



ACT Government Gazette

Gazetted Notices for the week beginning 22 August 2013

EXECUTIVE NOTICES

ACT Auditor General's Office

Engagement

David Hughes – Director, ACT Auditor General's Office (E213) Section 72 of the Public Sector Management Act 1994

Canberra Institute of Technology

Engagement

Adrian Marron – Chief Executive Officer (E584) Section 72 of the Public Sector Management Act 1994

Community Services

Engagements

Harriet Elvin – Chief Executive Officer, Cultural Facilities Corporate (E255) Section 72 of the Public Sector Management Act 1994

Jillian Paull – Senior Director, Strategy and Purchasing (E603) Section 72 of the Public Sector Management Act 1994

Justice and Community Safety

Engagement

Janet-Lee Hibberd – General Manager, Community Corrections, ACT Corrective Services (E704) Section 72 of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

Maternity

Graduate Midwife

Registered Midwife level 1 \$55,567 - \$75,084, Canberra (PN: Various)

Gazetted: 27 August 2013

Closing Date: 20 September 2013

New Graduate Registered Midwives Level 1 Full-time/Part-time- various positions

Calvary Health Care ACT has part-time and fulltime temporary and permanent positions available for highly motivated New Graduate Registered Midwives to work within our Maternity Unit. Calvary is a Baby Friendly Health Accredited 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.

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Noelyn Perriman- Maternity Educator (02) 6201 6122 noelyn.perriman@calvary-act.com.au

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

Medical Administration

Acting Senior Clinical Governance Officer

Administrative Services Officer Level 5 \$65,660- \$69,623, Canberra (PN: 7635)

Gazetted: 22 August 2013

Closing Date: 27 August 2013

Calvary Hospital Medical Administration is seeking an organised and capable individual to act in the post of Senior Clinical Governance Officer. This role encompasses all aspects of contracting and credentialing of medical practitioners. This is a temporary opportunity, available from 16 September, 2013 until 8 December, 2014. The successful candidate will bring to this role: Qualifications or relevant experience in a healthcare or contracting environment; Demonstrated well developed skills in the administration and management of services within a healthcare environment; Excellent interpersonal and communication skills including the ability to negotiate and liaise with professional staff and external agencies to achieve effective outcomes; Demonstrated ability in document management; Sound judgement and problem-solving abilities of a high order; Demonstrated high level organisational skills and ability to prioritise workload with limited supervision; Demonstrated high level ability in contracts and human resource processes; Knowledge and understanding of Health Directorate administrative processes, Senior Medical Officer recruitment and the credentialing and scope of clinical practice process. In support, we will provide you generous terms and conditions of employment, on-going professional development and the opportunity to excel. For selection documentation and further information about Calvary Health Care ACT visit our website at <http://www.calvary-act.com.au/career-vacancies.html>

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Tonia Alexander (02) 6264 7129 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

Policy and Cabinet

Social Policy and Implementation

Senior Policy Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 31572, several)

Gazetted: 26 August 2013

Closing Date: 9 September 2013

Details: The Social Policy Branch is seeking a highly experienced and dynamic Senior Policy Officer to undertake research and provide advice on current and emerging social policy issues and across government strategies.

Contact Officer: Geoffrey Rutledge (02) 6207 8884 geoffrey.rutledge@act.gov.au

Long Service Leave Authority

Customer Service Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 19007)

Gazetted: 26 August 2013

Closing Date: 2 September 2013

Details: The Long Service Leave Authority is looking for a dynamic individual with strong and effective communication skills to fill the position of Customer Service Officer on a full-time permanent basis. This successful applicant will work under instructions of the Customer Service Team Leader to perform the statutory functions under the *Long Service Leave (Portable Schemes) Act 2009*.

Eligibility/Other Requirements: Current driver's licence.

