



ACT Government Gazette

Gazetted Notices for the week beginning 31 October 2013

EXECUTIVE NOTICES

Chief Minister and Treasury Directorate

Contract Cessation

Meg Brighton – Director, Continuous Improvement and Workers' Compensation (E657) – 3.11.13

Engagements

Stephen Miners – Executive Director, Finance and Budget (E392) Section 72 of the Public Sector Management Act 1994

Susan Baker – Director, Budget Coordination and Reporting (E411) Section 72 of the Public Sector Management Act 1994

Community Services Directorate

Contract Cessation

Meredith Whitten – Senior Director, Governance, Advocacy and Community Policy (E602) – 27.10.13

Engagement

Meredith Whitten – Executive Director, Policy and Organisational Services (E269) Section 72 of the Public Sector Management Act 1994

Education and Training Directorate

Engagement

Meg Brighton – Executive Director, Organisational Integrity (E717) Section 72 of the Public Sector Management Act 1994

Justice and Community Safety Directorate

Engagement

Conrad Barr – Deputy Chief Officer, ACT Fire Brigade, ACT Emergency Services Agency (E354) Section 72 of the Public Sector Management Act 1994

VACANCIES

ACT Teacher Quality Institute

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

Standards and Professional Practices

Senior Professional Officer Grade A \$123,208, Canberra (PN: 32220)

Gazetted: 05 November 2013

Closing Date: 19 November 2013

Details: The ACT Teacher Quality Institute is an independent statutory and territory authority established by the *ACT Teacher Quality Institute Act 2010* to build the professional standing of ACT Teachers and enhance the community's confidence in the teaching profession through professional regulation and teacher quality initiatives. The Institute is responsible for the professional registration of teachers in ACT Catholic, Independent and public schools and for determining and implementing professional standards and codes of practice. The Institute is also responsible for the accreditation of initial teacher education courses and professional learning and development programs delivered to ACT Teachers. The Institute has a governing Board and reports directly to the ACT Minister for Education and Training.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of recognised school teaching qualification, eligibility for Professional Registration as a teacher in Australia and further tertiary education qualifications are desirable.

Contact Officer: Anne Ellis (02) 620 56763 anne.ellis@act.gov.au

Calvary Health Care ACT (Public)

Medical Services

Neurology

Senior Staff Specialist

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

Gazetted: 04 November 2013

Closing Date: 20 November 2013

Calvary Health Care ACT Neurology Department VMO Neurologist Part Time Equivalent The following appointment is available at Calvary Hospital, commencing in early 2014, upon agreement. Consultant Neurologist Calvary Health Care ACT is seeking applications from qualified consultants interested in joining the Calvary Stroke Unit. The purpose of this position is to provide expertise in the management of Stroke and other neurological conditions at Calvary Public hospital in ACT. Specifically this position will provide acute stroke services for individuals suffering from major acute stroke syndromes including acute ischemic stroke and haemorrhagic stroke. The position will be based at Calvary Public Hospital and will provide both inpatient clinical care and outpatient services for neurology patients including stroke and general neurology. Participation in the General Medicine on call roster at Calvary Hospital and management of general medical inpatients is required.

Applicants should be fellows of the Royal Australasian College of Physicians with specialist recognition in Neurology. Applicants are also expected to have completed post-graduate experience and training in Stroke by completion of a fellowship accredited by the RACP STC in Adult Neurology. Dual training and accreditation in Adult General Medicine is required. Calvary Health Care ACT is a fully accredited hospital located in a beautiful bush land setting 6km north of the Canberra CBD. Calvary enjoys a reputation in the community for exemplary care. It is a modern healthcare service currently with 250-bed public general hospital, with a capital upgrade program underway that will also see an increase in total bed capacity. Calvary is also a teaching hospital also associated with The Australian Catholic University, the Australian National University and the University of Canberra and has a co-located Private Hospital. The hospital is scheduled to increase by some 200 acute beds over the next 12 years, with an Emergency Department refurbishment recently completed. Canberra is a beautiful city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments. The coast and ski fields are nearby and Sydney is less than 3 hours away by road.

An attractive remuneration package will be negotiated with the successful applicant. For specific information and to apply for the above vacancy visit CHCACT at <http://www.calvary-act.com.au/career-vacancies.html>,

For further enquiries please contact: John Vinen- Director of Medical Services Ph: (02) 6201 6059 or Email:

john.vinen@calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria

Contact Officer: John Vinen (02) 6201 6059 john.vinen@calvary-act.com.au

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

Perioperative

Finance

Business Manager - Perioperative

Senior Officer Grade C \$89,786 - \$96,809., Canberra (PN: 9651)

Gazetted: 05 November 2013

Closing Date: 21 November 2013

Details: Calvary Health Care ACT - Finance and Business Information Team is seeking a highly skilled individual to fill the position of Business Manager - Perioperative.

This permanent full time position is an exciting and challenging role that involves providing expert advice relating to financial and clinical activity and performance to Clinician leaders in Perioperative services.

The successful candidate will possess: Excellent business analysis skills; Highly developed oral and written communication skills; and Sound financial management abilities.

For further enquiries please contact: Ken Bissett, Senior Business Manager Ph: (02) 6201 6819 Email:

ken.bissett@calvary-act.com.au

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Ken Bissett (02) 6201 6819 ken.bissett@calvary-act.com.au

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

Canberra Institute of Technology

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

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

Trade Skills and Vocational Learning

Automotive, Metals and Logistics

Senior Teacher

Senior Teaching Post \$89,829, Canberra (PN: 00070)

Gazetted: 06 November 2013

Closing Date: 20 November 2013

Details: CIT is seeking an enthusiastic person to provide professional educational leadership within the Automotive and Metals Department encompassing quality of education delivery, supervision, training and professional development of staff and maintain professional control of student assessment within the department of responsibility.

Eligibility/Other Requirements: Mandatory Qualifications: All STP teachers are expected to hold: a Training and Assessment Certificate IV level (such as a TAE4110 or equivalent); and an Advanced Diploma in Adult Education (or equivalent); and Appropriate industry competencies demonstrated by the following qualifications: Certificate III from the Metals Training Package or Certificate III from the Automotive Training Package. Mandatory Industry experience: All STP teachers are required to have relevant industry experience.

Notes: This is a temporary position available for a period of twelve months with the possibility of extension. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable people registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Fiona Mitchell (02) 6207 3125 fionaM.mitchell@cit.edu.au

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

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

rego.act

Senior Analyst Programmer

Senior Information Technology Officer Grade C \$89,786 - \$96,809, Canberra (PN: 14973)

Gazetted: 04 November 2013

Closing Date: 11 November 2013

Details: The Business Applications and Support, rego.act Team is seeking an experienced applicant to work collaboratively with the business customer as a member of an embedded blended team. The role is responsible for providing high level technical support and development to the rego.ACT system. Applicants will require a degree or equivalent experience in computer science with demonstrated ability in Java EE development.

Eligibility/Other Requirements: Tertiary qualifications in ICT highly desirable.

Notes: Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant.

Contact Officer: Frank Daly (02) 6207 7009 frank.daly@act.gov.au

Shared Services ICT

Operations

Platform Systems

Senior Windows Engineer

Senior Information Technology Officer Grade C \$89,786 - \$96,809, Canberra (PN: 11144)

Gazetted: 05 November 2013

Closing Date: 12 November 2013

Details: This position is responsible for leading a small team of specialist SQL database administrators within the Windows Server Support. Responsibilities include the design, implementation and management of the Windows SQL server platform across Shared Services ICT (SSICT) for all ACT Government Directorates. Duties include the supervision of the SQL team and working closely with the other ICT teams including Level 3 Support, Solutions Architecture, Applications Support and Citrix. In addition to providing software and hardware fault diagnosis and troubleshooting, a key component of this role is providing quality assurance through the reviewing of all ICT project's conceptual design documents that have an SQL database solution as part of the requirements.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Relevant degree, diploma, vocational or industry certificate such as MCSE certification is desirable and/or no less than seven (7) years work experience in a senior MS support role. Design experience with SQL 2003, 2008 R2 is mandatory and experience with SQL 2012 and TRIM would be an advantage. The possession of, or the ability to attain, a Protected Security Clearance is mandatory.

