



ACT Government Gazette

Gazetted Notices for the week beginning 28 November 2013

VACANCIES

Calvary Health Care ACT (Public)

Medical Services

Neurology

Senior Staff Specialist

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

Gazetted: 28 November 2013

Closing Date: 11 December 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: Dr. John Vinen- Director of Medical Services Calvary Hospital. Ph: (02) 6201 6059 or Email: john.vinen@calvary-act.com.au.

Eligibility/Other Requirements: Selection Criteria

Note: This position has been re-advertised with a new closing date; previous applicants will be considered and need not reapply.

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

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

Nursing

Medical Assessment and Planning Unit (MAPU)

Nursing

Patient Care Facilitator

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

Gazetted: 03 December 2013

Closing Date: 18 December 2013

Medical Assessment & Planning Unit (MAPU). Calvary Health Care ACT announces the establishment of new patient-centred initiative: the Medical Assessment and Planning Unit (MAPU), planned for opening early February 2014. We are seeking to appoint a strong dynamic team to establish and grow the MAPU. The MAPU is a designated Unit that is specifically staffed and equipped to receive medical patients for assessment, care and treatment for a designated period of time (usually 24 to 48 hrs) prior to transfer to a medicine inpatient ward, or Hospital in the Home, or discharge home. The MAPU model of care provides the patient with personal and clinical support, and coordinated development of a management plan of a clinical condition. It is based on the ideal of rapid assessment, diagnostics and management by a multidisciplinary team, enabling a length of stay (LOS) of no greater than 48 hours, and ensuring that the patient journey is well coordinated to progress the patient to the next phase of care. The MAPU will provide comprehensive, multidisciplinary patient-centred care by dedicated teams to provide timely access to senior physicians and a multidisciplinary team for assessment and decision making. For this position it is highly desirable that the successful candidate bring to this role: Demonstrated extensive competence in advance nursing practice, utilising the nursing process, and incorporating a risk assessment approach; with a minimum of three years recent experience in a relevant clinical unit or area; Demonstrated proficient clinical assessment skills, sound judgment and problem solving abilities, a proven ability to work autonomously, and in collaboration with a multidisciplinary team; Demonstrated excellence in communication skills, including the effective negotiation and conflict resolution, ability to liaise effectively with diverse external and internal stakeholders, and interact as part of a multidisciplinary team; Demonstrated clinical leadership skills including: ability to lead change in clinical practice, ability in clinical teaching and performing competency based assessment skills utilising adult learning principles, ability to provide effective mentorship to other staff, and within a multidisciplinary team.; Demonstrated commitment to lead quality improvement, nursing practice review, clinical research and policy development, in the pursuit of best-practice to achieve excellence in the delivery of contemporary models of care; and Demonstrated commitment to professional development, including; relevant post graduate qualifications or working towards. In support, we will provide you generous terms and conditions.

Please visit: <http://www.calvary-act.com.au/career-vacancies.html>

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Nicole Dennis (02) 6201 6648 nicole.dennis@calvary-act.com.au Applications can be forwarded to: applications@calvary-act.com.au

Nursing

Medical Assessment and Planning Unit (MAPU)

Nursing

Registered Nurse Level 2

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: MAPU-RN2, Several)

Gazetted: 03 December 2013

Closing Date: 18 December 2013

Medical Assessment & Planning Unit (MAPU) Calvary Health Care ACT announces the establishment of new patient-centred initiative: the Medical Assessment and Planning Unit (MAPU), planned for opening early February 2014.

We are seeking to appoint a strong dynamic team to establish and grow the MAPU. The MAPU is a designated Unit that is specifically staffed and equipped to receive medical patients for assessment,

care and treatment for a designated period of time (usually 24 to 48 hrs) prior to transfer to a medicine inpatient ward, or Hospital in the Home, or discharge home. The MAPU model of care provides the patient with personal and clinical support, and coordinated development of a management plan of a clinical condition. It is based on the ideal of rapid assessment, diagnostics and management by a multidisciplinary team, enabling a length of stay (LOS) of no greater than 48 hours, and ensuring that the patient journey is well coordinated to progress the patient to the next phase of care. The MAPU will provide comprehensive, multidisciplinary patient-centred care by dedicated teams to provide timely access to senior physicians and a multidisciplinary team for assessment and decision making. For this position it is highly desirable that the successful candidate bring to this role: Demonstrated extensive competence in advance nursing practice, utilising the nursing process, and incorporating a risk assessment approach; with a minimum of three years recent experience in a relevant clinical unit or area; Demonstrated proficient clinical assessment skills, sound judgment and problem solving abilities, a proven ability to work autonomously, and in collaboration with a multidisciplinary team; Demonstrated excellence in communication skills, including the effective negotiation and conflict resolution, ability to liaise effectively with diverse external and internal stakeholders, and interact as part of a multidisciplinary team; Demonstrated clinical leadership skills including: ability to lead change in clinical practice, ability in clinical teaching and performing competency based assessment skills utilising adult learning principles, ability to provide effective mentorship to other staff, and within a multidisciplinary team; Demonstrated commitment to lead quality improvement, nursing practice review, clinical research and policy development, in the pursuit of best-practice to achieve excellence in the delivery of contemporary models of care; Demonstrated commitment to professional development, including; relevant post graduate qualifications or working towards.

Please visit: <http://www.calvary-act.com.au/career-vacancies.html>

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Nicole Dennis (02) 6201 6648 nicole.dennis@calvary-act.com.au Applications can be forwarded to: applications@calvary-act.com.au

Nursing

Medical Assessment and Planning Unit (MAPU)

Nursing

Registered Nurse Level 1

Registered Nurse Level 1 \$55,567 - \$75,084, Canberra (PN: MAPU-RN1, Several)

Gazetted: 03 December 2013

Closing Date: 18 December 2013

Medical Assessment & Planning Unit (MAPU) Calvary Health Care ACT announces the establishment of new patient-centred initiative: the Medical Assessment and Planning Unit (MAPU), planned for opening early February 2014.

We are seeking to appoint a strong dynamic team to establish and grow the MAPU. The MAPU is a designated Unit that is specifically staffed and equipped to receive medical patients for assessment, care and treatment for a designated period of time (usually 24 to 48 hrs) prior to transfer to a medicine inpatient ward, or Hospital in the Home, or discharge home. The MAPU model of care provides the patient with personal and clinical support, and coordinated development of a management plan of a clinical condition. It is based on the ideal of rapid assessment, diagnostics and management by a multidisciplinary team, enabling a length of stay (LOS) of no greater than 48 hours, and ensuring that the patient journey is well coordinated to progress the patient to the next phase of care. The MAPU will provide comprehensive, multidisciplinary patient-centred care by dedicated teams to provide timely access to senior physicians and a multidisciplinary team for assessment and decision making. For this position it is highly desirable that the successful candidate bring to this role: Demonstrated competence in advance nursing practice, utilising the nursing process, and incorporating a risk assessment approach; with a minimum of two years recent experience in a relevant clinical unit or area; Demonstrated clinical assessment skills, sound judgment, critical thinking, and problem solving abilities, a proven ability to

work autonomously, and in collaboration with a multidisciplinary team; Demonstrated application of effective communication skills, including the effective negotiation and conflict resolution, ability to liaise effectively with diverse external and internal stakeholders, and interact as part of a multi-disciplinary team; Demonstrated commitment to quality improvement, nursing practice review, clinical research and policy development, in the pursuit of best-practice to achieve excellence in the delivery of contemporary models of care; and Demonstrated commitment to professional development, including; relevant post graduate qualifications or working towards. In support, we will provide you generous terms and conditions of employment. Please visit: <http://www.calvary-act.com.au/career-vacancies.html>