Note: For further information regarding this role - see attached job statement and selection criteria. 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 required in the selection criteria, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Catherine Shih (02) 6247 3900 catherine.shih@actleave.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

Revenue Management

Policy and Objections

Objections and Appeals

Objections Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 05246)

Gazetted: 23 August 2013

Closing Date: 6 September 2013

Details: Objections and Appeals is responsible for undertaking the internal review of complex decisions and assessments made by the ACT Revenue Office. The Section is also responsible for managing the Division's litigation processes and provides ongoing assistance to appointed legal representatives. The successful applicant will be an integral member of the Team and will be required to coordinate the core administrative functions of the Section with limited supervision. Additionally, the successful application will be engaged in the internal review processes of the Division, requiring them to undertake detailed reviews of complex tax law issues.

Note: This is a temporary position available from 23 September 2013 until 19 December 2014. This position may be filled based on applications only.

Contact Officer: Morgan Bryant (02) 6207 0008 morgan.bryant@act.gov.au

Shared Services ICT

Infrastructure Services

Infrastructure Services

Executive Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 24719)

Gazetted: 22 August 2013

Closing Date: 6 September 2013

Details: The successful applicant will be required to provide administration support to two Directors within Shared Services ICT. The successful applicant will also be accountable for the management of the Branch's routine administrative processes including taking minutes at various meetings. The ability to act as first point of contact for the Directors including directing inquiries to appropriate areas is necessary.

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

Contact Officer: Grant Doran (02) 6207 1969 grant.doran@act.gov.au

Community Services

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

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

Housing and Community Services

Housing ACT

Tenancy Operations

Senior Policy Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 32760)

Gazetted: 23 August 2013

Closing Date: 6 September 2013

Details: Housing ACT is seeking applications from enthusiastic and motivated candidates who are interested in working as the Senior Policy Officer for the Modernising Tenancy Operations project. The Senior Policy Officer will be responsible for research, development and management of the project and associated work. This temporary position is an exciting opportunity for someone who has sound project management, research and analysis, and policy development skills.

Eligibility/Other Requirements: Experience in using a range of IT business and office applications.

Notes: This is a temporary position for six months with a possibility of extension and the application must address the selection criteria.

Contact Officer: Satnam Singh (02) 6207 6957 satnam.singh@act.gov.au

Disability ACT

Project Manager Disability Specialist

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 16730)

Gazetted: 28 August 2013

Closing Date: 4 September 2013

Details: The way in which people with disability in Australia are supported has changed forever with the launch of DisabilityCare Australia. The ACT is a launch site and services by the Australian Government agency DisabilityCare Australia will commence in the ACT on 1 July 2014. Over the next 12 months, Disability ACT needs to transition itself and its funded organisations to be ready for that launch. Disability ACT is looking for interested people with relevant experience who subscribe to its vision to consider applying for these temporary positions.

Note: This is a temporary position available for 12 months.

Contact Officer: Anna Fieldhouse (02) 6207 6381 anna.fieldhouse@act.gov.au

Therapy ACT

Early Childhood Team, School Age Team

Speech Pathologist

Health Professional Level 1/2 \$50,899 - \$75,477, Canberra (PN: T00211, several)

Gazetted: 22 August 2013

Closing Date: 6 September 2013

Details: Therapy ACT has several temporary positions, with the possibility of permanency, available for speech pathologists. The positions would commence in August 2013 until February 2014 and would be suitable for new graduates (HP1) or recent graduates (HP2). The successful applicants will work with a multidisciplinary age based team and be part of a progressive and large group of speech pathologists, with great opportunities for professional support and career development. HP1/2 duties include assessing, planning, implementing and evaluating individual and group programs for children with delays in development and people with a developmental disability in collaboration with clients, families and relevant stakeholders.

Eligibility/Other Requirements: Tertiary Qualifications or equivalent in Speech Pathology. Eligible for Membership of Speech Pathology Australia. Current drivers licence essential. Current Registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required.

Notes: These are temporary positions available until 28 February 2014 with the possibility of permanency. Full-time or part-time hours will be considered. Written referee reports will be required at interview.

