



ACT Government Gazette

Gazetted Notices for the week beginning 06 February 2014

EXECUTIVE NOTICES

Chief Minister and Treasury

Engagement

Michael Young – Executive Director Continuous Improvement and Worker’s Compensation (E727) Section 72 of the Public Sector Management Act 1994

Justice and Community Safety

Engagement

Sandra Georges – Parliamentary Counsel (E057) Section 72 of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

Mission

Director of Mission

Senior Officer Grade A \$123,208, Canberra (PN: NAT-DM)

Gazetted: 12 February 2014

Closing Date: 24 March 2014

Calvary Health Care ACT is seeking a Director of Mission to be part of the Executive team. Reporting to the Chief Executive Officer and supporting the Executive Teams for both the Public and Private hospitals, this exciting role will help shape Mission and Catholic Identity in a growing Hospital. Calvary Health Care ACT is part of the Little Company of Mary Health Care Group (Calvary) and located at Bruce ACT. The Director of Mission provides executive leadership in promoting the mission and core values of Calvary. Your leadership will both shape and support the strategic goals of the organisation and the integration of the elements of Catholic identity and Calvary's mission into organisational operations. The Bruce campus is about to go through significant growth with the redevelopment of the Public Hospital and the design and construction of a new Private Hospital co-located on site. As the successful candidate you will continue to develop and promote the mission integration program through a range of innovative strategies, including educational leadership and staff development. This role has both strategic and operational elements designed to engage our patients and staff in the role and function of a Catholic hospital in contemporary society, and to support our community engagement strategy and activities. You will be supported by, the National Director of Mission, and contribute to, the Director of Mission Committee and the strategic development of mission integration throughout Calvary. You will oversee the Pastoral Care, Volunteers and Refugee Mentoring teams. To be successful in this role you will be well formed in the Catholic Tradition and committed to the mission and values of Calvary Health Care and its heritage. You will have an interest in the contemporary health, community or aged care environment. Tertiary qualifications in Theology, Ministry, or related studies of the Catholic tradition are desirable. Integrity, professionalism and the ability to provide leadership at all levels of the Service is essential. You will have outstanding communication, leadership and relationship building skills.

Eligibility/Other Requirements: Applicants must attach the below documents to be considered for this position: Response to the selection criteria (can be found at the last page of the position description); and Copy of your current resume.

Note: Applications close 24 March 2014. To find out more about our organisation, please visit our website: www.calvarycare.org.au or Contact the CEO, Adj Professor (ACU), Ray Dennis (02) 6201 6100 or ray.dennis@calvary-act.com.au

Contact Officer: Ray Dennis (02) 6201 6101 ray.dennis@calvary-act.com.au
Applications can be forwarded to: applications@calvary-act.com.au

Nursing

Stroke Service

Stroke Liaison Nurse

Registered Nurse Level 3 \$89,834 - \$93,531, Canberra (PN: 7004)

Gazetted: 06 February 2014

Closing Date: 20 February 2014

Calvary Health Care ACT announces the establishment of new patient-centred initiative: the Stroke Service, planned for opening late March 2014. We are seeking to appoint a strong dynamic team to establish and grow the Stroke Service. The Stroke Service provides a comprehensive, multi-disciplinary patient-centred care by dedicated teams to provide acute care access to senior physicians and a multi-disciplinary team for assessment and treatment. It is a dedicated service with clinicians who have stroke expertise; written stroke protocols for emergency services, acute care and rehabilitation and the ability to offer thrombolytic therapy. For this position it is highly desirable that the successful candidate bring to this role: Demonstrated skills in individual assessment and the formulation of strategies to meet identified complex health care needs of neurological patients; Demonstrated knowledge and experience in the co-ordination of health care services for complex patient care within a multi-disciplinary team environment, implementing and monitoring clinical pathways/ guidelines in relation to acute stroke; Proven interpersonal, leadership, management and negotiation skills; Ability to develop complex systems and processes for the co-ordination of continuum of care within the stroke unit and ability to facilitate and conduct formal and informal education programs for nursing staff and members of the multi-disciplinary team; Advanced skills in written and verbal communication, skills/experience in the development and interpretation of data information and reporting systems, and ability to facilitate; Excellent computer skills, especially with Microsoft Word, Excel, Outlook and PowerPoint and experience using a data base; and Commitment to quality management and research methodology. In support, we will provide you generous terms and conditions of employment, on-going professional development and the opportunity to excel.