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Nicole Dennis (02) 6201 6648 nicole.dennis@calvary-act.com.au Applications can be forwarded to: applications@calvary-act.com.au

Occupational Therapy

Health Professional Level 1/2

Health Professional Level 1/2 \$50,899 - \$75,477, Canberra (PN: HP20T)

Gazetted: 03 December 2013

Closing Date: 8 January 2014

The Occupational Therapy Department at Calvary Hospital, Canberra is looking for a new junior occupational therapist to join us on a 12 month temporary contract from early February 2014. New graduates are encouraged to apply. This is an exciting opportunity to join a supportive team during a period of growth & expansion. This position will receive regular clinical supervision and support from a senior clinician and will rotate between the following inpatient clinical areas on a 6 monthly basis: General Medical Wards, Surgical Ward, Stroke Unit, Medical Assessment & Planning Unit (MAPU) Adult Mental Health Ward and the Aged Care & Rehabilitation Unit. The Occupational Therapy Department provides fortnightly in-services and many varied training opportunities to assist in the development of all staff. A new graduate competency programs is in place, and all staff complete an Annual Development Plan upon joining the organisation. We offer a very competitive salary, free uniforms, salary packaging, free parking, and the potential for onsite accommodation. If you are successful in your application, working hours and commencement dates are flexible. A copy of the application kit and selection documentation is available on our website: <http://www.calvary-act.com.au/career-vacancies.html>. Applications must address the selection criteria. A Service of the Sisters of the Little Company of Mary with values of hospitality, healing, stewardship and respect.

Eligibility/Other Requirements: Selection Criteria

Note: In accordance with Calvary Health Care, ACT Staff Screening and Immunisation Policy, prospective staff expecting to work in clinical placements or come into contact with infective material (category A1 or A2) as described below are required to provide documented evidence that they have attended an accredited TB screening facility within Australia for baseline TB screening 6 months prior to employment. Table 1: Risk Categorisation Guidelines Risk Category. Category A1 Contact with patients or contact with blood, body substances or infectious material. Staff and students who perform exposure prone procedures* (EPPs) on patients. Category A2 All other staff and students who have close contact** with patients (besides EPPs). Staff and students who do not have close contact with patients but potentially have some contact with blood, body substances, infectious material in a laboratory, clinical waste, laundry, ward cleaning, food handling settings or in a morgue/forensic medicine setting. Commencing 1 October 2013, all Category A staff members must provide documented evidence of TB Screening before commencing work at Calvary. (Please email the evidence along with your job application)

Contact Officer: Michael Malcomess (02) 6201 6087 michael.malcomess@calvary-act.com.au

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

Nursing

Medical Assessment and Planning Unit (MAPU)

Nursing

Enrolled Nurse

Endorsed/Unrestricted Enrolled Nurse \$50,160 - \$54,667, Canberra (PN: MAPU-EN, Several)

Gazetted: 03 December 2013

Closing Date: 18 December 2013

Endorsed/Unrestricted Enrolled Nurse Medical Assessment & Planning Unit (MAPU), Salary - \$50,160 - \$54,667 (Full Time Rate) Position Number - MAPU-EN, Several Applications Close - 18 December 2013

Permanent Full-time or Part-time Positions considered Medical Assessment & Planning Unit (MAPU)

Calvary Health Care ACT announces the establishment of new patient-centred initiative: the Medical Assessment and Planning Unit (MAPU), planned for opening early February 2014. We are seeking to appoint of a strong dynamic team to establish and grow the MAPU. The MAPU is a designated Unit that is specifically staffed and equipped to receive medical patients for assessment, care and treatment for a designated period of time (usually 24-48 hrs) prior to transfer to a medicine inpatient ward, or Hospital in the Home, or discharge home. The MAPU model of care provides the patient with personal and clinical support, and coordinated development of a management plan of a clinical condition. It is based on the ideal of rapid assessment, diagnostics and management by a multidisciplinary team, enabling a length of stay (LOS) of no greater than 48 hours, and ensuring that the patient journey is well coordinated to progress the patient to the next phase of care. The MAPU will provide comprehensive, multidisciplinary patient-centred care by dedicated teams to provide timely access to senior physicians and a multidisciplinary team for assessment and decision making. For this position it is highly desirable that the successful candidate bring to this role: Demonstrated ability to delivery competent and independent nursing care under the direct or indirect supervision of a registered nurse and in accordance with the AHPRA National Competency Standards for an Enrolled Nurse (with unrestricted registration); Demonstrated clinical assessment skills, sound judgment and problem solving abilities, within their scope of practise, and in collaboration with a multidisciplinary team; Demonstrated application of effective communication and interpersonal skills to work within a multidisciplinary team and with consumers and their carers; Demonstrated commitment to participate in quality improvement, nursing practice review, clinical research and policy development, in the pursuit of best-practice to achieve excellence in the delivery of contemporary models of care; and Demonstrated commitment to professional development, through the active participation in education and training activities relevant to the field of clinical practice. In support, we will provide you generous terms and conditions of employment, on-going professional development and the opportunity to excel.

For further enquiries regarding the above positions please contact Nicole Dennis, Nursing Director Medicine, Midwifery & Rehabilitation, ph 0422 817 104, email Nicole.dennis@calvary-act.com.au

Applicants must: Address selection criteria, and provide curriculum vitae, including names/contact details for two professional referees. Applications not including the above critical documentation will not be accepted for consideration. In accordance with Calvary Health Care, ACT Staff Screening and Immunisation Policy, prospective staff expecting to work in clinical placements or come into contact with infective material (category A1 or A2) as described below are required to provide documented evidence that they have attended an accredited TB screening facility within Australia for baseline TB screening 6 months prior to employment. Table 1: Risk Categorisation Guidelines Risk Category Criteria
Category A1 Contact with patients or contact with blood, body substances or infectious material Staff and students who perform exposure prone procedures* (EPPs) on patients. Category A2 All other staff and students who have close contact** with patients (besides EPPs). Staff and students who do not have close contact with patients but potentially have some contact with blood, body substances, infectious material in a laboratory, clinical waste, laundry, ward cleaning, food handling settings or in a morgue/forensic medicine setting. Commencing 1 October 2013, all Category A staff members must

provide documented evidence of TB Screening before commencing work at Calvary. (Please email the evidence along with your job application).

Eligibility/Other Requirements: Selection Criteria

Contact Officer: Nicole Dennis (02) 6201 6648 nicole.dennis@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**

CIT Trade Skills and Vocational Learning

TSVL Management

Education Leader

Teacher Band 2 \$104,449, Canberra (PN: 51900)

Gazetted: 28 November 2013

Closing Date: 12 December 2013

Details: CIT currently requires an experienced Vocational Education and Training Leader to support student completions in particular apprentices, across all CIT teaching areas as well as the embedding of foundation skills development. The Education Leader will be a collaborator who is able to work as an integral part of the leadership team of CIT Trade Skills and Vocational Learning (TSVL), where most of CIT's apprentices are located. This role will also be a leader across CIT and will establish effective relationships and strategies that support successful educational outcomes across all teaching colleges, with a particular focus on embedding foundation skills achievement.

Eligibility/Other Requirements: All Teacher Band 2 teachers are expected to hold a Training and Assessment Certificate IV level (such as TAE4110 or equivalent) and an Advanced Diploma in Adult Education (or equivalent) are mandatory. Also all Teacher Band 2 teachers hold a minimum of a Bachelor degree in Education, Management or relevant industry specialisation is desirable. Industry experience is mandatory and the minimum requirements for the Education Leader include recent professional experience in a vocational education environment, and/or a trades environment of vocational education, and/or within an area of language literacy and numeracy as it applies to a vocational education environment.

Note: This is a temporary position available for two years with the possibility of an extension up to five years.

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.