Contact Officer: Susanne Moor (02) 6205 9001 susanne.moor@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

Corporate Services

Finance and Corporate Support

Executive Assistant

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

Gazetted: 22 August 2013

Closing Date: 29 August 2013

Details: An exciting opportunity exists for an Executive Assistant to be a part of the Finance and Corporate Support Team. The successful applicant will take responsibility for the management of the office for the Director, Finance and Corporate Support. The applicant will also be required to: provide administrative support to the Director, including diary management, travel arrangements, financial reimbursements and assisting other members of the Branch; coordinate the preparation and development of papers and submissions relating to the work of the Branch; provide a liaison point between the Branch and other areas of the Directorate; ensure quality, timeliness and accuracy of correspondence, briefs, submissions and publications prepared by the Branch; and maintain records in accordance with the *Territory Records Act 2002*.

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

Contact Officer: Margaret O'Brien (02) 6205 5338 margaret.o'brien@act.gov.au

Environment and Sustainable Development

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

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

Policy, Corporate and Regulation

Corporate

Communications

Graphic Designer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 24708)

Gazetted: 26 August 2013

Closing Date: 2 September 2013

Details: The Environment and Sustainable Development Directorate seeks an experienced graphic designer to join the Communications team. This role is responsible for managing a busy and dynamic workload that delivers high quality online and print communications materials to the Directorate. The Directorate's objectives include well-designed, sustainable, attractive and safe urban and rural environment. It takes a leading role in responding to current and expected social, economic and ecological change in the built environment in a way that reflects government policies and the community's needs and aspirations.

Eligibility/Other Requirements: The successful applicant will possess: substantial experience working as a graphic designer and appropriate qualifications; proficiency at creating concepts and materials for electronic and printed use; proven liaison and negotiation skills and excellent customer service; demonstrated use of initiative, problem-solving and project management skills.

Notes: This temporary position is available asap until 8 November 2013. Selection may occur based on written expressions of interest only.

Contact Officer: Mayumi Smith (02) 6205 3146 mayumi.smith@act.gov.au

Policy

Nature Conservation Policy

Conservation Planning and Research

Program Support Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 17871)

Gazetted: 26 August 2013

Closing Date: 2 September 2013

Details: This position offers exciting opportunities to be involved in supporting ecological research and conservation planning programs. You will require organisation skills of a high order, experience in records and financial management, including the suite of Microsoft Office software, ability to coordinate reporting and demonstrated experience in the preparation of government correspondence. You will have proven oral and written communication skills and be a conscientious team worker.

Eligibility/Other Requirements: Tertiary qualifications in administration and knowledge of environmental issues would be an advantage. Manual driver's licence.

Notes: This position may be filled by application and referee reports only.

Contact Officer: Trish Bootes (02) 6205 0805 trish.bootes@act.gov.au

Health

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

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

Canberra Hospital and Health Services

Capital Region Cancer Service

Cancer Nursing

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$101,556, Canberra (PN: 24398)

Gazetted: 29 August 2013

Closing Date: 5 September 2013

Details: The successful applicant will be part of a multidisciplinary Team providing assessment and clinical management to consumers with Haematology Disease. The position involves HR management of the Nursing Team in the Haematology Unit and will involve working on new models of care as Capital Region Cancer Service (CRCS) move into a new building. The applicant will be highly motivated to engage in consultation, support and educative practices with families, carers and other Agencies.

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

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

Contact Officer: Gaynor Stevenson (02) 6244 2623

Canberra Hospital and Health Services

Capital Region Cancer Service

Cancer Nursing

Clinical Nurse Consultant - Radiation Oncology

Registered Nurse Level 3.2 \$101,556, Canberra (PN: 22384)

Gazetted: 29 August 2013

Closing Date: 5 September 2013

Details: The successful applicants focus will be on the delivery of care to patients undergoing a Radiation Oncology treatment within a busy hospital environment with an emphasis on clinical skills and evidence based patient care. The successful applicant will be part of a dedicated team with excellent communication skills and commitment to professional development and mentoring new staff.