Eligibility/ Other Requirements: 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.

Note: Applications Close 20 February 2014. For selection documentation and further information about Calvary Health Care ACT visit our website at www.calvary-act.com.au.

Contact Officer: Nicole Dennis 0422 817 104 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 Technology and Design

Hair and Beauty

Teacher Band 2, Hair and Beauty

Teacher Band 2 \$104,449, Canberra (PN: 51858)

Gazetted: 06 February 2014

Closing Date: 20 February 2014

Details: A position exists for an enthusiastic Teacher Band 2 in the Hair and Beauty Department. Duties include, assisting in developing, reviewing and evaluating education programs offered in the College, reporting to the Head of the College or Delegate as directed. Carry out administrative tasks directly related to the operation of the Department, including budget information, planning proposals, submissions and briefs for resources, including management of a public salon. Support and promote skills recognition, on line delivery, digital literacy and

workplace delivery and assessment initiatives. Manage effectively the requirements of User Choice RTO compliance. Recruit casual teaching staff and support staff in accordance with EEO principles. Provide leadership assistance for curriculum development and accreditation procedures. Supervision, training and professional development of staff.

Eligibility/Other Requirements: Mandatory requirements All Teacher Band 2 Teachers are expected to hold: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent); and an Advanced Diploma in Adult Education (or equivalent); and appropriate industry competencies demonstrated by the following qualifications: Advance Diploma or Diploma in Hairdressing, Beauty Therapy, Salon Management or equivalent. Desirable qualifications: It is desirable that Teacher Band 2 Teachers hold a minimum of: A Bachelor degree in Education, Management or a relevant industry specialisation. Mandatory Industry Experience: All Teacher Band 2 teachers are required to have relevant industry experience.

Notes: This is a temporary position available 28 February 2014 to 19 December 2014 with the possibility of an extension.

Contact Officer: Fiona Dace-Lynn (02) 6207 4030 fiona.dace-lynn@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.

Capital Metro

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

Executive Director Finance and Economics

Executive Level 2.4 \$230,406 to \$243,066 depending on current superannuation arrangements, Canberra (PN: E734)

Gazetted: 10 February 2014

Closing Date: 21 February 2014

Details: The Executive Director, Finance and Economics works collaboratively with the Minister's Office, the Project Director and Project Board, other Executives across the ACTPS, and key government and non-government stakeholders. There is a requirement for a very strong relationship with Chief Ministers and Treasury Directorate (CMTD). He/she provides executive leadership on financial and economic analysis for the Capital Metro project, and the development and prosecution of an agreed financial strategy in the negotiation of delivery agreements. Reporting to the Project Director, Capital Metro Agency (CMA), the Executive Director leads the Finance and Economics Division and is responsible for: Establishing the Finance and Economics Division; Procuring, providing and coordinating advice and direction on complex project related economic, financial and commercial matters; Advising Government on the economic impact of the project, project options, and substantial changes; Performing capital budgeting for the project; Working with commercial advisors in developing options for the commercial and financial structures by which the Capital Metro project can be procured and delivered, including the appropriate engagement with private sector partners at different phases of the project; Working with commercial advisors, Commerce and Works Directorate, and the Treasury function within CMTD to identify, quantify and manage commercial and financial risks; Working with relevant ACT Government agencies to ensure the project is developed in a manner consistent with the Government's relevant policy frameworks including The Capital Framework and The Partnerships Framework; and providing CMA's key contact with Infrastructure Finance and Advisory Division in CMTD to maintain strong communication lines regarding the Project's commercial direction.