Building Technology and Design

Resource Sciences

Teacher Band 1

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 16070)

Gazetted: 03 December 2013

Closing Date: 17 December 2013

Details: Under the direction of the Director(s) perform professional, educational, administrative and training duties. Offer the appropriate educational programs to provide students the opportunity to achieve the required training outcomes. This may involve mentoring structured industry based training, conducting on-campus training or managing alternative learning processes. Develop valid assessment

tools and learning resources and apply them in a range of training environments, administer the operational requirements to ensure contractual obligations of the Registered Training Organisation are met in terms of delivery, assessment and reporting progress levels to employers and funding agencies. Initiate and conduct innovative programs to meet specific commercial client needs as required. Eligibility/Other Requirements: Mandatory qualifications: All Teacher Band 1 Teachers will hold: A Training and Assessment Certificate IV level (such as TAE4110 or equivalent). If the Teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment; and appropriate industry competencies demonstrated by the following qualifications: Diploma of Building Construction or equivalent (minimum requirement); ACT B Class Building Licence; All Teacher Band 1.7 and Teacher Band 1.8 Teachers, in addition to the above, are required to hold an: Advanced Diploma in Adult Vocational Education (or equivalent). Mandatory industry experience: All Teacher Band 1 teachers are required to have relevant industry experience. Note: This is a temporary position available for a period of 12 months with the possibility of extension up to five years.

Contact Officer: Noel Hamey (02) 6207 4161 noel.hamey@cit.edu.au

Commerce and Works

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

Shared Services

Shared Services Information and Communication Technology

Business Development

Business Systems Support Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 27963)

Gazetted: 29 November 2013

Closing Date: 13 December 2013

Details: This role will be require to deliver comprehensive training and first tier support for computer based business applications to ACT Health staff, in particular the ACT Patient Administration System (ACTPAS), Orion Concerto, Mes@ls and the Mental Health Client Management Application (MHAGIC). Eligibility/Other Requirements: Participation in the afterhours on-call roster for application support is mandatory. The possession of, or the ability to attain, a Protected security clearance is a requirement. Awareness of privacy and confidentiality when working with Health business applications and information would be an advantage. Educational and professional qualifications checks may be undertaken prior to employment. Qualifications in IT applications training would be an advantage.

Notes: This temporary position is available from 13 January 2014 until 29 April 2014 with the possibility of extension and/or permanent filling from this recruitment process. Selection may be from application and referee reports.

Contact Officer: Melinda Jeffery (02) 6205 2272 or Chris Jeffrey (02) 6207 9427
melinda.jeffery@act.gov.au; chris.jeffrey@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**

Policy and Organisational Services

Organisational Services

Manager Recruitment and Workforce Planning

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 33242)

Gazetted: 28 November 2013

Closing Date: 12 December 2013

Details: Opportunity for an experienced practitioner in the contemporary issues associated with Workforce Planning and Recruitment in a human services environment.

Eligibility/Other Requirements: Qualifications and/or extensive experience in Human Resources are highly desirable.

Contact Officer: Maree Mannion (02) 6207 8048 maree.mannion@act.gov.au

Housing and Community Services

Asset Management Branch

Contract Management

Manager Service Delivery Team

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 23636)

Gazetted: 03 December 2013

Closing Date: 10 December 2013

Details: The position will provide leadership and management in the delivery of services from the Contract Management Team relating to the Total Facilities Management maintenance contract for the Asset Management Branch. Candidates are required to demonstrate strong leadership skills and in depth knowledge of Housing ACT policies and standards. Candidates need highly developed negotiating and communication skills to liaise with a broad range of people from management, operational staff and members of the public. Candidates are also required to prepare high-level briefings and correspondence, and other duties as required.

Note: This temporary position is available 6 January 2014 until 31 January 2014. Applicants may be selected on the basis of application only.

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: Brent Fitzsimons (02) 6207 6314 brent.fitzsimons@act.gov.au

Housing and Community Services

Asset Management Branch

Contract Management

Manager Contract Administration

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 10575)

Gazetted: 03 December 2013

Closing Date: 10 December 2013

Details: The position will provide leadership and management in the delivery of Contract Administration services for the Contract Management Team, Asset Management Branch. Candidates are required to demonstrate strong leadership skills and in depth knowledge of Housing ACT policies and procedures. Candidates need highly developed analytical skills and communication skills to liaise with a broad range of people from management, operational staff and members of the public. Candidates are also required to prepare high-level briefings and correspondence, and other duties as required.

Note: This temporary position is available 30 January 2014 until 26 February 2014. Applicants may be selected on the basis of application only.

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: Brent Fitzsimons (02) 6207 6314 brent.fitzsimons@act.gov.au

Office for Children, Youth and Family Support

Youth Services

Youth Justice Case Management

Case Manager

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

Gazetted: 29 November 2013

Closing Date: 13 December 2013

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

Eligibility/Other Requirements: Relevant tertiary qualifications and at least twelve months experience in Case Management roles. Current driver's licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) ACT 2011* will be required. For further information on Working with Vulnerable people registrations refer to:

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

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

Notes: The position maybe filled based on written applications and referee reports only.

Contact Officer: Christina Towns (02) 6205 4369 christina.towns@act.gov.au

Policy and Organisational Services

Governance, Advocacy and Community Policy

Organisational Governance

Records Officer

Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 14156)

Gazetted: 04 December 2013

Closing Date: 11 December 2013

Details: A challenging and exciting position for 3 months (with the possibility of extension) exists within the Community Services Directorate's Records Management Unit for an enthusiastic person. Applicants should have a good knowledge of the operation and administration of TRIM as well as providing high quality records management services.

Eligibility/Other Requirements: The applicant should have good liaison skills; and the ability to work in a busy environment and provide high quality customer service.

Notes: This temporary position is available asap until 31 January 2014 with the possibility of extension.

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: Kevin Knudsen (02) 6205 4804 kevin.knudsen@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**

Land Development, Strategy and Finance

Strategic Finance

LDA Project Accounting

Project Accountant

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 13857)

Gazetted: 03 December 2013

Closing Date: 10 December 2013

Details: The Strategic Finance Branch seeks an experienced Project Accountant with strong teamwork and communication skills to join a small team to prepare comprehensive financial feasibilities and undertake regular formal reviews of project performance for land development and capital works projects carried out by the ACT Land Development Agency.

Eligibility/Other Requirements: Completion or substantial progression towards tertiary qualifications in accounting, finance or commerce desirable. Membership or progression toward membership of a professional body (e.g. CPA Australia, ICAA) would be an advantage.

Contact Officer: Kathy Deards (02) 6205 2040 kathy.deards@act.gov.au

Land Development, Strategy and Finance Division

Strategic Finance

EDD Finance

Finance Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 18811)

Gazetted: 03 December 2013

Closing Date: 10 December 2013

Details: The Strategic Finance Branch is seeking to recruit an experienced Finance Manager to lead the day to day financial management of the Economic Development Directorate. The ideal candidate will possess significant financial management, accounting, leadership and liaison skills to deliver exceptional financial services and advice to support the Directorate's operations.

Eligibility/Other Requirements: Tertiary qualifications in Accounting, Finance or Commerce.

Membership of a professional body (e.g. CPA Australia, ICAA).

Contact Officer: Richard Hutch (02) 6207 9956 richard.hutch@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**

Education Strategy

School Performance

Strategy Research and Innovation

Manager

School Leader B \$118,502, Canberra (PN: 04020)

Gazetted: 28 November 2013

Closing Date: 12 December 2013

Details: The Manager, Strategy, Research and Innovation (SRI) is responsible for leading, managing and supporting the Directorate's key priority areas with a particular focus on governance and quality assurance across the Directorate's professional learning and training programs and initiatives. The position requires the ability to work at both strategic and operational levels across the directorate (schools and central office teams) and demonstrated capacity to drive business improvement and innovation with a focus on client service in alignment with the Directorate's Strategic Plan. Applications are sought from a dynamic, high performing School Leader to join the School Performance Branch within Education Strategy Division. As a pivotal member of the SRI Section the successful applicant will provide advice and support to the Senior Manager, SRI and other Senior Executives in program governance, building workforce capability and coordinating professional learning and training for staff. 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: Laurie Campbell 0478 408 837 laurence.campbell@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.