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

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

Contact Officer: Gaynor Stevenson (02) 6244 2623

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Service

Adult Community and Older Person

Clinical Manager

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 26358)

Gazetted: 29 August 2013

Closing Date: 12 September 2013

Details: Mental Health ACT (MHACT) 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. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at Registered Nurse Level 2 and 1 and support the Team Leader in change processes. You will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Registered or eligible for registration with the Australia Health Practitioner Regulation Agency. Driver's licence.

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: Peter Sheils or Bridget Dillon (02) 6205 1110

Canberra Hospital and Health Services

Surgery and Oral Health

Operating Room

Patient Flow Coordinator Perioperative Services

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 13948)

Gazetted: 29 August 2013

Closing Date: 12 September 2013

Details: Perioperative Services at the Canberra Hospital is seeking a dynamic Registered Nurse to join our team as the Patient Flow Coordinator. This role is to facilitate the day to day patient flow throughout the Perioperative Unit in collaboration with the Perioperative Services Management Team. Our perioperative unit consists of a DOSA admissions unit, 13 operating theatres covering a wide range of surgical specialties, Post Anaesthetic Care Unit and an Extended Day Surgery Unit.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Hold or is working towards a tertiary level management qualification 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: Kerri Reeves (02) 6244 2765 or (02) 6244 3051

Strategy and Corporate

People, Strategy and Services

Workforce Policy and Planning

Clinical Supervision Support Program (CSSP) Lead

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 27420)

Gazetted: 29 August 2013

Closing Date: 12 September 2013

Details: This newly created, Health Workforce Australia (HWA) funded role is located in ACT Health People Strategy and Services branch and is responsible to the Director Workforce policy and planning and to the ACT Region Integrated Clinical Training Network (ICTN) for: Enabling the HWA Clinical Supervision Support Program known as "National Clinical Supervision Skills Initiative" and follow the identified processes for all organisations of the ACT Region ICTN. Establish communication and a process to identify education and training requirements for people engaged in supervision of clinical students. In collaboration with ICTN members, identify priority settings for example Primary Care, Mental Health and Aged Care. Determine clinical supervision education and training requirements and liaise with HWA to identify training providers from the HWA Multi User List (MUL) and follow process to enable relevant training to be facilitated within the jurisdiction. This training will be provided in a range of inter-professional education and training opportunities for multi disciplinary and multi organizational clinical supervision participants.

Eligibility/Other Requirements: Qualification in Adult Education desirable.

Notes: This is a temporary position available for a period of 16 months with the possibility of extension. 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

Women, Youth and Children

Women and Babies

Midwife

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 22289, several)

Gazetted: 29 August 2013

Closing Date: 9 September 2013

Details: Canberra Midwifery Program, based in the Birth Centre at Canberra Hospital, currently have permanent full-time vacancies for level 2 Registered Midwives. These positions would suit enthusiastic and experienced Midwives interested in providing woman-centred care through a caseload model of midwifery care with a focus on caring for low risk women birthing in the Birth Centre.

Eligibility/Other Requirements: Registered or eligible for Registration as a Midwife with the Australian Health Practitioners Regulation Agency, and a current unconditional driver's licence. Successful applicants must be willing to work within a caseload model of midwifery care. This involves meeting the requirements of being on-call and an ability to be close on-call (within 30 minutes) of Canberra Hospital during on-call hours.

Note: This position is full-time but part-time employment (minimum of 0.74FTE) may be negotiated. Salary complimented with 35% loading plus car allowance. 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: Melissa Pearce 0411 245 642

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Rehabilitation and Specialty Mental Health

Psychologist/Social Worker/Occupational Therapist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 25987, several)

Gazetted: 29 August 2013

Closing Date: 12 September 2013

Details: This temporary vacancy is ideal for a Clinician interested in joining a dynamic team that provides multi-disciplinary assessment and treatment with a recovery focus, for consumers who are at risk of becoming involved in the criminal justice system. The Service provides mental health care across the lifespan and in a range of settings, including custodial environments. The successful applicant will be highly skilled in providing mental health assessment and treatment, and will show a strong commitment to principles of recovery and collaboration. They will demonstrate excellent communication skills (both written and verbal) and be able to work within relevant legislation. This senior position is supported by a multi-disciplinary team of Psychologists, Social Workers, Nurses, Consultant Psychiatrists and Psychiatric Registrars.