Note: This is a base salary range, Special Employment Arrangements (SEA) may be negotiated dependant on qualifications, skills and experience of the successful applicant. Please contact the Contact Officer for further information.

Contact Officer: Michelle George (02) 6207 1274 michelle.george@act.gov.au

Shared Services

Shared Services ICT

Business Development

Projects Administration Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 16302)

Gazetted: 06 November 2013

Closing Date: 20 November 2013

Details: Shared Services ICT Health projects are looking for a skilled candidate to provide effective administrative and secretariat services to support the business operations of the Health ICT Projects Team and the projects they manage.

Eligibility/Other Requirements: Previous experience in an administration role. A high level of communication skills both oral and written. Ability to work independently and as part of a team. Ability to plan, prioritise and meet deadlines, and an understanding of public service values.

Notes: This is a temporary position available from 3 December 2013 to 30 June 2014 with the possibility of extension. Selection may be based on application and referee reports only.

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

Shared Services

Finance

Publishing Services

Graphic Designer

Public Affairs Officer 1 \$60,739 - \$69,623, Canberra (PN: 12492)

Gazetted: 05 November 2013

Closing Date: 12 November 2013

Details: Publishing Services are seeking a Graphic Designer to work with our small dynamic team. The successful applicant will be required to work on a wide range of materials in electronic and print platforms. Applicants should have a good knowledge of accessibility requirements.

Eligibility/Other Requirements: Applicants should have a recognised formal qualification in Graphic Design.

Note: This is a temporary position available from 11 November 2013 to 7 October 2014.

Contact Officer: Leo Clarke (02) 6205 0552 leo.clarke@act.gov.au

Shared Services Human Resources

Recruitment Services

Recruitment

Administrative Assistant

Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 09665)

Gazetted: 06 November 2013

Closing Date: 13 November 2013

Details: We have an opportunity for a motivated and well organised person to join our team. The successful applicant will possess strong customer service skills and will be required to contribute to the operations of the Recruitment Team by undertaking general administrative tasks as required by the Team. The successful applicant will also be experienced in computer skills including Excel, Word and Outlook.

Notes: Applications are to be sent to Loraine Burns, loraine.burns@act.gov.au.

Contact Officer: Loraine Burns (02) 6205 4527 loraine.burns@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

Executive Director, Policy and Organisational Services

Executive Level 2.6 \$282,162 to \$298,019 depending on current superannuation arrangements, Canberra (PN: E406)

Gazetted: 06 November 2013

Closing Date: 20 November 2013

Details: The Directorate is seeking to attract an experienced Executive who will be responsible for Policy and Organisational Services for ACT Community Services Directorate. The Executive Director is responsible for organisational support services, as well whole of directorate strategic policy, governance and media/communications advice to ACT Government Ministers, the Director-General and Deputy Director-General. On a day-to-day basis, the group is responsible for corporate services, human resources, industrial relations, training, ministerial, cabinet and assembly matters, freedom of information, IT, public interest disclosure, privacy, government accountability and reporting matters, whole of directorate strategic policy and communications matters.

Note: The successful applicant will be engaged under a performance based contract asap to 14 May 2014, with an attractive remuneration package ranging from \$282,162 to \$298,019 depending on current superannuation arrangements, including a cash component of \$234,930.

Contact Officer: Sue Chapman (02) 6205 0839 sue.chapman@act.gov.au

**Office for Children Youth and Family Support
Care and Protection Services**

Legal Services

Senior Manager

Legal 2 \$121,218 - \$126,200, Canberra (PN: 02789)

Gazetted: 31 October 2013

Closing Date: 14 November 2013

Details: Care and Protection Services are seeking to fill the position of Senior Manager in our Legal Services area. The successful applicant of this position would be required to supervise Legal Services staff, represent and exercise the powers of the Director-General in all Office for Children Youth and Family Support (OCYFS) matters before the courts and tribunal according to legislative and policy requirements and the person with statutory responsibility under the Children and Young People Act 2008. Provide advice and representation in a range of litigation matters; including but not limited to: child protection proceedings; personal injury litigation; Coronial; administrative and civil appeals tribunal; Family Court of Australia and the Federal Court.

Eligibility/Other Requirements: Admission as a practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory.

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

Contact Officer: Helen Pappas (02) 6205 4430 helen.pappas@act.gov.au

Cultural Facilities Corporation

ACT Museums and Gallery

Historic Places

Caretaker

General Service Officer Level 7 \$52,078 - \$55,114, Canberra (PN: 2507)

Gazetted: 06 November 2013

Closing Date: 20 November 2013

Details: ACT Historic Places are seeking applications from a self-motivated person to undertake repairs and maintenance requirements at our three historical properties and to also monitor the risk management associated with maintaining a safe environment. The successful applicant must be able to work with limited supervision and to be able to demonstrate that they have had practical experience in a similar role. The position reports to the Manager, Property and Grounds.

Note: Selection may be based on applications and referee reports only. This is a part-time position 3 days per week. Applicants must address the selection criteria.

Contact Officer: Greg Roberts (02) 6235 5677 Greg.Roberts@act.gov.au

ACT Museums and Gallery

Historic Places

Housekeeper

Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 13637)

Gazetted: 06 November 2013

Closing Date: 20 November 2013

Details: ACT Historic Places are seeking applications from a self-motivated person to undertake specialised and general conservation cleaning at Calthorpes' House and Mugga Mugga. The successful applicant must be able to work with limited supervision and to be able to demonstrate that they have had practical experience in a similar role. The position reports to the Front-Of-House Coordinator

Note: Applicants must address the selection criteria. This is a Part-time position of 15 hours per week.

Contact Officer: Ann Sutherland (02) 6235 5677 ann.sutherland@act.gov.au

ACT Museums and Gallery

Historic Places

Housekeeper

Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 13631)

Gazetted: 06 November 2013

Closing Date: 20 November 2013

Details: ACT Historic Places are seeking applications from a self-motivated person to undertake specialised and general conservation cleaning at Lanyon Homestead. The successful applicant must be able to work with limited supervision and to be able to demonstrate that they have had practical experience in a similar role. The position reports to the Front-Of-House Coordinator.

Note: Selection may be based on applications and referee reports only. This is a Part-time position of 30 hours per week. Applicants must address the selection criteria.

Contact Officer: Ann Sutherland (02) 6235 5677 ann.sutherland@act.gov.au

ACT Museums and Gallery

Historic Places

Assistant Gardener

General Service Officer Level 4 \$43,097 - \$44,934, Canberra (PN: 43551)

Gazetted: 06 November 2013

Closing Date: 20 November 2013

Details: ACT Historic Places are seeking applications from an experienced and enthusiastic Assistant Gardener to help maintain the highest standards in our three historical gardens. Your varied role will include the full range of horticultural skills and use of gardening/landscaping equipment. The position reports to the Team Leader, Horticultural Services. As well as practical gardening experience the successful applicant will need to be able to demonstrate passion, knowledge and experience in the field of horticulture. Key areas of responsibility will be to assist with the upkeep and maintenance of all aspects of the garden including pruning, lawn care and planting and to contribute effectively to the gardening team. Assistance to visitors includes answering queries and ensuring that the garden remains as accessible as possible to all.