Notes: A Generous Executive Remuneration package to be negotiated with successful applicant. The successful applicant will be engaged under a performance based executive contract for a period of up to five years.

Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

For further information and to obtain selection documentation please contact: Chris Lejsek, Senior Consultant, Hudson on (02) 6229 1533 or chris.lejsek@hudson.com

Chief Minister and Treasury

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

Policy and Cabinet

Cabinet and Intergovernmental Relations

Cabinet Office

Senior Manager

Senior Officer Grade A \$123,208, Canberra (PN: 04828)

Gazetted: 12 February 2014

Closing Date: 19 February 2014

Details: The Senior Manager, Cabinet Office, oversees the Cabinet process including forward planning, final approval of Cabinet documents for lodgement and support to decision makers for Freedom of Information Requests. The position also provides policy advice and support in relation to security and emergency management and Assembly liaison functions.

Eligibility/Other Requirements: This is a security assessed position, if appointed for a period of more than six months; the successful applicant will be expected to obtain a National Security Clearance.

Note: This is a temporary position available asap until 14 May 2014 with the possibility of an extension.

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

Applications should be sent to the contact officer.

Contact Officer: Cheryl Sizer (02) 6205 0230 cheryl.sizer@act.gov.au

Finance and Budget

Executive Assistant

Administrative Services Officer Class 3/4 \$52,818 - \$63,971, Canberra (PN: 55564)

Gazetted: 06 February 2014

Closing Date: 20 February 2014

Details: The Finance and Budget Division is responsible for advising the Government and Agencies on the development of the Territory's Budget, advising on financial issues relating to agencies and the Territory, and also reports and monitors the Territory's Infrastructure Program. The Division comprises three branches: Budget Management and Analysis; Budget Coordination and Reporting; and Infrastructure and Budget Management. The Finance and Budget Division is looking for an Executive Assistant with experience in providing support both to high level executives and a team. The successful applicant will join an energetic, enthusiastic team and will have the demonstrated ability to exercise initiative, good judgement and flexibility in performing a range of administrative and coordination tasks. The ability to communicate effectively and build good working relationships is also required.

Note: This temporary position is available asap until 30 June 2014. The position will be filled at either the ASO3 or ASO4 level, dependant on the skills and experience of the successful applicant. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Elizabeth Kirkham (02) 6207 0310 elizabeth.kirkham@act.gov.au

Commerce and Works

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

Shared Services

Procurement

Goods and Services

Contracts and Procurement Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 01931)

Gazetted: 11 February 2014

Closing Date: 25 February 2014

Details: Contracts and Procurement Officer, Shared Services Procurement, Goods and Services. The Goods and Services (G&S) Branch administers the procurement of goods and services on behalf of the ACT Government. Functions include undertaking tendering (simple, complex and strategic procurements), risk management, and contract management services which support ACT Government. The G&S Branch requires a capable officer to assist in the development, delivery and management of contracts and procurements which span Whole of Government arrangements. Under direction, you will be responsible for preparing procurement and contract related documentation, and providing sound procurement and contract management advice, including liaising with internal and external stakeholders. The role includes an administrative support function to assist the team to meet corporate and business objectives. With guidance, the Contracts and Procurement Officer will be able to manage changing and competing priorities, and appropriately identify and address risks and issues. To be successful in the role you will be expected to display initiative, sound judgment and problem solving skills, be solution and outcome focused and be a strong team player.

Eligibility/Other Requirements: Educational and professional qualifications checks and/or police and security may be undertaken prior to employment. Relevant tertiary qualifications would be an advantage, including Certificate IV in Government (Procurement and Contracting) or a Certificate VI Advanced Diploma of Government (Procurement and Contracting); or the ability to obtain certification based on prior experience; or tertiary qualifications in law, commerce, business administration or the equivalent or evidence of study.