Eligibility/other requirements: Tertiary qualifications in Psychology or Social Work or Occupational Therapy and current unconditional registration with the Australian Health Practitioner Regulation Agency or eligibility for membership with 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. Experience in Forensic Mental Health is desirable but not essential.

Notes: This is a full-time temporary position available for six months with a possibility of extension. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Applicants should provide their responses to the selection criteria of no more than approximately two pages along with a current CV and contact details for two referees. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. On-call duties on a Saturday and Sunday may be required pursuant to a roster system.

Contact Officer: Eva Seinsche (02) 6205 1551

Canberra Hospital and Health Services

Women, Youth and Children

Child, Youth and Women's Health

Registered Nurse, Community Health

Registered Nurse Level 1 \$55,567 - \$75,084, Canberra (PN: C08524, several)

Gazetted: 29 August 2013

Closing Date: 5 September 2013

Details: The busy Central Team needs some casual assistance to ensure the smooth running of our Community Nursing services in the areas of Kindergarten Health Checks, High School Immunisation and the Specialist Schools. Are you a Registered Nurse who would like to have some casual work in these areas? The Team works Monday to Friday and there is flexibility to work school hours if preferred. There are some shifts we can anticipate well ahead of time. You will be supported by the Clinical Nurse Consultant and the permanent Team to ensure you have the knowledge and skills you need. You would not be required to work during school holidays and you will be very welcome! Please phone the contact officer if you would like more information.

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

Note: These are casual positions. The successful applicants 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
Women, Youth and Children
Child Youth and Women's Health Program
Registered Nurse**

Registered Nurse Level 1 \$55,567 - \$75,084, Canberra (PN: 31307)

Gazetted: 29 August 2013

Closing Date: 5 September 2013

Details: A temporary position is available in the School Health Team delivering the national schedule of vaccines to high school students and completing the kindergarten health check. This position is for Thursdays and Fridays and there may be the opportunity to work extra shifts as required. Experience in primary health care, immunisation and child development is advantageous to this position. There is the opportunity to take annual leave or purchased leave during the school holidays if clinical requirements are met. The position sits in the Community Health building at 1 Moore Street Civic and from there the Team travel to schools across the ACT. For more information on this position please phone the contact officer who will be pleased to answer any questions.

Eligibility/Other Requirements: Registered with the Australian Health Practitioner Regulation Agency (AHPRA) or eligible for registration. Immunisation qualifications are highly desirable. Current driver's licence.

Note: This is a part-time temporary position available until 19 December 2013, working at 16 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. Please submit two referee reports along with your CV and response to the Selection Criteria.

Contact Officer: Carolyn Thomas (02) 6205 1575

**Canberra Hospital and Health Services
Mental Health Justice Health Alcohol and Drug Services
Adult Community and Older Persons
Professional Officer**

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 21884)

Gazetted: 29 August 2013

Closing Date: 5 September 2013

Details: Older Persons Mental Health Community Team provides specialist mental health assessment and treatment for people over the age of 65 in the ACT and is strongly focused on the provision of timely and effective interventions for our consumers and their families. The successful applicant will work as a member of a multi disciplinary team providing assessment and clinical management to consumers with major mental illnesses. The applicant will be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies. The position is supported by a cohesive multi disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers and Psychiatrists.

Eligibility/Other Requirements: Tertiary qualifications or equivalent 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.

