN. 25963) (Gazetted 3 April 2013)

Community Services

Housing and Community Services

Asset Management

Community Facilities

Anthony Cirina: 817-46575

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

Community Services

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

Community Services, Canberra (PN. 30963) (Gazetted 11 October 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 Children Youth and Family Support

Youth Services

Bimberi Youth Justice Centre

Jordan Macey: 827-35587

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

Community Services

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

Community Services, Canberra (PN. 07286) (Gazetted 16 February 2013)

Policy and Organisational Services

Governance, Advocacy and Community Policy

Organisational Governance

Catherine Martinez: 827-29785

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. 09248) (Gazetted 30 April 2013)

Education and Training

Office for Schools

Belconnen Network

Kingsford Smith School

Geraldine Folkard: 785-56535

From: School Assistant 2 \$39,431 - \$43,728

Education and Training

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

Education and Training, Canberra (PN. 31756) (Gazetted 26 March 2013)

Office for Schools

South/Weston Network

Teloopa Park School

Noni See: 787-42733

From: School Assistant 2/3 \$39,431 - \$48,474

Education and Training

To: School Assistant 4 \$54,064 - \$58,700
Education and Training, Canberra (PN. 28606) (Gazetted 7 May 2013)

Office of Director General

Emily Springett: 821-18271

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

Education and Training

To: †Senior Officer Grade A \$123,208

Education and Training, Canberra (PN. 24217) (Gazetted 23 May 2013)

Health

Canberra Hospital and Health Services

Mental, Justice, Alcohol and Drug

Business Support Mental Health

Jason McNamara: 795-54806

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

Health

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

Health, Canberra (PN. 31294) (Gazetted 1 November 2012)

Justice and Community Safety

ACT Government Solicitor

Elise Ann Gill: 813-01496

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

Environment and Sustainable Development

To: †Legal 1 \$54,415 - \$111,570

Justice and Community Safety, Canberra (PN. 31102) (Gazetted 18 April 2013)

Territory and Municipal Services

Parks and City Services

Parks and Conservation Service

Fire Management

Simon Butt: 767-83654

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

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 17724) (Gazetted 12 June 2012)

Parks and City Services

Libraries ACT

Public Libraries

Cecelia Curtis: 835-94915

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

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 22012) (Gazetted 2 November 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.

Parks and City Services

Libraries ACT

Administration

Laila Hannan: 767-83021

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

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 46066) (Gazetted 6 May 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

Roads ACT

Road Maintenance

Ricki Stretton: 793-07047

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

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 26320) (Gazetted 12 April 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.