Notes: Provide contact details for at least two referees, including a current supervisor.

Contact Officer: Michael Thomas (02) 6205 3514 michael.thomas@act.gov.au

Shared Services

Shared Services Information and Communication Technology (ICT)

Customer Relations/Education and Training ICT

Access Rights Management Liaison Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 05233)

Gazetted: 07 February 2014

Closing Date: 14 February 2014

Details: Process and authorise user level access for Education and Training Directorate (ETD) and schools' ICT environments to maintain secure access to IT services, data, software and resources.

Notes: This is a temporary position available until 30 June 2014 with the possibility of extension.

Contact Officer: Mamun Khandakar (02) 6207 4757 mamun.khandakar@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

Office for Children, Youth and Family Support

Care and Protection Services

Various

Care and Protection Worker

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 07843)

Gazetted: 12 February 2014

Closing Date: 30 June 2014

Details: Delivery of quality services to children and families in accordance to the objectives and statutory responsibilities of the *Children and Young People Act 2008*. Responsible for the provision of culturally appropriated casework, intervention and referral services to children/young people and their families. Maintain accurate case records consistent with case management requirements. Successful applicants will need to be child centred, family focused, culturally competent and strengths and evidence based.

Eligibility/Other Requirements: Relevant Tertiary qualifications e.g. Social Work, Psychology, Social Welfare, Social Science or related discipline. Applicants for these positions require at least one year's experience working with children, youth and/or families in a social work/case management role. Current registration issued under the *Working with Vulnerable People (Background Check) Act 2011* will be required. For further information on Working with Vulnerable people registration refer to -

http://www.ors.act.gov.au/community/working_with_vulnerable_people. Current driver's licence.

Note: Various positions available both permanent and temporary. Interviews will be held on a monthly basis. A merit list will be maintained for 12 months with permanent and temporary positions offered over this period.

Successful applicants will be subject to a six month probation period. Applications must be sent to cpsrecruitment@act.gov.au

Contact Officer: Glenn McLeod (02) 6205 5389 glenn.mcleod@act.gov.au

Office for Children, Youth and Family Support

Care and Protection Services

Various

Care and Protection Caseworker

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 27447)

Gazetted: 12 February 2014

Closing Date: 30 June 2014

Details: Delivery of quality services to children and families in accordance to the objectives and statutory responsibilities of the *Children and Young People Act 2008*. Assist in the provision of culturally appropriated casework, intervention and referral services to children/young people and their families.

Eligibility/Other Requirements: Relevant Tertiary qualifications e.g. Social Work, Psychology, Social Welfare, Social Science or related discipline. Applicants for these positions require at least one year's experience working with children, youth and/or families in a social work/case management role. Current registration issued under the *Working with Vulnerable People (Background Check) Act 2011* will be required. For further information on Working with Vulnerable people registration refer to -

http://www.ors.act.gov.au/community/working_with_vulnerable_people. Current driver's licence.

Notes: Various positions available both permanent and temporary. Interviews will be held on a monthly basis. A merit list will be maintained for 12 months with permanent and temporary positions offered over this period.

Successful applicants will be subject to a six month probation period. Applications must be sent to cpsrecruitment@act.gov.au

Contact Officer: Glenn McLeod (02) 6205 5389 glenn.mcleod@act.gov.au

Office for Children Youth and Family Support

Care and Protection Services

Adoption and Permanent Care

Adoption and Permanent Care Worker

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 04419)

Gazetted: 12 February 2014

Closing Date: 26 February 2014

Details: The position involves contributing to the ongoing development of processes and policies to ensure permanency and stability in the arrangements for children and young people residing in long term Out of Home Care and direct assessment work with children and their families. The position involves work within relevant local, national and international adoption legislation and frameworks. As part of the Unit's Post Order Support Service, the position also involves the provision of counselling to parties affected by adoption and support to enable the conduct of conditional permanent care and adoption orders, e.g. facilitating and supervising contact between birth and permanent care family members.