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: Kylie Henson (02) 6205 1957

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Staff

Personal Assistant

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 21214)

Gazetted: 29 August 2013

Closing Date: 05 September 2013

Details: The Department of General Surgery at the Canberra Hospital is seeking applications from highly motivated persons who are interested in providing secretarial and administrative support to the unit. Duties include; first point of contact for the Department of General Surgery, managing the office, receiving and screening all incoming calls, provision of secretariat support for committees/meetings, diary maintenance, travel co-ordination, preparation of draft correspondence, statistical data and reports as required. The applicants need to have excellent communication, organisational and time management skills with the ability to liaise effectively with staff and patients in a busy team environment.

Eligibility/Other Requirements: Secretarial and or clerical experience within a hospital or medical environment, an extensive knowledge of medical terminology, keyboard skills of a high order and dictaphone experience would be to your advantage.

Note: This position attracts a Medical Typing Allowance. 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: Nicole Burke (02) 6244 4175

Territory and Municipal Services

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

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

Business Enterprises

Capital Linen Service

Contracts Officer

Capital Linen Service Band 7 \$71,930 - \$81,460, Canberra (PN: 27220)

Gazetted: 23 August 2013

Closing Date: 30 August 2013

Details: Capital Linen Service is seeking an appropriately skilled and experienced person to fill the role of Contracts Officer. This is a new position and has a broad range of responsibilities in regard to goods and services procurement and contract management, linen stock management, and sales contract development and management. Further details of the role are contained within the position description.

Note: This is a temporary vacancy available for a period of 12 months.

Contact Officer: Daniel Childs (02) 6213 3274 daniel.childs@act.gov.au

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

Roads and Public Transport

ACTION

Business Support

Contracts and Procurement Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 30974)

Gazetted: 23 August 2013

Closing Date: 6 September 2013

Details: Applications are sought from individuals with experience in procurement and contract management to assist with these activities within Public Transport, a branch within the Roads and Public Transport Division of Territory and Municipal Services. The Public Transport Branch is responsible for implementing and the management of transport and passenger systems including the MyWay smartcard ticketing and real time passenger information systems to improve access to Public Transport modes. The Branch is also responsible for the provision of bus services to the ACT community, and is particularly focused on customer service and sustainable transport outcomes, through high quality and safe bus operations. This position located within the Business Support section of Public Transport, offers excellent working conditions, in addition to offering the successful applicant the opportunity to develop their skills sets across a range of functions within the business.

Eligibility/Other Requirements: The successful applicant will need good communication skills, an ability to work with minimal supervision and a good working knowledge of procurement practices in ACT Government.

Qualifications or training in Government Procurement will be well regarded.

Notes: Consideration will be given to fill this position on a part-time basis for the right applicant.

Contact Officer: Charmaine Murfet (02) 6207 3353 charmaine.murfet@act.gov.au

Roads and Public Transport

Public Transport

ACTION

Assistant Management Accountant

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: A20040, expected vacancy)

Gazetted: 22 August 2013

Closing Date: 29 August 2013

Details: Applications are sought from individuals with experience in budgeting and internal reporting to assist with these activities within Public Transport, a branch within the Roads and Public Transport Division of Territory and Municipal Services. The Public Transport branch is responsible for implementing and management of transport and passenger systems including the MyWay smartcard ticketing and real time passenger information systems to improve access to Public Transport modes. The branch is also responsible for the provision of bus services to the ACT community, and is particularly focused on customer service and sustainable transport outcomes, through high quality and safe bus operations. This position located within the Business Support section of Public Transport, offers excellent working conditions, in addition to offering the successful applicant the opportunity to develop their skills sets across a range of functions within the business.

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

Contact Officer: Jean Sloan (02) 6207 7834 jean.sloan@act.gov.au

Roads and Public Transport

Public Transport

Marketing and Communication

Marketing and Communication Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 20364)

Gazetted: 26 August 2013

Closing Date: 2 September 2013

Details: The Marketing and Communication Assistant is responsible for ACTION's weekday morning service Twitter feed which requires a 7am start in addition to day-to-day maintenance of two websites; assisting in coordinating events, exhibitions, presentations and displays and, when required, be the transport representative; monitoring and tracking social media activity, and where directed, respond to enquiries; and developing creative and engaging content for the public transport social media accounts.