Eligibility/Other Requirements: Plant Operator Certificate (tractor and hand held equipment e.g. chainsaw).

Current Drivers' Licence. Horticultural or Arborist Diploma/Certificate preferred.

Note: 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. Applicants must address the selection criteria.

Contact Officer: Greg Roberts (02) 6235 5677 Greg.Roberts@act.gov.au

ACT Museums and Gallery

Historic Places

Apprentice Gardener

Apprentices \$18,115 - \$41,887, Canberra (PN: 017)

Gazetted: 06 November 2013

Closing Date: 20 November 2013

Details: ACT Historic Places are seeking applications from a self-motivated and passionate 1st Year Apprentice Gardener to help maintain the highest standards in our three historical gardens. The successful applicant must be enthusiastic and willing to learn. They must also be willing to listen to instruction and work as part of a team. The position reports to the Team Leader, Horticultural Services.

This is a temporary employment opportunity for the duration of the Apprenticeship from 2014 to 2018.

Eligibility/Other Requirements: Year 10 Certificate or equivalent with passes in English, Mathematics, preferably a credit pass in Science. The successful applicant will need to have the ability to attend CIT and be prepared to undertake and complete study and on the job training. Current ACT Drivers' Licence and Ability to lift heavy materials (16-20kg), bend repeatedly and carry out a variety of other heavy manual work.

Note: Applicants must address the selection criteria.

Contact Officer: Greg Roberts (02) 6235 5677 Greg.Roberts@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

Australian Capital Tourism

Marketing

Campaign Marketing Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 43166)

Gazetted: 04 November 2013

Closing Date: 18 November 2013

Details: Australian Capital Tourism leads the ACT and capital region tourism industry to create and implement a range of marketing campaigns that increase the economic return from domestic and international visitation. The successful applicant will be required to assist in the development, coordination and delivery of tourism marketing campaigns. The Marketing Campaign Officer is responsible for the development, coordination and delivery of tourism marketing campaigns including advertising, public relations, online, publishing and promotional activities.

The role is also critical to the effective management of our media buying and creative agency relationships. Eligibility/Other Requirements: Tertiary qualifications in marketing, communications, tourism or a related discipline.

Note: This temporary position is available 19 January 2014 until 18 July 2014.

Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Kelly Ryan (02) 6205 6001 kelly.ryan@act.gov.au

ACT Gambling and Racing Commission

Gaming Regulation

Authorised Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 33281, several)

Gazetted: 05 November 2013

Closing Date: 19 November 2013

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

Notes: This is a temporary position available until 26 May 2014.

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

Tourism, Events and Sports

Accounts

Exhibition Park Corporation

Accounts Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 30704)

Gazetted: 06 November 2013

Closing Date: 20 November 2013

Details: Exhibition Park in Canberra (EPIC) is a Territory owned national exhibition centre that hosts a variety of indoor and outdoor events for businesses and the community. EPIC is estimated to inject more than \$173 million in economic benefit into the ACT economy each year. The Accounts Team is responsible for ensuring EPIC's accounting and human resource processes run smoothly in accordance with approved ACT Government policies

and guidelines and approved accounting standards in a timely and efficient manner and with the highest level of customer service and attention to detail. Reporting to the Accounts Manager, the Accounts Assistant provides administrative support in data entry, accounts payable and receivable, reconciliations and reporting.

Eligibility/Other Requirements: Tertiary Accounting qualifications desirable.

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

Contact Officer: Denise London (02) 6205 5062 denise.london@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

Tuggeranong Network

Isabella Plains Early Childhood School

Deputy Principal

School Leader B \$118,502, Canberra (PN: 25277)

Gazetted: 31 October 2013

Closing Date: 14 November 2013

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

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

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

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.

Contact Officer: Liz Wallace (02) 6205 9722 liz.wallace@ed.act.edu.au

Office for Schools

North Canberra/Gungahlin Network

Black Mountain School

Executive Teacher

School Leader C \$101,775, Canberra (PN: 01967)

Gazetted: 31 October 2013

Closing Date: 14 November 2013

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

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

Note: This is a temporary position available from 27 January 2014 until 26 January 2015. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working With Vulnerable people registration refer to -

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

Contact Officer: Frank Fogliati (02) 6205 6377 frank.fogliati@ed.act.edu.au

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

Office for Schools

Tuggeranong Network

Wanniassa School

Executive Teacher

School Leader C \$101,775, Canberra (PN: 02043)

Gazetted: 01 November 2013

Closing Date: 15 November 2013

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

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

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

Contact Officer: Karin Nargorka (02) 6205 6200 karin.nagorcka@ed.act.edu.au

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

Office for Schools

Tuggeranong Network

Calwell High School

Executive Teacher

School Leader C \$101,775, Canberra (PN: 13052)

Gazetted: 04 November 2013

Closing Date: 18 November 2013

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

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

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

Contact Officer: Bruce McCourt (02) 6205 6833 bruce.mccourt@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.

Office for Schools

North Canberra/Gungahlin Network

Harrison School

Executive Teacher

School Leader C \$101,775, Canberra (PN: 20499)

Gazetted: 01 November 2013

Closing Date: 15 November 2013

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

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

Note: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable people registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people. 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. Contact Officer: Dennis Yarrington (02) 6142 2200 dennis.yarrington@ed.act.edu.au

Teaching, Learning and Student Engagement

Student Engagement

Student Wellbeing and Behaviour Support

Behaviour Support Partner

School Leader C \$101,775, Canberra (PN: 32122)

Gazetted: 05 November 2013

Closing Date: 12 November 2013

Details: Work with other specialist staff in Network Student Engagement Teams to achieve student engagement outcomes for schools and students. Work with schools to develop effective behaviour supports for students at the universal, selected and targeted intervention levels within a school or school network. Support the development of strategic directions that will address behaviour support at the school and system level. Support schools to implement the Safe and Supportive Schools Policy and the Engaging Schools Framework.

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 position is temporary from 20 December 2013 until 26 January 2015. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working With Vulnerable people registration refer to -

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

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.

Contact Officer: Catherine Dillon (02) 6205 9314 catherine.dillon@act.gov.au

Office for Schools

Belconnen Network

Charnwood-Dunlop School

Business Manager

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 00555)

Gazetted: 04 November 2013

Closing Date: 11 November 2013

Details: Charnwood-Dunlop School is seeking a highly motivated person to work in a busy school environment in the position of Business Manager. The ideal candidate will have demonstrated ability to communicate well with staff, students and families ensuring a high quality customer service is delivered. The Business Manager will be responsible for providing high level support to the Principal and school Board. Duties include the preparation of budgets, expenditure reviews, statements and monitoring of estimates and financial returns. The successful applicant will be required to plan, direct and supervise the overall operation of the Administration Support team including overseeing the staffing and payments for casual employees as well as the management of buildings, facilities and grounds to a high level.

Eligibility/Other Requirements: A high level understanding of financial management and computer systems including the MAZE system is desirable. First Aid qualifications or willingness to undertake appropriate training.

Note: This position is part-time at 25 hours per week. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working With Vulnerable People registration refer to -

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

Contact Officer: Debbie Martens (02) 6205 7322 debbie.martens@ed.act.edu.au

Office for Schools

North and Gungahlin Network

Office for Schools

Executive Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 00228)

Gazetted: 01 November 2013

Closing Date: 15 November 2013

Details: An opportunity exists for an enthusiastic person to work as an Executive Assistant within a small dynamic team. This position includes planning and coordinating the workflow of two network leaders, liaising with school principals and clients related to school matters, preparing budget reports and preparing briefings for Senior Executive as required.