Organisational Integrity

Performance and Planning

Performance and Systems

Project Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 32975)

Gazetted: 28 November 2013

Closing Date: 5 December 2013

Details: The Education and Training Directorate seeks an Officer to manage the procurement and implementation of the upgrade of its major school administration system. The Officer should have proven project management experience and will identify and document business process, policy and procedural changes; develop project documentation and identify and respond appropriately to risks.

Notes: This is a temporary position available until 31 December 2016 with the possibility of an extension.

Contact Officer: Simon Tiller (02) 6205 9317 simon.tiller@act.gov.au

Tertiary Education and Performance

International Education Unit

Senior Project Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 33379)

Gazetted: 03 December 2013

Closing Date: 17 December 2013

Details: The International Education Unit is seeking a highly motivated Senior Project Officer. The successful applicant will be responsible for the management of international student enrolments and admissions for the Directorate. As a member of a small team, the successful applicant will also be required to perform the following duties: Assisting with arrival, homestay and orientation programs for international students. Provide support to schools as required with matters relating to international students. Ability to interpret and implement legislation and policy related to international students. Communicate both in writing and verbally with students, homestay host families, schools, parents and agents. PRISMS data entry and responsibility for compliance reporting. The position requires liaison with

international bodies, both on and offshore and high level verbal and written communication with a commitment to prompt client service.

Eligibility/Other Requirements: Ability to be fluent in both written and spoken Mandarin and/or another South East Asian language is desirable.

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: Nicole King (02) 6205 6998 nicole.king@act.gov.au

Office for Schools

North Canberra/Gungahlin Network

Black Mountain School

Information Technology Officer

Information Technology Officer Class 1 \$57,004 - \$65,178, Canberra (PN: 28716)

Gazetted: 02 December 2013

Closing Date: 9 December 2013

Details: Black Mountain School is seeking an enthusiastic Information Technology Officer. The successful applicant will be required to liaise with the School IT Coordinator in relation to all aspects of the development, implementation and management of PC systems across the school. Support will also be provided to staff in the installation and management of specialised computer hardware and software used to support AAC and accessibility for students with high support needs. Within a special school context the successful applicant will identify and rectify hardware problems, manage user accounts, maintain the school's IT asset database and provide technical support/assistance with IT security for the school.

Eligibility/Other Requirements: Completion or near completion of an associate diploma or higher qualification in computing/information science or significant relevant work experience (two or more years).

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: Greg Wagg (02) 6205 6377 greg.wagg@ed.act.edu.au

Office for Schools

North Gungahlin Network

Dickson College

Classroom Teacher

Classroom Teacher \$55,775 - \$88,184, Canberra (PN: 34685)

Gazetted: 28 November 2013

Closing Date: 5 December 2013

Details: Dickson College is a school catering for approximately 800 Year 11 and 12 students which focuses on excellence, opportunity and community. We have a diverse range of students and specialised programs including Connect 10, a Learning Support Program, ESL and Refugee Bridging programs. We offer both Academic and Vocational programs. We are seeking a VET qualified Teacher who is committed to working with young adults in a flexible manner, skilled in the areas of Woodwork and Building projects and keen to commit to the broader life of the college.

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). Qualification in VET (Cert IV level) required.

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: Kerrie Heath (02) 6205 6455 kerrie.heath@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 and Gungahlin Network

Black Mountain School

Transition Coordinator

School Assistant 4 \$54,064 - \$58,700, Canberra (PN: 10998)

Gazetted: 02 December 2013

Closing Date: 9 December 2013

Details: Black Mountain School is seeking applications for the position of Transition Coordinator. The successful applicant will be responsible for working as a member of a team to provide support to students with a disability transitioning from school to their post-school environment. Applicants must have knowledge of the educational issues, programs and initiatives relating to increasing educational outcomes and ensuring high expectations for young people with a disability. The Officer is required to work school hours and conditions, liaise between school staff, students, families and disability support communities in the ACT and region. Work in a team with program administrators, Directorate staff and other interagency staff to implement programs and activities aimed at improving education outcomes for students with a disability. 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 students with a disability. Work toward raising awareness and embedding disability perspectives throughout the wider ACT community. Support and implement programs with teachers and other school staff that build relationships and deliver social skills, personal development programs, vocational, and transition programs appropriate to students with special needs. Well developed communication skills.

Eligibility/Other Requirements: A current driver's licence. Tertiary qualifications in disability work or related fields desirable.

Notes: This is a temporary position available until 17 December 2014 with the possibility of extension and permanency. A School Assistant 4 is required to work six days (in addition to the four day's Professional Learning) during stand down periods between terms to undertake duties as directed, for example program preparation. This will normally be two days within each stand down period, subject to negotiation with the Principal. 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

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

Mental Health Justice Health Alcohol and Drug Services

Mental Health Clinical Services

Psychiatrist

Staff Specialist Band 1-5 \$147,465-\$181,976, Canberra (PN: Several)

Gazetted: 05 December 2013

Closing Date:

The Position: The Division provides Mental Health Services for Canberra and the South East region of New South Wales serving a population of about half a million. Mental Health Services is a major teaching service of the Australian National University (ANU) Medical School and has well-developed undergraduate and postgraduate teaching programs and a state-of-the-art medical library. There are excellent opportunities for collaborative research. Appointments to Mental Health Services may involve service provision in other Divisions of Health including Canberra and Calvary Hospitals. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 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 medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Psychiatrists or an equivalent higher specialist qualification.

Note: These positions are temporary and full-time. These positions will be across Mental Health Service ACT.

Contact Officer: Dr Peter Norrie, Director of Clinical Services (02) 6205 0687 peter.norrie@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

Director General Reports

Population Health Executive Office

Health Improvement Branch

Grants Program Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 12955)

Gazetted: 05 December 2013

Closing Date: 12 December 2013

Details: We are seeking a motivated person to help manage the Program, which provides \$2.1m in annual funding to community organisations, so that they can deliver health promotion programs and projects. The Program has a particular focus on activities which improve outcomes around overweight and obesity. The successful applicant needs to have enthusiasm and excellent stakeholder engagement skills, as well as knowledge of health promotion principles and practices. Previous experience in grants administration would be an advantage.

Eligibility/Other Requirements: A tertiary qualification or equivalent experience in a field relevant to health promotion or community development is desirable.

Notes: This is a temporary position available until 30 September 2014, while the substantive occupant of the position is on secondment. There is a possibility of extension, and part-time hours may be considered. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Application may be based on written applications and referee reports only, and a merit list may be created as a result of this process. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Expressions of Interest should address the Selection Criteria (no longer

than 2 pages), Curriculum Vitae and two referee contacts, including most current supervisor, should be provided.

Contact Officer: Tony Blattman (02) 6205 3345

Director General Reports

Population Health

Office of the Chief Health Officer

Senior Policy Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 29558)

Gazetted: 05 December 2013

Closing Date: 12 December 2013

Details: A temporary position exists within the Office of the Chief Health Officer. The Office of the Chief Health Officer is a small, dynamic team with responsibility for a wide range of public health policy areas.

Note: This is a temporary position available from 13 January 2014 until 9 January 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.