Eligibility/Other Requirements: Proven experience managing social media accounts; Excellent written communication skills, with the ability to write succinctly; Experience updating website content; The ability to work under limited direction; and Exceptional attention to detail.

Notes: This temporary position is available 1 September 2013 until 1 November 2013.

Contact Officer: Chantelle Hutchison (02) 6207 7134 chantelle.hutchison@act.gov.au

Business Enterprises Division

Yarralumla Nursery

Production Operations Supervisor

General Service Officer Level 7 \$52,078 - \$55,114, Canberra (PN: 18418)

Gazetted: 26 August 2013

Closing Date: 9 September 2013

Details: Yarralumla Nursery is the largest production nursery in the Southern Tablelands. We are currently seeking applications for the position of Production Operations Supervisor. The position is an important part of supporting the work of the Production Operations sub section. The successful applicant must be able to demonstrate extensive experience with a proven track record in the propagation of a wide range of exotic and native cold climate species and the operation and maintenance of production facilities and equipment such as glasshouses, heat beds, irrigation systems, seed cleaning apparatus and specialized propagation tools.

Eligibility/Other Requirements: Certificate III in Horticulture, current driver's licence.

Contact Officer: Belinda Ryan (02) 6207 8230 belinda.ryan@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

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

Sonia Naoumidis 816-85135, Section 68(1), 21 August 2013

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

Tingting Zhang 827-37961, Section 68(1), 22 August 2013

Commerce and Works

Senior Information Technology Officer Grade A \$123,208

Dean Conway 836-04714, Section 68(1), 27 August 2013

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

Reika Cunningham 836-06429, Section 68(1), 26 August 2013

Health

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

Elsamma Anil 836-55298, Section 68(1), 14 October 2013

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

Isabella Badalassi 829-69340, Section 68(1), 23 August 2013

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

Kerrie Carter 836-05733, Section 68(1), 26 August 2013

Health Professional Level 1 \$50,899 - \$65,424

Kombu De Silva 839-25884, Section 68(1), 29 August 2013

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

Palden Gopalan 836-05768, Section 68(1), 26 August 2013

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

Jamuna Kandel 836-05776, Section 68(1), 26 August 2013

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

Sylvia Kulski 836-05936, Section 68(1), 19 August 2013

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

Jonathan Mainey 836-05928, Section 68(1), 19 August 2013

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

Adriana McIntyre 839-25497, Section 68(1), 26 August 2013

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

Teall McQueen 834-54138, Section 68(1), 19 August 2013

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

Sreeraj Mundekodu-Puthenveedu 834-44175, Section 68(1), 14 August 2013

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

Elizabeth Petering 830-79876, Section 68(1), 26 August 2013

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

Binal Prajapati 839-27767, Section 68(1), 29 October 2013

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

Helena Reed 839-26852, Section 68(1), 25 August 2013

Health Service Officer Level 3 \$42,160 - \$43,599

Ryan Robinson 836-06672, Section 68(1), 1 September 2013

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

Bindu Sudheer 831-23427, Section 68(1), 26 August 2013

Health Service Officer Level 3 \$42,160 - \$43,599

James Severs 839-25307, Section 68(1), 1 September 2013

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

Lauren Simon 838-54000, Section 68(1), 27 August 2013

Justice and Community Safety

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

Sasha Boer 836-05207, Section 68(1), 26 August 2013

Intensive Care Paramedic 1 \$72,959 - \$81,066 plus penalties

Mark Molloy 836-06496, Section 68(1), 20 August 2013

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

Adele Beryl Morton 836-05215, Section 68(1), 12 August 2013

TRANSFERS

Commerce and Works

Johann Udvardi: 792-43952

From: Senior Officer Grade A \$123,208

Commerce and Works

To: Senior Officer Grade A \$123,208

Commerce and Works, Canberra (PN. 23923) (Gazetted 19 April 2013)