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

Note: This is a temporary position available from the 28 November 2013 until the 31 March 2015 with the possibility of extension.

Contact Officer: Dianne Grantham (02) 6205 7374 dianne.grantham@act.gov.au

Office for Schools

South Canberra/Weston Network

Yarralumla Primary School

Italian Classroom Teacher

Classroom Teacher \$55,775 - \$88,184, Canberra (PN: 18475, several)

Gazetted: 05 November 2013

Closing Date: 19 November 2013

Details: Yarralumla Primary is a P-6 bilingual Italian school incorporating a Montessori Cycle 1 program. The school has a focus on the Arts and sustainability. The successful applicant will be a native or near native Italian speaking teacher with the knowledge, skills and ability to deliver the Australian Curriculum through the Italian language in a bilingual setting from K-6. A knowledge of, or willingness to learn, a Content and Language Integrated Learning approach to the delivery of the Italian program is highly desirable. The position welcomes applicants who are collaborative, inclusive and innovative and prepared to actively engage with all members of a unique English-Italian learning community. The successful applicant will be passionate about developing understandings of global diversity and intercultural education.

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

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

Contact Officer: Marli Ayrton (02) 6205 5755 marli.ayrton@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.

Learning Teaching and Student Engagement

Aboriginal and Torres Strait Islander Education and Student Support

Aboriginal and Torres Strait Islander Education

Aboriginal and Torres Strait Islander Education Officer

School Assistant 4 \$54,064 - \$58,700, Canberra (PN: 01997)

Gazetted: 31 October 2013

Closing Date: 4 December 2013

Details: The Aboriginal and Torres Strait Islander Education section is seeking applications from Aboriginal and/or Torres Strait Islander people for the position of Aboriginal and Torres Strait Islander Education Officer. The successful applicant will be responsible for working as a member of a team to provide support to ACT Public schools and Aboriginal and Torres Strait Islander students. Applicants must have knowledge of the educational issues, programs and initiatives relating to increasing educational outcomes and ensuring high expectations for Aboriginal and Torres Strait Islander students. The Officer is required to work school hours and conditions, liaise between school staff, Aboriginal and Torres Strait Islander students, families and Aboriginal and Torres Strait

Islander communities in the ACT and region. Work in a team with program administrators, Directorate staff and other Aboriginal and Torres Strait Islander Education staff to implement programs and activities aimed at improving education outcomes for Aboriginal and Torres Strait Islander students. Encourage parent/caregiver participation in their child/young person's schooling, including involvement in educational decision-making forums. Liaise with external agencies to support the education and training needs of Aboriginal and Torres Strait Islander students. Work toward raising awareness and embedding Aboriginal and Torres Strait Islander perspectives throughout the school community and in the curriculum. Support and implement programs with teachers and other school staff that build relationships and understanding between Aboriginal and Torres Strait Islander and non-Aboriginal students.

Eligibility/Other Requirements: Possession of a current driver's licence, Year 12 certificate or equivalent and willingness to undertake relevant Certificate IV or equivalent qualification.

Notes: This is an Aboriginal and Torres Strait Islander identified position and Aboriginal and Torres Strait Islander people are encouraged to apply. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working With Vulnerable people

registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people

Contact Officer: Beth Craddy (02) 6205 9195 beth.craddy@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

Division of Medicine

Chronic Disease

Chronic Disease Management

Staff Specialist/Senior Specialist \$147,465-\$199,231, Canberra (PN: 23897)

Gazetted: 07 November 2013

Closing Date: 21 November 2013

The Position: Public Health Physician with a special interest in chronic disease management. A permanent part-time position (0.6FTE) for a Public Health Physician is available with the Chronic Disease Management Obesity Service (CDMOS). Located in the Belconnen Extended Care Health Centre (BECHC), this is a new established multidisciplinary team is due to commence clinical services in January 2014. The successful applicant will have excellent communication skills, research or project management experience and the ability to work flexibly within a multidisciplinary team. The position will collaborate with the Director of Chronic Disease Management and the CDMOS Service Coordinator to establish the service and will provide specialist medical input. They will also participate in the ACT Chief Health Officer on-call roster. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 Senior Specialist \$199,231 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$240,687 - \$319,085.

Eligibility/Other Requirements: Registered or eligible for registration as a specialist medical practitioner with the Australian Health Practitioner's Regulation Agency, and Fellowship of the Australasian Faculty of Public Health Medicine.

Contact Officer: Dr Paul Dugdale (02) 6207 6833 paul.dugdale@act.gov.au 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

Rehabilitation, Aged and Community Care

Aged Care

Residential Aged Care Liaison Nurse

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 25943)

Gazetted: 07 November 2013

Closing Date: 14 November 2013

Details: An opportunity exists for a dynamic and experienced leader to join the Rehabilitation Aged and Community Care Division in the role of Residential Aged Care Liaison Nurse (RACLN), RN 3.1. This is a full-time permanent position. The main purpose of this role is to facilitate continuity of care for aged clients awaiting residential placement and requires a person with well developed communication skills and a proven ability to negotiate and consult with clients and service providers.

Eligibility/Other Requirements: Holds current Nurses registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Formal qualification in Gerontology or working towards the same is 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: Naree Stanton 0403 050 967

Canberra Hospital and Health Services

Mental, Justice, Alcohol and Drug

Alcohol and Drug Program

ADS Advanced Practice Nurse

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 33086)

Gazetted: 07 November 2013

Closing Date: 14 November 2013

Details: An Expression of Interest is sought from an experienced Senior Registered Nurse to work with a knowledgeable and supportive multidisciplinary team. The Advanced Practice Nurse will be based in the Consultation and Liaison Team within the Alcohol and Drug Service. The Advanced Practice Nurse will work within a multidisciplinary team, inclusive of medical, nursing and allied health staff. The Advanced Practice Nurse will provide Alcohol, Tobacco and Other Drug (ATOD) Services to the Canberra Hospital within a framework of professional guidelines of practice. This will occur through advanced ATOD and risk assessments, diagnosis and management of health issues. The Advanced Practice Nurse will work autonomously, with the freedom to make decisions and act on these decisions, consistent with their specific scope of practice.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Holds or is working towards Post Graduate Nursing qualifications and/or has demonstrated advanced clinical knowledge, skills and experience in ATOD.

Note: This is part-time temporary position working at 24:00 hours per week available until 23 April 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 supply an EOI addressing the selection criteria of no more than two pages along with a copy of your current CV and details of two professional referees.

Contact Officer: Jill Hughes (02) 6205 0947

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Mental Health Director of Clinical Services

Senior Research Officer (Clinician)

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 33244)

Gazetted: 07 November 2013

Closing Date: 14 November 2013

Details: A temporary two year Research project into Suicide and contributing factors in the ACT population (Academic Unit of Psychiatry and Addiction Medicine, ANU Medical School, Canberra Hospital campus). The research will assist in implementing activity 1.1 of the ACT Suicide Prevention Strategy building a strong foundation: A suicide prevention strategy for the ACT 2009-2014. A mixed methods model will be used to examine epidemiological data relating to all contacts with the Health Directorate in the past five years, of people who die by suicide. Particular attention will be given to the nature of contacts with the Health Directorate and whether

those contacts included identification of the predictors of the completed suicide. Furthermore, this research will investigate which factors are the strongest predictors of suicide, including personal and environmental issues as well as illness variables enabling services to improve their ability to screen for risk of suicide. The outcomes of the research will inform the ACT Government strategic planning for evidence based services with the aim of lowering the ACT suicide rate over time. We are looking for a suitably experienced Senior Research Officer with clinical background, experienced in qualitative and quantitative statistical analysis is a must.