Contact Officer: Emily Harper (02) 6205 2245

Director General Reports

Population Health

Health Protection Service

Food Safety Team Leader

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 27603)

Gazetted: 05 December 2013

Closing Date: 12 December 2013

Details: Applicants are invited to apply for the role of Health Professional Level 4, Food Safety Team Leader in the Environmental Health Operations Team. This position requires management of the Food Safety Team and maintenance of the quality service delivery of the Food Inspection Team.

Eligibility/Other Requirements: Degree in Applied Science (Environmental Health) or Bachelor in Applied Science and a graduate diploma in Environmental Science or a Bachelor of Science with a graduate diploma in Environmental Science equivalent. Driver's licence. Demonstrated ability to consistently display commitment to, compliance with and leadership in high quality Customer Service, Equity and Diversity, Occupational Health and Safety and Industrial Democracy principles and practices and relevant legislation to these areas, and an understanding of and commitment to ACT Health values.

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

Contact Officer: Brian Jones (02) 6205 1713

Canberra Hospital and Health Service

Medicine

Pharmacy - TCH

Lead Pharmacist Rehabilitation, Aged and Community Care

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 32635)

Gazetted: 05 December 2013

Closing Date: 23 January 2014

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 this position will have a 50% clinical load, with other listed duties making up the remaining 50%.

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. Medication Management review accredited with the Australian College of Consultant Pharmacy or equivalent, or enrolled in said course during probation period.

Notes: 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 this position. 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.

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

Chronic Disease

Service Coordinator

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 25319)

Gazetted: 05 December 2013

Closing Date: 12 December 2013

Details: The Chronic Disease Management, Obesity Service Coordinator is a permanent full-time position. We are looking for a senior allied health professional with service development and team management experience. Located in the Belconnen Extended Care Health Centre (BECHC), this newly 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 CDMOS Senior Staff Specialist and the Director of Chronic Disease Management to establish the service and will provide clinical input as required.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Physiotherapy, Occupational Therapy, Exercise Physiology, Psychology or Dietetics, with current Unconditional Registration with the Australian Health Practitioner Regulation Agency (AHPRA) where applicable and/or eligibility for membership of the appropriate professional organisation. Current driver's licence.

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

Contact Officer: Claire Pearce (02) 6207 9290

Canberra Hospital and Health Services

Critical Care and Diagnostics

Demand Management

Bed Allocation Officer

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 32408, several)

Gazetted: 05 December 2013

Closing Date: 12 December 2013

Details: Critical Care is seeking applications from suitably qualified and experienced Registered Nurses for permanent appointment to the positions of Bed Allocations Officer for the Access Unit of Canberra Hospital and Health Services. The Bed Allocation Officer works a 7 day rotating shift work roster and provides a centralised point of contact for all patient flow activity within The Canberra Hospital and outside health organizations. The Bed Allocations Officer reports to the Assistant Director of Nursing, Access Manager.

Eligibility/Other Requirements: Registered or eligible to be registered with the Australian Health Practitioner Regulation Authority (AHPRA).

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

Contact Officer: Julie Wood (02) 6244 2831

Canberra Hospital and Health Services

Medicine

Clinical

Clinical Development Nurse New Graduate Program

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 27009)

Gazetted: 05 December 2013

Closing Date: 12 December 2013

Details: An exciting opportunity exists for a Registered Nurse to work within a dynamic team to facilitate, mentor and assist New Graduate Registered Nurses within the New Graduate Nurse Program at The Canberra Hospital. If you are interested in joining the New Graduate Nurse Program team, please submit your application addressing the selection criteria, a recent curriculum vitae and a list of two professional referees.

Eligibility/Other Requirements: Registered as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Holds Certificate IV in Workplace Training and Assessment. A postgraduate qualification in Nursing or clinical education and current clinical experience as a Clinical Development Nurse is highly 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: Kendra Kemister (02) 6244 2265

Canberra Hospital and Health Services

Critical Care and Imaging

Demand Management

Bed Allocation Officer

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 32407, several)

Gazetted: 05 December 2013

Closing Date: 12 December 2013

Details: Critical Care is seeking applications from suitably qualified and experienced Registered Nurses for permanent appointment to the positions of Bed Allocations Officer for the Access Unit of Canberra Hospital and Health Services. The Bed Allocation Officer works a seven day rotating shift work roster and provides a centralised point of contact for all patient flow activity within The Canberra Hospital and outside health organizations. The Bed Allocations Officer reports to the Assistant Director of Nursing, Access Manager.

Eligibility/Other Requirements: Registered or eligible to be registered with the Australian Health Practitioner Regulation Authority (AHPRA).

Note: To complete your application you must prepare responses to the Selection Criteria, provide a current Curriculum Vitae along with the names of two referees as a document to be uploaded and included with your application.

Contact Officer: Julie Wood (02) 6244 2831

Canberra Hospital and Health Services

Capital Region Cancer Services

Cancer Nursing

Bleeding Disorders Registered Nurse

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 15660)

Gazetted: 05 December 2013

Closing Date: 12 December 2013

Details: Applications are sought from suitably qualified Registered Nurses to fill a new permanent position as a full time Bleeding Disorders Registered Nurse in the Haematology Outpatient Unit. The exciting new and challenging position of Bleeding Disorders Registered Nurse will be highly motivated to engage in consultation, coordination, support and educative practices with families, carers and other agencies as well as being an excellent role model for other staff.

Eligibility/Other Requirements: Registration or eligibility for registration as a Registered Nurse with the AHPRA and current unrestricted driver's licence required.

Notes: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded with your application. Applications should include current curriculum vitae and the names and contact details for two professional referees.

Contact Officer: Kathlene Robson (02) 6174 7044

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community and Older Person

Clinical Manager

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 18784)

Gazetted: 05 December 2013

Closing Date: 12 December 2013

Details: City Mental Health has an exciting position available for an RN2 working within the multidisciplinary team environment. You will be required to provide contemporary evidence based service guided by the principles of Recovery. City Mental Health is an experienced team comprising of Consultant Psychiatrists, Nursing Staff, Social Workers, Psychologists, Technical Officer and Administration staff. In your role as a Clinical Manager you will conduct assessments, and plan and

deliver care and treatment to mental health consumers in the community setting. It is an expectation that you will work within the multidisciplinary team processes and provide collaborative care which involves the consumer, their carer's and other key stakeholders.

Eligibility/Other Requirements: Nursing qualification with appropriate registration with AHPRA required. Applicants must have experience in a related/relevant organization/service. Minimum of two years post registration experience working in mental health is desirable. Current driver's licence is required.

Notes: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Please feel free to contact the Team Leader of City Mental Health John Acs if you have any questions with regard to this position.

Contact Officer: John Acs (02) 6205 1338 john.acs@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Imaging

Radiographer

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade),
Canberra (PN: 28800)**

Gazetted: 05 December 2013

Closing Date: 12 December 2013

Details: The successful applicant will perform all aspects of general radiography while observing departmental protocols and radiation protection measures at all times. Participate in more advanced modalities with the approval and supervision of the Senior Health Professional Officer Grade 4 in the area.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Eligible for membership of the Australian Institute of Radiography.

Mandatory: Registration with the Medical Radiation Practice Board of Australia; Possess a Radiation Licence from the ACT Radiation Council. Previous experience in advanced modalities (e.g. MRI, CT, Angiography) is essential, as well as trauma and tertiary teaching hospital experience.

Note: An order of merit will be formed from this selection process and will be utilised to fill any full-time/part-time, temporary positions (at level), which may occur within the following six months. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Applicants must provide two written referee reports which address the selection criteria. Selection may be based on application and referee reports only and interviews may not be held.