Education and Training

Kerrie Heath: 787-58663

From: School Leader A \$143,667

Education and Training

To: School Leader A \$0

Education and Training, Canberra (PN. 01675) (Gazetted 11 June 2013)

Health

Jessica Ryder: 821-07469

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

Health

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

Health, Canberra (PN. 28470) (Gazetted 11 April 2013)

PROMOTIONS

Commerce and Works

Revenue Management

Revenue Accounts

Joanne Darnell: 835-92434

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 03486) (Gazetted 9 July 2013)

Revenue Management

Revenue Accounts

Jessica Marie Jimenez: 835-99863

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 55057) (Gazetted 9 July 2013)

Revenue Management

Compliance

Belinda Myles: 827-33450

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 11467) (Gazetted 11 July 2013)

Community Services

**Children, Youth and Family Support
Aboriginal and Torres Strait Islander Services
Relationship Management
Shara Fowler: 827-59693**

From: Indigenous Trainee \$40,974 - \$45,283
Community Services
To: Administrative Services Officer Class 2 \$46,372 - \$51,422
Community Services, Canberra (PN. 32952)
Note: This promotion is to a non-advertised position.

**Office for Children, Youth Family Service
Youth Services
Bimberi Youth Justice Centre
Michael Hilton: 774-72217**

From: Administrative Services Officer Class 4 \$58,870 - \$63,917
Education and Training
To: †Senior Officer Grade C \$89,786 - \$96,809
Community Services, Canberra (PN. 09101) (Gazetted 3 July 2013)

**Office for Children Youth and Family Support
Care and Protection Services
Adoption and Permanent Care
Emma Elizabeth Selby: 827-22110**

From: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)
Community Services
To: †Health Professional Level 4 \$89,786 - \$96,809
Community Services, Canberra (PN. 03854) (Gazetted 19 July 2013)

**Housing and Community Services
Housing ACT
Housing Initiatives
Ruta Ulia: 817-45310**

From: Administrative Services Officer Class 3 \$52,818 - \$57,004
Community Services
To: †Administrative Services Officer Class 4 \$58,870 - \$63,917
Community Services, Canberra (PN. 25858) (Gazetted 13 June 2013)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Environment and Sustainable Development

**Construction Services
Construction Occupations
Barry Viney: 821-18618**

From: General Service Officer Level 10 \$70,913 - \$81,460
Environment and Sustainable Development
To: †Senior Officer Grade C \$89,786 - \$96,809
Environment and Sustainable Development, Canberra (PN. 23904) (Gazetted 26 July 2012)

Health

**Director General Reports
Quality and Safety
Workplace Safety**

Lorinda Bingley: 816-86699

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

To: Administrative Services Officer Class 6 \$70,913 - \$81,460
Health, Canberra (PN. 03837) (Gazetted 25 April 2013)

Director General Reports

Jacinta Garry: 780-50737

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

To: †Senior Officer Grade C \$89,786 - \$96,809
Health, Canberra (PN. 12213) (Gazetted 17 July 2013)

Canberra Hospital and Health Services

Robyn Jensen: 779-05166

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

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

Mark Ryan: 786-48982

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

To: Registered Nurse Level 2 \$78,157 - \$82,990
Health, Canberra (PN. 29934) (Gazetted 24 June 2013)

Canberra Hospital and Health Services

Stephany Thuleau: 828-65699

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

To: Registered Nurse Level 2 \$78,157 - \$82,990
Health, Canberra (PN. 27011) (Gazetted 12 June 2013)

Canberra Hospital and Health Services

Women, Youth and Children

Anna Weatherly: 827-49428

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

To: †Health Professional Level 4 \$89,786 - \$96,809
Health, Canberra (PN. 28578) (Gazetted 27 June 2013)

Territory and Municipal Services

Business Enterprises

ACT NOWaste

Contract Management

Benjamin Ross Laufer: 827-28280

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

To: †Administrative Services Officer Class 6 \$70,913 - \$81,460
Territory and Municipal Services, Canberra (PN. 32479) (Gazetted 27 June 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.