Eligibility/Other Requirements: Tertiary qualifications in Health/Social Sciences with a significant research component or Senior Researcher with senior clinical background in Mental Health, Expertise in Qualitative and Quantitative Research project. Current driver's licence.

Note: This is a temporary position available for two years with the possibility of extension. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Applicants are asked to address the responsibilities of the position and the selection criteria, provide current CV and two referees. The position may be filled on written application and references only. Applications are to be submitted by email to: peggy.craigie@act.gov.au

Contact Officer: Beverley Raphael (02) 6244 3500

Director General Reports

Quality and Safety

Patient Safety and Quality

Medico Legal Coordinator

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 04569)

Gazetted: 07 November 2013

Closing Date: 22 November 2013

Details: The role of the Quality and Safety Branch is to advance the safety and quality agenda for ACT Health by taking a lead role in planning, managing and evaluating aspects of safety and quality. As the leader of The Medico Legal team you will be responsible for reporting and managing clinical incidents and coordinating staff legal statements for coronial and civil claims with the Coroner's office and the ACT Government Solicitor. You will require excellent interpersonal liaison skills and a comprehensive understanding of quality improvement systems. This position reports to the Executive Director of the Quality and Safety Branch.

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

Note: This is a temporary position for a period of six months with a view to the position becoming permanent.

Contact Officer: Elizabeth Trickett (02) 6205 3548

Canberra Hospital and Health Services

Medicine

Pharmacy

Lead Pharmacist: Surgery

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 28888)

Gazetted: 07 November 2013

Closing Date: 21 November 2013

Details: Fast-track your career with a Lead Pharmacist position at the Canberra Hospital. The Canberra Hospital is the region's major public hospital, with over 600 beds. We provide specialist and acute care to more than 500,000 people, including a full range of medical, surgical, obstetric and paediatric and neonatal services. The Canberra Hospital is a tertiary level health facility and a teaching hospital of the Australian National University (ANU) Medical School and the University of Canberra Nursing and Allied Health Schools. The Canberra Hospital, Pharmacy Department employs approximately 70 staff, including 35 full-time Pharmacist positions. The Department provides a full range of contemporary Pharmacy Services including clinical pharmacy services, specialised compounding services, investigational drug support, medicines information, medicines safety, and corrections health services. Our core values are excellence in clinical services, education, and team work. We have a dynamic, talented team and an exciting opportunity exists for a number of newly-created Lead Pharmacist positions for Medicine; Surgery; Critical Care; Women's, Youth and Children's services; Rehabilitation, Aged and Community Care; and Cancer. This is a permanent full-time position that will be responsible for providing leadership, and coordination for all pharmacy services to the respective disciplines. This position will also provide advanced clinical, education,

research, mentoring and quality improvement roles and will be required to provide a range of pharmacy services on weekends and after hours on a rotational basis as rostered. It is expected that these positions will have a 50% clinical load, with other listed duties making up the remaining 50%. Part-time/job share will be considered. For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$9,095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items. Additional salary packaging benefits are also available such as meal and accommodation entertainment. Pharmacists outside Australia will be considered for these positions. Contact the Australian Pharmacy Council (APC) and the Pharmacy Board of Australia to enquire about your eligibility for registration. A summary of the Assessment and Registration process for overseas trained pharmacists in Australia can be found on the APC website [http://pharmacycouncil.org.au/content/assets/files/Examination Guides/Flowchart - 2012.02.08.pdf](http://pharmacycouncil.org.au/content/assets/files/Examination_Guides/Flowchart_-_2012.02.08.pdf). Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or extensive Clinical Pharmacy experience deemed equivalent. Notes: Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant. 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: Monica Jones (02) 6244 2118

Canberra Hospital and Health Services

Medicine

Medical

Primary Health Care Liaison Nurse

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 33250)

Gazetted: 07 November 2013

Closing Date: 14 November 2013

Details: The ACT Government made an election commitment in 2012 to establish a new, part-time Primary Health Care Liaison role to build on the activities of the GP Liaison Unit (GPLU) at the Canberra Hospital. The GPLU aims to enhance communication between the hospital and general practices, facilitating smooth transfer of patient information. This helps to ensure that patient's treatment is continued in a way that aids their recovery and minimizes unplanned readmissions. Under direction, the Primary Health Care Liaison role will act as the contact point for the wider primary health care workforce, strengthening the interface between Canberra Hospital and Health Service (CHHS), GPs and other primary health care providers, such as Physiotherapists, Psychologists, Pharmacists and other allied health professionals. The successful applicant will have strong communication and liaison skills and an understanding of Primary Health Care sector.

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

Notes: This is a temporary part-time position available for a 12 month period with the possibility of permanency working 28 hours a 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.

Contact Officer: Sharon Hindmarsh (02) 6244 2511

Canberra Hospital and Health Services

Mental, Justice, Alcohol and Drug Services

Mental Health Services

Registered Nurse

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 25541)

Gazetted: 07 November 2013

Closing Date: 14 November 2013

Details: The Mobile Intensive Treatment Team North (MITT North) is seeking to fill a permanent vacancy for a Registered Nurse Level 2. The position requires you to have practical skills in Clinical Management. The MITT Team is a community based mental health service, part of ACT Health providing evidence-based, high quality mental health care. Our client base of mental health consumers are those that are of either first presentation psychosis or those with complex needs. The contemporary recovery focus based service MITT North provides also includes an

after hour's home medication supervision for mental health consumers within designated regions of Canberra. Located in the new Belconnen Community Health Centre, the team operates from 08:30 to 21:00 hours seven days a week. This position also involves working evenings and weekends. Nursing staff have ready access to professional development and are encouraged to actively participate in clinical supervision to support their ongoing learning and contribution as a valued member of the multidisciplinary team.

Eligibility/ Other Requirements: Registered or eligible to register with Australian Health Practitioner Regulation Agency (APHRA). Tertiary qualification or equivalent in Mental Health Nursing is desirable. Current driver's licence is essential. 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: Andy Hardwicke (02) 6205 1565

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Access and Acute Mental Health

Registered Nurse, Crisis Assessment and Treatment Team

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 29219)

Gazetted: 07 November 2013

Closing Date: 14 November 2013

Details: Applications are invited from enthusiastic Registered Nurses who wish to work within the Crisis Assessment and Treatment Team (CATT). ACT Wide Mental Health Services are contemporary evidence based services 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. CATT provides 24 hour mental health care for the whole of the ACT. CATT is a multidisciplinary team staffed by nursing, allied health and medical professionals. The applicant will possess high-level clinical skills in the assessment and management of individuals with mental disorders and in acute distress.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Tertiary qualifications or equivalent in Mental Health Nursing is desirable but not essential. Current driver's licence.

Note: The successful applicant is 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 referee reports including one from a current supervisor.

Contact Officer: Rachael McMahon (02) 6205 1979

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Community Care Nursing

Nurse, Community Care Program

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 22722, several)

Gazetted: 07 November 2013

Closing Date: 21 November 2013

Details: The Community Care Program is seeking applications from Registered Nurses to fill full-time and part-time RN2 permanent positions. Nurses interested in working in community nursing should have a wide range of clinical experience and be committed to high quality customer service with a multidisciplinary focus. The role requires an ability to work autonomously with a high level of problem solving ability. This is an exciting opportunity to work in a progressive and rewarding program, providing community nursing services to the residents of Canberra, in their homes and in Health Centre clinics. Interested nurses are encouraged to speak with the contact officers to discuss these positions.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Current driver's licence. Tertiary or Postgraduate qualifications and recent experience in a wide range of clinical hospital and/or community health settings is highly desirable.