Contact Officer: Cameron Robertson (02) 6244 4362

Canberra Hospital and Health Services

Mental, Justice, Alcohol and Drug Services

Alcohol and Drug Program

Counsellor

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade),
Canberra (PN: 32751)**

Gazetted: 05 December 2013

Closing Date: 12 December 2013

Details: The Alcohol and Drug Service is a multidisciplinary service within ACT Health, providing a range of specialist services for people affected by alcohol and other drug use. This position will work with a multi skilled team of health professionals to provide a range of psychotherapeutic supports and services to the community. The successful applicant will be required to have recent demonstrated experience in the provision of comprehensive assessments, counselling and group work.

Eligibility/Other Requirements: Psychologist or Clinical Psychologist with full registration, or Social Worker with eligibility for accredited membership with the Australian Association of Social Workers. Previous clinical experience is essential. Preparedness to attain alcohol and other drug competencies as required by the Minimum Qualifications Strategy. Current driver's licence.

Note: This is a permanent part-time position available at two days a week. This position(s) maybe 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.

Contact Officer: Carmel McBride (02) 6205 1609

**Canberra Hospital and Health Services
Mental, Justice, Alcohol and Drug Services
Adult Community and Older Persons
Transitional Community Clinician**

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade),
Canberra (PN: 31329)**

Gazetted: 05 December 2013

Closing Date: 12 December 2013

Details: Tuggeranong Mental Health have a permanent position available for a Health Professional Level 3, Social Worker, working within the Multidisciplinary Team environment to provide contemporary evidence based service guided by the principles of Recovery. The Community Transitional Clinician has the dual function of supporting the transition and coordinating care for unallocated (ie. No Clinical Manager assigned) mental health consumers exiting from either of the two public ACT Psychiatric Inpatient Units (Adult Mental Health Unit, Calvary Psychiatry Ward 2N) into the community setting and supporting those unallocated consumers whose mental health is deteriorating in the community to prevent hospital admission wherever possible. It is expected that you will provide high quality interventions and support the achievement of sound outcomes for consumers. It is an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at Levels HP 2 and 1 and support the Team Leader in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Social Work or and/or eligibility for membership of the appropriate professional organisation. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence.

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

Contact Officer: Danny Farrow (02) 6205 2777

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

**Paediatrics Personal Assistant
Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 32403)**

Gazetted: 05 December 2013

Closing Date: 12 December 2013

Details: Applicants are being sought for a dynamic and motivated person, interested in the position of Personal Assistant to the Clinical Director, Department of Paediatrics in the Division of Women, Youth and Children. The position provides high level administrative support to the Clinical Director, as well as

general office support to the Assistant Director of Nursing and staff of the Paediatrics Department. The position will also be responsible for liaising with the office of Executive Director of the Division on behalf of the Department of Paediatrics. Applicants should have excellent communication skills, ability to prioritise workloads, provide secretariat support to a number of committees, provide support to medical staff, travel booking, conferences and meetings and coordinate the fluent administration of the Department of Paediatrics by coordinating all leave and personnel documentation and storage. An understanding of financial reporting and general office finance support is very important. A focus and understating of customer service and appropriate engagement with consumers are essential.

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

Contact Officer: Tarryn Albrecht (02) 6174 7491

Canberra Hospital and Health Services

Capital Region Cancer Services

Haematology

Registered Nurse, Haematology Outpatient Unit

Registered Nurse Level 1 \$55,567 - \$75,084, Canberra (PN: 19254, several)

Gazetted: 05 December 2013

Closing Date: 12 December 2013

Details: Applications are sought from suitably qualified Registered Nurses to fill new vacancies as a full-time rotating roster of Registered Nurses Level 1 in the Haematology Outpatient Unit. The unit is able to offer the support of a Clinical Development Nurse.

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

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

Contact Officer: Kathlene Robson (02) 6174 7044

Strategy and Corporate

Service and Capital Planning

Service and Capital Planning Executive

TRIM and Administrative Assistant

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 30593)

Gazetted: 05 December 2013

Closing Date: 12 December 2013

Details: Under general direction, the successful applicant will be responsible for the coordination and communication of electronic documents through the office of the Executive Director, Service and Capital Planning using TRIM, general administrative assistance to the Executive team, collating reports and undertaking other appropriate duties which contribute to the operations of the section.

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: Geraldine Grayland (02) 6205 1123

Director General Reports

Office of Director General Reports

Office Assistant

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 24325)

Gazetted: 05 December 2013

Closing Date: 12 December 2013

Details: An opportunity has arisen for an enthusiastic person to provide administrative support within the office of the Director General Reports.

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

Contact Officer: Jenny Elsey (02) 6205 0823

Director General Reports

Population Health

Health Protection Service

Environmental Health Officers

Health Professional Level 1/2 \$50,899 - \$75,477, Canberra (PN: 29642, several)

Gazetted: 05 December 2013

Closing Date: 19 December 2013

Details: The Health Protection Service has a number of positions available for Environmental Health Officers seeking a challenge. These positions offer an opportunity to protect public health in a dynamic and changing environment. If you have Bachelor in Applied Science (Environmental Health) or Bachelor in Applied Science and Master or Graduate Diploma in Environmental Health or a Bachelor of Science with a Master or Graduate Diploma in Environmental Health or equivalent, consider the benefits of a position in the Health Protection Service in Canberra. The Australian Capital Territory provides a modern life style with extensive career development potential. Canberra is a dynamic multicultural environment with excellent facilities and unique lifestyle choices that are without equal. Further information about living in Canberra is available from <http://www.liveincanberra.com.au/>

Eligibility/Other Requirements: Bachelor in Applied Science (Environmental Health) or Bachelor in Applied Science and a Master or Graduate Diploma in Environmental Health or a Bachelor of Science with a Master or Graduate Diploma in Environmental Health. Current driver's licence.

Note: Appointment to the various levels will be dependent upon experience and qualifications. Level 2 positions are available for those with more than 12 months experience. Level 1 position's may also be available to suit recent graduates or those with less than 12 months experience.

Contact Officer: Brian Jones or Lyndell Hudson (02) 6205 1700

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Allied Health

Occupational Therapy Assistant

Health Care Assistant 3 \$47,764 - \$48,861, Canberra (PN: 32938)

Gazetted: 05 December 2013

Closing Date: 19 December 2013

Details: There is an exciting opportunity for a suitably qualified Occupational Therapy Assistant to join the Rehabilitation, Aged and Community Care (RACC) Community Care Program Occupational Therapy team. As an Occupational Therapy Assistant, you will work under the clinical guidance and direction of an occupational therapist to install adaptive equipment and assist with placement of basic home modifications. You will also undertake clinical administrative tasks. The service provides intervention to ACT residents and you will be required to travel to patient's homes and to equipment suppliers. This role requires a person who has effective interpersonal skills and time management practice. The Occupational Therapy team is a friendly and supportive team that meet regularly to share and develop skills and knowledge. We pride ourselves in our high level of professional care and customer service.

Eligibility/Other Requirements: Certificate IV in Allied Health Assistance (Occupational Therapy) or recognised equivalent. Current driver's licence is essential.

Note: This is a full-time 12 month temporary position with the possibility of extension. Selection may be based on application and referee reports only. To complete your application you should include a written response to the Selection Criteria and provide two written referee reports as a document to be uploaded and included with your application. This position may be required to participate in overtime, on call, and/or rotation roster. This recruitment round may be used to fill future full-time and part-time Occupational Therapy Assistant vacancies at this level across the Division of Rehabilitation, Aged and Community Care within the next 12 months. It is recommended that all prospective applicants contact the Contact Officer to discuss the position prior to submitting an application. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Nicola Cooper (02) 6205 1224

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

Transport Regulation

Program Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 27625)

Gazetted: 03 December 2013

Closing Date: 10 December 2013

Details: Under the limited direction of the Director, Transport Regulation, Office of Regulatory Services (ORS), establish and maintain a program management framework for the Office of Regulatory Services. Coordinate and manage the delivery of new business systems, enhancements to current business systems and infrastructure upgrades. Build and manage complex cross directorate relationships with users, technical staff, vendors, management and customers to determine and resolve issues with project/program implementation. Negotiate, liaise and represent the department at a senior level in dealings with other government agencies, industry and the public. Formally report to the ORS ICT Steering Committee on a monthly basis, on the status of the program management plan. Prepare high level reports, business cases, correspondence as required in relation to the management of the ORS ICT program.