Note: An order of merit will be established and used to fill future vacancies across the Community Nursing service within the next 12 months. Applicants should apply online to the ACT Health website. Please address the Selection

Criteria and provide Curriculum Vitae. Please arrange to have two referee contacts available (including one from a current supervisor).

Contact Officer: Gail Hawke (02) 6205 1138 gail.hawke@act.gov.au

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

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 20179, several)

Gazetted: 07 November 2013

Closing Date: 21 November 2013

Details: The Division of Rehabilitation, Aged and Community Care is seeking a motivated and experienced Registered Nurse for a permanent full-time position. The successful candidate will utilise and refine their clinical skills, clinical leadership and expanded clinical knowledge to support nurses in the Rehabilitation Ward 12B. The position is ideally suited to a Registered Nurse with a strong knowledge of neuro/spinal rehabilitation and a commitment to demonstrating evidence through outcome measurement. Interested nurses are encouraged to speak with the contact officer to discuss this position.

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

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Please provide the names and contact numbers for two referees one being your current supervisor.

Contact Officer: Lyn Fryer (02) 6244 2082 or Debbie Hagan (02) 6244 3736

**Canberra Hospital and Health Services
Women's, Youth and Children
Paediatrics**

Associate Genetic Counsellor/Genetic Counsellor

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 33278, several)

Gazetted: 07 November 2013

Closing Date: 21 November 2013

Details: The ACT Genetics Service has several Associate Genetic Counsellor/Genetic Counsellor positions available. The ACT Genetics Service is a clinical genetics service provided through ACT Health and based at the Canberra Hospital. A small group of genetic counsellors work in an outreach setting with Clinical Geneticist support from Sydney. We provide genetic counselling to families and individuals with a range of genetic conditions including cancer, paediatric, prenatal, cardiology and neurology. The advertised positions are permanent and we are considering applicants who may wish to work full-time and part-time. The appointee will be expected to do intakes, case management, and coordination of clinical and diagnostic services for the patient and provide genetic counselling consultations. The successful applicant will have highly developed communication skills and a demonstrated capacity to work independently and within a team. The position requires that the applicant has completed a Graduate Diploma in Genetic Counselling or a Masters in Genetic Counselling (Board eligible status) with the Human Genetics Society of Australasia.

Eligibility/Other Requirements: A degree or diploma from a Tertiary institution relevant to the duties specified. Completion of Part 1 of HGSA (Genetic Counselling) and working towards Part 2. Current driver's licence and ability to travel outside ACT.

Note: The advertised positions are permanent and applicants who may wish to work full-time and part-time 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: Linda Warwick (02) 6174 7630

Strategy and Corporate

E-Health and Clinical Records

IAM Service Manager

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 33273)

Gazetted: 07 November 2013

Closing Date: 14 November 2013

Details: ACT Health is currently implementing Health-e Future, 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. ACT Health is currently seeking a suitably qualified person to manage and support the Identity and Access Management (IAM) solution implemented within ACT Health. This solution offers staff and management the ability to request access to buildings and information technology resources whilst following an agreed governance process. The key responsibilities of the position will be to act as a central liaison point for all queries in relation to the IAM Service and provide high quality customer service and support for the IAM Service including a well defined service roadmap. The IAM Service Manager will work with other service providers to ensure that processes/procedures are followed.

Eligibility/Other Requirements: Recognised tertiary qualifications in corporate services, technology studies, contract management and/or management with relevant experience in a large and complex corporate environment, preferably Health related, 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: David LaMaitre (02) 6205 2413

Strategy and Corporate

Deputy Director General Strategy and Corporate

Personal Assistant to Deputy Director-General

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 23595, several)

Gazetted: 07 November 2013

Closing Date: 14 November 2013

Details: The Office of the Deputy Director-General Canberra Hospital and Health Services and the Office of the Deputy Director-General Strategy and Corporate are seeking enthusiastic and highly professional personal assistants to provide support in the provision of incoming papers, scheduling of meetings, secretariat support for committees and drafting of correspondence, reports and submissions. Applicants must be able to demonstrate an ability to manage and monitor the flow of incoming and outgoing correspondence using TRIM including the co-ordination and collation of briefs and responses, tracking high volume, rapid turnaround of correspondence and ensuring appropriate action is taken. Applicants will also be required to critically examine correspondence and briefs to ensure correctness of format, style, grammar, presentation and quality. Research and liaison will be required to be undertaken on behalf of the Deputy Director-General, initiating action to ensure a timely response to requests for information. Applicants need to demonstrate a proven ability to undertake a range of high level administrative support tasks, including financial management, diary management, secretariat support, drafting correspondence, corporate and ministerial tasks. Applicants must have highly interpersonal skills, liaison and communication skills, with the ability to liaise with Ministerial officers and other Directorates. A demonstrated ability to provide strong secretariat support including secretariat experience is also required.

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: Jessica Summerrell (02) 6244 2169 jessica.summerrell@act.gov.au Robyn Jensen (02) 6207 6596 robyn.jensen@act.gov.au.

Director General Reports

Population Health

Health Protection Service

Policy Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 04441)

Gazetted: 07 November 2013

Closing Date: 21 November 2013

Details: Are you interested in working in public health, for a Branch that manages risks and implements strategies for the provision of and timely response to public health events? The Environmental Health Project Team, Health Protection Service, is looking for a person to join a small, highly motivated team with a diverse range of responsibilities. Environmental Health is responsible for providing information, monitoring and enforcement in relation to a wide range of environmental health activities. The position requires a person with sound communication skills, analytical skills, and ability to prepare correspondence and reports.

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: Vojkan Stefanovic (02) 6205 1727

Canberra Hospital and Health Services

Critical Care and Imaging

Emergency

Personal Assistant to the Clinical Director of the Emergency Department

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 29075)

Gazetted: 07 November 2013

Closing Date: 14 November 2013

Details: Critical Care and Diagnostics is looking to recruit an experienced and enthusiastic person to join their administration team. This position will undertake the role of Personal Assistant to the Clinical Director of the Emergency Department, as well as the Office Manager to the ED Administration area.

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: Karen Taylor (02) 6244 4500

Director General Reports

Office of the Director General

Organ and Tissue Donation

Administration Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 19657)

Gazetted: 07 November 2013

Closing Date: 14 November 2013

Details: The Administration Officer provides administrative support to the DonateLife ACT Medical Director, Manager and staff. The role encompasses reception and general office duties, support for DonateLife ACT projects and contributes to initiatives aimed at improving the operational efficiency of DonateLife ACT.

Note: This is a temporary position initially available for a period of up to 13 months with the possibility of permanent filling from this process. 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 2 written referee reports with your application.

Contact Officer: Kylie Downes (02) 6174 5624

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Mental Health Director of Nursing

RN1 - Graduate Diploma Nursing Program (Mental Health)

Registered Nurse Level 1 \$55,567 - \$75,084, Canberra (PN: 09919, several)

Gazetted: 07 November 2013

Closing Date: 27 November 2013

Details: A Scholarship for the Graduate Diploma in Nursing (Mental Health) Program is offered by the Division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS). This is an excellent opportunity for

Registered Nurses to build their knowledge and skills base in caring for people experiencing a range of mental health conditions. During the program, RN's rotate through the diverse services, both inpatient and community based, provided by MHJHADS. Registered Nurses who undertake the program are: Paid while they study and work. Guaranteed a scholarship to cover course fees. Well supported during the program. Able to fast track their career. Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Hold a current driver's licence. Have Australian Citizenship or Permanent Resident status. Notes: Successful applicants will be offered a temporary position available for a period of 12 to 20 months, while they complete the program part-time at approximately 30 hours a week. Successful applicants will be subject to the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your online application you must prepare written responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Deborah Plant (02) 6205 3661

Canberra Hospital and Health Services

Pathology

Molecular Pathology

Scientist

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 33241)

Gazetted: 07 November 2013

Closing Date: 14 November 2013

Details: ACT Pathology is a Department of the Canberra Hospital offering a diagnostic Pathology Service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures. The successful applicant will be required to undertake duties associated with performance of molecular pathology diagnostic testing and clinical microbiological testing. ACT Pathology is seeking a skilled and experienced person to perform procedures and investigations requiring the application of professional knowledge and skill in these areas.