Notes: Selection may be based on application and referee reports only. Please note this is a temporary position from 16 January 2014 until 15 January 2015 with a possibility of extension.

Contact Officer: David Snowden (02) 6207 8928 david.snowden@act.gov.au

ACT Corrective Services

Alexander Maconochie Centre

Offender Services and Corrections Programs

Indigenous Liaison Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 14914)

Gazetted: 04 December 2013

Closing Date: 18 December 2013

Details: Under the limited direction of the Classification and Case Management Coordinator coordinate, administer and manage case management and functions, including undertaking record keeping. Coordinate, administer and manage reception, screening and induction processes and programs according to ACTCS policy. Develop, monitor and review offender case plans, and assist in maintaining systems for reviewing and monitoring detainee progress. Assist, administer and participate in multi-

disciplinary meetings on the development of individual case plans and program pathways, and the monitoring and reviewing of progress made by individual detainees.

Eligibility/Other Requirements: Aboriginal or Torres Strait Islander ancestry is considered essential (*s42, Discrimination Act 1991*). The primary focus of this role is assistance for Indigenous clients; however the position holder will also be required to provide case management services and supports to non-Indigenous clients. Tertiary qualifications in Social/Behavioural Sciences or Welfare are highly desirable. Relevant experience working with Aboriginal and Torres Strait Islander people is a key requirement of this position. The successful candidate will be required to undergo a criminal record check. Eligible applicants may be required to undertake psychological aptitude testing as part of the assessment process. Eligible applicants may be required to maintain a current working with vulnerable people check. A current driver's licence is essential.

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

Office of Regulatory Services

Road User Services

Vehicle Inspections and Inspection Station

Technical Officer

Technical Officer Level 3 \$61,148 - \$69,377, Canberra (PN: 00900, several)

Gazetted: 28 November 2013

Closing Date: 12 December 2013

Details: Applicants should have had experience in creating Type Approval Numbers (TAN's) and interpreting Road Vehicle Descriptor sheets as supplied by the Commonwealth Department of Infrastructure and Regional Development. Provide technical information to engineers, members of the Authorised Examiner Scheme and the public. Create TAN's and Green Vehicle Ratings (GVR's) for the vehicle registration scheme. Assess complaints about vehicle compliance and recall vehicles for inspection. Assist with the management of the vehicle inspection station and On-Road Inspection Team. Conduct trade plate audits and assist with trade plate renewals. Maintain records in accordance with the *Territory Records Act 2002*.

Note: These temporary positions are available from 14 January 2014 until 27 June 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: Maz Benn-Clibborn (02) 6207 5238 maz.benn-clibborn@act.gov.au

Office of Regulatory Services

Road User Services

Licence and Registration

Licence and Registration Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 02098)

Gazetted: 29 November 2013

Closing Date: 16 December 2013

Details: Under the general direction of the Manager Licence and Registration, provide high quality service to customers, which include members of the public and other members of the Public Service. Produce and process correspondence in an accurate, timely manner. Enter and retrieve information from databases in an accurate, timely manner. Process parking permits - Government, Mobility and Volunteer. Group registration renewals Including Lease Plan. Establish Registrations - Action, Emergency

Services. Processing of Notice of Disposals and public vehicle licence applications. Work as a member of a team and provide on the job training in processes and procedures, operation of on-line computer systems and office software. Manage the resolution of difficult or complex enquiries and complaints with tact and discretion, and escalate matters as necessary.

Note: This is a temporary position available until 7 May 2014.

Contact Officer: Diana Sollazzo (02) 6207 7063 diana.sollazzo@act.gov.au

Office of the Legislative Assembly

Business Support

Attendant (part -time)

Administrative Service Officer Class 2 \$46372 - \$51422, Canberra (PN: 426)

Gazetted: 02 December 2013

Closing Date: 16 December 2013

This is a part time position of 3 days per week. As the first point of contact, Assembly Attendants play a pivotal role in ensuring that Members, their staff, officials, visitors and public are welcomed and assisted, while applying the Assembly's agreed access control policies and procedures. Assembly Attendants also perform chamber duties when the Assembly is sitting. To be successful you will enjoy being part of a small team, have a positive, professional and friendly disposition, excellent personal presentation and strong communication skills.

Note: The selection process for this position is expected to be conducted in late January 2014.

Contact Officer: Rod Campbell (02) 620 50445 rod.campbell@parliament.act.gov.au Applications can be forwarded to: LAOLARecruitment@parliament.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

Business Enterprises

ACT NOWaste

Contract Management

Senior Contract Management Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 17707)

Gazetted: 29 November 2013

Closing Date: 20 December 2013

Details: This position is responsible for providing high-level contract administration and management services for waste related operation and service contracts within the business unit. The position has the role to assist the Manager Contracts to ensure contractor performance and compliance so that service delivery is to the highest standard.

Eligibility/Other Requirements: Current ACT or equivalent driver's licence. Formal tertiary qualifications in a relevant field are highly desirable.

Notes: Selection may be based on application and referee reports only.

Contact Officer: Zoran Ekmescic (02) 6205 9880 zoran.ekmescic@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.

Parks and City Services

Parks and Conservation

Partnerships, Planning and Biosecurity

Veterinary Officer - Biosecurity

Veterinary Officer Level 2 \$75,111 - \$101,162, Canberra (PN: 33389, expected vacancy)

Gazetted: 29 November 2013

Closing Date: 31 January 2014

Details: As a Veterinary Officer working in Parks and City Services (PCS) you will be involved in the development and implementation of control and eradication programs for animal health diseases including endemic and exotic diseases. You will coordinate and implement training programs to ensure the ACT has sufficient capacity to meet its emergency preparedness obligations under the Emergency Animal Diseases Response Agreement (EADRA) and you will assist in coordinating emergency response programs for a broad range of emergency events involving animals. You will also become involved in investigating animal welfare issues, including documentation of evidence for animal welfare compliance and undertake compliance and statutory responsibilities related to the *ACT Animal Diseases Act 2005*. Working with the ACT Government Veterinarian, you will provide extension services in animal health and husbandry and animal welfare, including legislative requirements; and assist in providing high level advice in the area of animal health and animal welfare to government. The successful candidate will possess a Degree in Bachelor of Veterinary Science which is registered with the ACT Veterinary Surgeons Board or equivalent jurisdiction and have a sound appreciation of the animal health biosecurity issues pertinent to the ACT and surrounding region.

Eligibility/Other Requirements: Degree in Bachelor of Veterinary Science which is registered with the ACT Veterinary Surgeons Board or equivalent jurisdiction. A current manual driver's licence. Ability to obtain an ACT weapons licence (A,B).

Notes: This position will be available in February 2014. Applications may be assessed by written applications and referees only. Please include the contact details for two referees in your application.

Contact Officer: Stephen Hughes (02) 6207 2508 or 0418 481 649 and Will Andrew (02) 6207 2357 or 0419 239 073 stephen.hughes@act.gov.au or will.andrew@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.