Eligibility/Other requirements: A Degree or Associate Diploma in Science or equivalent relevant qualification (majors in microbiology and/or molecular biology are desirable). A minimum 12 months professionally relevant laboratory experience is preferred. A commitment to own professional development and availability to work out of hours and on weekends is essential. Please note this position will be required to undertake shift or after hours work and out of hours roster.

Note: This is a temporary position available from 14 December 2013 to 14 December 2014. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Current curriculum vitae and referee reports must accompany the applications. Applicants may be assessed on written application only, and should address the selection criteria.

Contact Officer: Craig Kennedy (02) 6244 3705 or Susan Bradbury (02) 6244 2510

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Community Care Program

Podiatrist

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 33249)

Gazetted: 07 November 2013

Closing Date: 21 November 2013

Details: There is an exciting opportunity for a suitably qualified Podiatrist to join the Rehabilitation, Aged and Community Care (RACC) Podiatry Team in a full-time permanent position. The RACC Community podiatrist's scope of practice includes screening and evaluation of risk, general podiatry treatment, nail surgery, biomechanical assessment and orthotic therapy, wound management and health promotion. The service provides clinics across the ACT at Gungahlin, Dickson, Tuggeranong, Belconnen and Phillip health centres. We are a friendly team with strong supportive links across our facilities and meet regularly to share knowledge and develop services via quality improvement activities. We are primarily staffed with senior clinicians who provide a wealth of knowledge and expertise to foster professional development, peer support and excellent patient outcomes.

Eligibility/Other Requirements: Appropriate Degree in Podiatry or recognised equivalent qualifications. Registered with the Podiatry Board of Australia. Current driver's licence is desirable.

Note: Selection may be based on application and referee reports only. At least two written referee reports are to be included with application. 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: Kerryn Maher (02) 6205 1496

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community and Older Persons

Administrative Service Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 21538)

Gazetted: 07 November 2013

Closing Date: 14 November 2013

Details: The Mental Health Consultation and Liaison Service is a contemporary evidence-based service providing high quality mental health care. The Service is located at the Canberra Hospital and works with the general hospital clinical teams in providing care to inpatients who have mental health concerns in addition to medical issues. The Service is guided by principles of Recovery and aims to provide collaborative care involving the consumer, their carers and other key services. It is expected this position will provide administrative support to the clinical and other support staff, with a focus on providing quality customer service to mental health consumers.

Eligibility/Other Requirements: An ability to work with persons impacted by mental illness is highly desirable and medical terminology would be advantageous. Current driver's licence is required.

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: Bruno Aloisi (02) 6205 1062

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Allied Health

New Graduate Podiatrist

Health Professional Level 1 \$50,899 - \$65,424, Canberra (PN: 15494)

Gazetted: 07 November 2013

Closing Date: 21 November 2013

Details: ACT Health Community Care Podiatry is pleased to offer an excellent opportunity to a final year undergraduate Podiatry student. The 2013 Graduate Podiatry Program is a 12 month full-time program aimed at providing a supported introduction to the profession with multiple learning opportunities. Our podiatry service provides care for clients with high-risk issues. As a graduate you will be given the opportunity to work in a supportive, experienced and friendly team of Podiatrists, in various clinical settings including community and hospital. Experience and be challenged in all aspects of podiatry including general treatment, diabetes and general risk assessment, wound management, biomechanics, orthotic therapy, nail surgery, and health promotion. Participate in inter-professional learning and multidisciplinary clinics. Undertake continuing professional development activities. Participate in quality improvement or research projects. Experience the benefits of public sector employment including competitive salary, paid leave and professional development opportunities.

Note: This is a temporary position available for a period of 12 months. This position(s) may be required to participate in an overtime, on call, and/or rotation roster. 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: Kerryn Maher (02) 6205 1496

Canberra Hospital and Health Service

Rehabilitation, Aged and Community Care

Rehabilitation

New Graduate Speech Pathologist

Health Professional Level 1 \$50,899 - \$65,424, Canberra (PN: 29616, several)

Gazetted: 07 November 2013

Closing Date: 21 November 2013

Details: Exciting opportunities exist for newly graduated Speech Pathologists within Health Directorate. Rehabilitation Aged and Community Care and Acute Support Speech Pathology Services offer two full-time new graduate positions, which will be available from January 2014. These positions provide six month rotations across two clinical settings, with the successful applicants gaining experience in acute hospital settings and community based services. Speech Pathologists based at Canberra Hospital and Health Services provide a range of inpatient and outpatient services to Rehabilitation, Aged Care, Medical, Surgical and Neonatal/Paediatric areas of Canberra Hospital and the surrounding community. The positions provide an opportunity to develop skills in working with adult neurological caseloads across both acute and rehabilitation settings and contribute to an active teaching and quality improvement program with strong professional support.

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

Note: This is a temporary position available for 12 months. This position(s) may be required to participate in an overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Please provide your CV, responses to the selection criteria and the names of two referees. Applications are to be uploaded on ACT Government Health website. Applications close at 5pm on 21 November 2013, and successful applicants are expected to commence in early January 2014.

Contact Officer: Margaret Jacobs (02) 6244 2230

Justice and Community Safety

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

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

Office of Regulatory Services

Registrations and Fair Trading

Background Screening/WWVP

Investigator

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 43469)

Gazetted: 04 November 2013

Closing Date: 18 November 2013

Details: Under limited direction of the Senior Investigator: Perform the functions of an authorised person or Investigator under relevant legislation as appointed or delegated. Participate in compliance activities, conduct investigations and provide advice to clients and stakeholders in accordance with relevant legislation. Contribute to efficient work practices and sound corporate governance; Undertake responsibilities as a receiver of public monies in accordance with the *Financial Management Act 1996* and Director- General's Financial Instructions, Ability to undertake shiftwork as required or as directed. Assist senior members with other work in the Unit to ensure the objectives of the Unit are achieved. Prepare reports and correspondence related to applications for licences, registrations and permits administered by the office, including advice to clients where applications are refused, participating as a member of a team in more complex matters. Maintain records in accordance with the *Territory Records Act 2002*.

Note: This is a temporary position available from the 1 February 2014 until 30 June 2015.

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

Contact Officer: Derise Cubin (02) 6205 3732 derise.cubin@act.gov.au

Territory and Municipal Services

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

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

Roads and Public Transport

Public Transport

Flexible Transport

Manager, Flexible Transport

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 32218)

Gazetted: 01 November 2013

Closing Date: 12 November 2013

Details: The Territory and Municipal Services Directorate is seeking a highly motivated individual to fill the temporary role of Manager, Flexible Transport. The successful candidate will be expected to have highly developed written and oral communication skills including high level liaison and interpersonal skills, demonstrated ability to plan, prioritise, coordinate and manage workflows. This position will be responsible for liaison between community groups, other areas of the Directorate, the Minister's Office and other ACT Government agencies and will be responsible for the establishment of a flexible transport program.

Eligibility/Other Requirements: Senior level experience in fleet management for a public sector, community group or large private organisation is desirable.

Notes: Selection may be based on application and referee reports only. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

For further information on Working With Vulnerable people registration refer to -

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

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.

Contact Officer: Bronwen Duke (02) 6207 5763 bronwen.duke@act.gov.au

Roads ACT

Road Maintenance

Project Manager

Senior Professional Officer Grade C \$89,786 - \$96,809, Canberra (PN: 29018)

Gazetted: 04 November 2013

Closing Date: 18 November 2013

Details: The Project Manager will assist in the delivery of road maintenance activities in the ACT using contractors and in house work crews.

Eligibility/Other Requirements: Tertiary qualification in Civil Engineering.

Contact Officer: Peter Thompson (02) 6207 6829 peter.thompson@act.gov.au

Parks and City Services

City Services

Licensing and Compliance

Manager, Ranger Services

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 33283)

Gazetted: 05 November 2013

Closing Date: 19 November 2013

Details: City Services is responsible for the management and maintenance of Canberra's urban areas including lakes and ponds, street trees, urban parks, city areas and public open space. City Services is also responsible for managing land use issues including permits and licenses and ranger services that includes compliance and regulatory functions and domestic animal services. A vacancy exists for a Manager of Ranger Services whose primary responsibilities will involve the day to day management of the rangers delivering compliance and regulatory functions for municipal and domestic animal services. The position is senior operational role that will be responsible for the overall management of the two groups of rangers, including staffing, Workplace Health and Safety, reporting, record keeping and financial functions. The successful applicant must have a sound

understanding of legislative processes and will be required to assist with the development of briefs of evidence and attend court as required. The position is responsible for the development and implementation of a policies, procedures and guidelines for municipal issues and ensuring compliance with all relevant legislation. This position requires high level communication skills especially in negotiation, ability to prepare and analyse reports, have strong operational planning skills and the ability to work across many areas of government and work with the community. The position reports to the Manager of Licensing and Compliance.

Eligibility/Other Requirements: Certificate IV in Government Investigation or equivalent. A current driver's licence.

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.

Contact Officer: Michael Brice (02) 6207 2581 michael.brice@act.gov.au

Parks and City Services

Libraries ACT

Public Libraries

Marketing Coordinator

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 26001)

Gazetted: 04 November 2013

Closing Date: 11 November 2013

Details: The Marketing Coordinator develops, implements and provides advice on marketing and communication plans. They develop marketing collateral including flyers, advertisements, eNews etc, as well as undertaking event management including briefs, speaking notes, media and liaising with internal and external stakeholders.

Eligibility/Other Requirements: Recognised university qualification in marketing or communications is desirable.

Notes: This temporary, part-time position is available 7 November 2013 until 7 February 2014. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae. Applications should be sent to the contact officer.

Contact Officer: Sarah Steed (02) 6207 5156 sarah.steed@act.gov.au

APPOINTMENTS

Chief Minister and Treasury

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

Lynette Grigg 836-01097, Section 68(1), 31 October 2013

Commerce and Works

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

Lanka Niroshani Liyanage 835-84565, Section 68(1), 4 November 2013

Community Services

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

Danielle Clifford 836-09291, Section 68(1), 1 November 2013

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

Tyne Gough 836-09128, Section 68(1), 7 November 2013

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

Tara Roulston 834-52626, Section 68(1), 7 November 2013

Economic Development

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

Alison Oakeshott 836-10786, Section 68(1), 5 November 2013

Education and Training

General Service Officer Level 8 \$56,611 - \$59,939

Leighton David Mann 835-34576, Section 68(1), 5 November 2013

Information Technology Officer Class 2 \$70,913 - \$81,460

Gurmeet Singh 835-41899, Section 68(1), 18 November 2013

Health

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

Anhara Armstrong 840-48887, Section 68(1), 7 November 2013

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

Dainy Daniel 825-49100, Section 68(1), 4 November 2013

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

Pushpa Devassy 825-49629, Section 68(1), 30 October 2013

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

Vanessa Dickinson 839-26641, Section 68(1), 5 November 2013

Health Service Officer Level 3/4 \$41,160 - \$45,346

Sarah Heighway 838-54254, Section 68(1), 7 November 2013

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

Jing Jiao 824-31866, Section 68(1), 1 November 2013

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

Robert Large 831-24075, Section 68(1), 31 October 2013

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

Derralee McCleane 827-82252, Section 68(1), 31 October 2013

Health Service Officer Level 3/4 \$41,160 - \$45,346

Mai Nhan 827-37531, Section 68(1), 7 November 2013

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

Andrew Phan 839-25139, Section 68(1), 5 November 2013

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

Smithamol Simon 825-49688, Section 68(1), 7 November 2013

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

Sikiti Vakacegu 840-50573, Section 68(1), 7 November 2013

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

Madison Whale 839-27847, Section 68(1), 5 November 2013

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

Melissa Wickes 840-49337, Section 68(1), 5 November 2013

Justice and Community Safety

Legal 2 \$121,218 - \$126,200

Darrell Jackson 836-08379, Section 68(1), 11 November 2013

Territory and Municipal Services

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

Rebecca Schultz 827-45021, Section 68(1), 1 November 2013

TRANSFERS

Commerce and Works

Michelle George: 820-89634

From: Senior Information Technology Officer Grade C \$96,809

Commerce and Works

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

Commerce and Works, Canberra (PN. 34570) (Gazetted 2 April 2013)

PROMOTIONS

Chief Minister and Treasury

Investment and Economic Division

Economics

Microeconomic Policy Unit

Nicholas Alexander Konovalov: 821-23441

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

Chief Minister and Treasury

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

Chief Minister and Treasury, Canberra (PN. 01907) (Gazetted 21 September 2012)

Education and Training

Tertiary Education and Performance

Planning and Performance

Performance and Systems

Simon Gray Tiller: 027-70252

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

Education and Training

To: †Senior Officer Grade A \$123,208

Education and Training, Canberra (PN. 03773) (Gazetted 5 April 2013)

Health

Canberra Hospital and Health Services Mental Health, Justice Health, Alcohol and Drug Services

John Acs: 771-91976

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

Health

To: †Health Professional Level 4 \$89,786 - \$96,809

Health, Canberra (PN. 23892) (Gazetted 6 October 2013)

Canberra Hospital and Health Services Mental, Justice, Alcohol and Drug Rehabilitation and Speciality Mental Health

Pamela Rose Diggle: 791-54538

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

Health

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

Health, Canberra (PN. 26255) (Gazetted 19 September 2013)

Director General Reports

Quality and Safety

Patient Safety and Quality

Kerryn Hunter: 774-28902

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

Health

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

Health, Canberra (PN. 04576) (Gazetted 3 October 2013)

Canberra Hospital and Health Services

Medicine

Pharmacy

Karlee Johnston: 789-43738

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

Health

To: †Health Professional Level 4 \$89,786 - \$96,809

Health, Canberra (PN. 28893) (Gazetted 17 July 2013)

Canberra Hospital and Health Services

Joanne Lindbeck: 607-61995

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

Health

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

Health, Canberra (PN. 01620) (Gazetted 12 September 2013)

Justice and Community Safety

Emergency Services Agency

Fire Brigade

Operations

Colin O'Rourke: 333-69795

From: FB5 (Senior Fire Fighter) \$80,073

Justice and Community Safety

To: †FB6 (Station Officer) \$91,216

Justice and Community Safety, Canberra (PN. 47018)

RETIREMENTS AND DISMISSALS

Territory and Municipal Services

Section 122 of the *Public Sector Management Act 1994*: Mr Thomas Diamond, ACTION, 1 November 2013.