Parks and City Services

Parks and Conservation Service

Urban Reserves

Project Ranger

Technical Officer Level 4 \$70,913 - \$81,460, Canberra (PN: 32762, several)

Gazetted: 03 December 2013

Closing Date: 17 December 2013

Details: The ACT Parks and Conservation Service (PCS) are seeking dynamic and experienced candidates keen to contribute to conservation land management in the ACT. PCS is responsible for land management in a diverse range of situations, from urban reserves through to remote wilderness national parks. The Project Ranger position is responsible for the supervision of staff in the coordination and delivery of a broad range of conservation and land management programs. The Project Ranger position is specifically tasked with managing the delivery of the initiatives such as the Environmental Offsets and Woodlands Restoration Project in collaboration with relevant ACT Government staff.

Eligibility/Other Requirements: Relevant Tertiary qualifications in Natural Resource Management or equivalent are highly desirable. Willingness to undertake incident management duties, work at any location throughout the reserve estate and wear a uniform. Manual driver's licence essential.

Notes: Suitable candidates will be placed on a Project Ranger Order of Merit list which will be used to fill permanent, short and long term temporary vacancies; this Register is valid for a 12 month period.

Contact Officer: Stuart Jeffress (02) 6205 2881 stuart.jeffress@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.

Canberra Connect

Shopfront Services

Concierge/Civic Drivers Licence Service Supervisor

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 55645)

Gazetted: 29 November 2013

Closing Date: 6 December 2013

Details: Applicants are sought from suitably experienced and motivated individuals for the role of Concierge/Supervisor at Civic Drivers Licence Service. This position supervises a small team and is vital in upholding service delivery on behalf of Canberra Connect. Applications are sought from potential candidates and should address the selection criteria in the relevant areas and supply a current curriculum vitae.

Eligibility/Other Requirements: Suitable candidates would possess a background in Shopfront Services with a strong working knowledge of CashLink and rego.act.

Notes: Civic Driver's Licence Service is located in the Civic Library with opening hours of 10:00 am to 5:30 pm Monday to Friday. Applicants are expected to be available to work these hours.

Contact Officer: Michael McMahon (02) 6207 3766 michael.mcmahon@act.gov.au

Roads and Public Transport

Public Transport

ACTION

ACTION Review Liaison Officer

Senior Officer (or equivalent), Canberra (PN: ACTION RLO)

Gazetted: 03 December 2013

Closing Date: 16 December 2013

Details: Applications (EOIs) are sought from Senior Officers (or equivalent) for the role of Liaison Officer, on behalf of TAMS, as part of the ACTION Review being undertaken by Chief Minister and Treasury Directorate. The successful candidate will have an extensive knowledge of ACTION operations, structure, standards of service and corporate goals as well as an understanding of the TAMS organisation. The successful candidate will ideally have established relationships with various sections of ACTION, e.g. drivers, workshops, corporate, union. The successful candidate will be seconded to this position at their substantive level. Initial transfer period will be for six months but this may be extended. In the first instance, please send a short email outlining your interest to Bronwen Duke (bronwen.duke@act.gov.au).

Applications should be sent to the contact officer.

Note: This is a temporary position available from 1 January 2014 to 1 July 2014 with the possibility of extension.

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

APPOINTMENTS

Canberra Institute of Technology

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

Amy Kate Holland 820-71549, Section 68(1), 1 January 2014

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

Mylinh Li 835-97454, Section 68(1), 4 December 2013

Commerce and Works

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

Declan Cox 827-32255, Section 68(1), 28 November 2013

Education and Training

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

Daryl Galic 835-26218, Section 68(1), 29 November 2013

Health

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

Troy Bottrell 836-10882, Section 68(1), 2 December 2013

Health Care Assistant 2 \$42,160 - \$43,599

Lauren Coombes 838-53446, Section 68(1), 2 December 2013

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

Megan Crombie 835-96064, Section 68(1), 9 December 2013

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

Carron Mason 840-49740, Section 68(1), 2 December 2013

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

Claire O'Brien 834-51279, Section 68(1), 4 December 2013

Senior Officer Grade A \$123,208

Charles Palmer 834-44888, Section 68(1), 29 November 2013

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

Imelda Velasquez 836-56135, Section 68(1), 5 December 2013

Office of the Legislative Assembly

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

Rachel Elizabeth Purcell, 415, Section 68(1), 29 November 2013

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

Samantha Louise Dalliston, 419, Section 68(1), 19 September 2013

Territory and Municipal Services

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

La Pyae Pho 836-00561, Section 68(1), 5 December 2013

TRANSFERS

Health

Natalie Robinson: 799-92494

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

Health

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

Health, Canberra (PN. 26361) (Gazetted 17 October 2013)

PROMOTIONS

Commerce and Works

Revenue Management

Advice and Assessment

Natasha Kevana Westcott: 821-16655

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 16980) (Gazetted 15 October 2013)

Economic Development

Land Development Strategy and Finance

Infrastructure and Capital Works

Executive Unit

Lauren Cairns: 791-3034

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

Economic Development

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

Economic Development, Canberra (PN. 32274) (Gazetted 31 October 2013)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Education and Training

Strategy and Coordination

Information, Communications and Governance

Information and Knowledge Services

Melanie Bezear: 787-60288

From: Classroom Teacher \$55,775 - \$88,184

Education and Training

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

Education and Training, Canberra (PN. 02733) (Gazetted 13 September 2013)

Strategy and Coordination

Information, Communications and Governance

Information and Knowledge Services

Daniel Bray: 787-66364

From: Classroom Teacher \$55,775 - \$88,184

Education and Training

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

Education and Training, Canberra (PN. 01996) (Gazetted 13 September 2013)

Office for Schools

North and Gungahlin Network

Franklin Early Childhood School

Patricia Duffy: 777-84333

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

Education and Training

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

Education and Training, Canberra (PN. 30670) (Gazetted 23 September 2013)

Office for Schools

Tuggeranong Network

Lake Tuggeranong College

Paul Neddrie: 749-28557

From: Building Service Officer \$40,973 - \$44,935

Education and Training

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

Education and Training, Canberra (PN. 01535) (Gazetted 11 October 2013)

Health

Canberra Hospital and Health Services

Critical Care and Imaging

Demand Management

Elizabeth Bowden: 772-00123

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

Health

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

Health, Canberra (PN. 19486) (Gazetted 17 October 2013)

Canberra Hospital and Health Service

Capital Region Cancer Service

Cancer Stream Administration

Dorothy Gunner: 835-83546

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

Health

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

Health, Canberra (PN. 26461) (Gazetted 3 October 2013)

Canberra Hospital and Health Services

Women, Youth and Children

Women's and Babies

Penelope Maher: 260-85997

From: Registered Nurse Level 3.2 \$101,556

Health

To: †Registered Nurse Level 4.3 \$115,948

Health, Canberra (PN. 18010) (Gazetted 24 October 2013)

Canberra Hospital and Health Services

Pathology

Specimen Reception

Tiffany Savli: 780-54412

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

Health

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

Health, Canberra (PN. 21333) (Gazetted 17 October 2013)

Strategy and Corporate

E-Health and Clinical Records

Jason Smith: 762-91238

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

Health

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

Health, Canberra (PN. 30804) (Gazetted 9 October 2013)

Territory and Municipal Services

Roads and Public Transport

ACTION

Fleet

Pedro Gonzalez: 261-31025

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

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. IMF001) (Gazetted 17 October 2013)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

RETIREMENTS AND DISMISSALS

Community Services

Section 221, *Public Sector Management Act 1994*:
Joshua Wylucki, AGS No. 827-61224, 2 December 2013.

Territory and Municipal Services

Section 122 of the *Public Sector Management Act 1994*:
Ms Sarah Fulivai, Canberra Connect, 27 November 2013.

CORRIGENDA

Health

Registered Nurse Level 2 \$78,157 - \$82,990
Pun Yuet Lam: 830-80316, Section 68 (1), 06/09/2013
Amendment to date of effect.