Eligibility/Other Requirements: Relevant tertiary qualifications, e.g. Social Work, Psychology, Social Welfare, Social Science or related discipline. Experience of working in the Out of Home Care sector. Applicants for these positions will have at least one years experience working with children, youth and/or families in a Social Work/Case Management role. Proficiency with Microsoft programs and client database applications. Current driver's licence.

Notes: This is a temporary position available for a period of 12 months. 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: Emma Selby (02) 6205 3847 emma.selby@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

Business, Events, Sport and Tourism

Deputy Director-General Business, Events, Sport and Tourism

Executive Level 3.7 \$293,258 to \$309,709 depending on current superannuation arrangements, Canberra (PN: E741)

Gazetted: 06 February 2014

Closing Date: 21 February 2014

Details: Economic Development Directorate works with the business community in relation to economic development and business support programs as well as designing and delivering the Government's land release program. The Directorate leads the ACT and capital region tourism industry in creating and implementing a variety of marketing and development programs. In addition the Directorate facilitates access to a range of sporting and recreation activities by managing sporting programs, venues, sportsgrounds and community events. The Deputy Director-General, Business, Events, Sport and Tourism reports to the Director-General, Economic Development Directorate and is responsible for leading the Division in delivering high quality services across Government and to the community. The Division encompasses a number of branches including: Business Development; VisitCanberra; Venue and Event Services; and Sport and Recreation Services.

Remuneration: The position attracts a remuneration package ranging from \$293,258 to \$309,709, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$234,715.

Contract: The successful applicant will be engaged under a performance based contract for up to five years.

Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: David Dawes (02) 6207 3331 david.dawes@act.gov.au

Economic Development, Policy and Governance

Business Development

Invest Canberra

Invest Business Analyst

Administrative Services Officer Class 6/Senior Officer Grade C \$70,913 - \$96,809, Canberra (PN: 33536)

Gazetted: 06 February 2014

Closing Date: 20 February 2014

Details: Your opportunity is to bring initiative and an eye for detail to this position, to achieve substantive results within a high priority ACT Government program. Your role will be to conduct and manage investment related business research and economic analysis projects.

Eligibility/Other Requirements: Tertiary qualifications in International Business or a related discipline would be well regarded.

Notes: This is a temporary position available until 30 June 2014 with the possibility of extension. The level of this position will be determined on the knowledge and experience of the successful candidate.

Applications should be sent directly to the contact officer.

Contact Officer: Chris Horsburgh (02) 6205 3185 chris.horsburgh@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

Strategy and Coordination

Information, Communications and Governance

Ministerial and Commonwealth Relations

Cabinet Liaison Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 10022)

Gazetted: 12 February 2014

Closing Date: 19 February 2014

Details: The Ministerial and Commonwealth Relations Team is seeking a highly motivated adaptable officer to join them to assist with the management of the Directorate's participation in the Cabinet and Legislative Assembly program and to provide support to the Minister and senior executive by coordinating and preparing letters, briefs, speeches and reports. The successful applicant will have a good knowledge and understanding of Ministerial, Cabinet and Legislative Assembly procedures or the demonstrated capacity to gain such knowledge, in addition to sound administrative and organisational skills, including a proven ability to organise workloads and set priorities to meet deadlines. Proven oral and written communication skills and the ability to use software applications to produce accurate high quality documents are highly desirable. The ability to contribute positively and work productively as part of a dynamic team to ensure all section responsibilities are met is an important requirement as is the ability to consistently provide high quality customer service and to work under pressure and with minimal supervision.

Contact Officer: Ashley King (02) 6205 9444 ashley.king@act.gov.au

Education Strategy

Division Support Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 09517)

Gazetted: 10 February 2014

Closing Date: 17 February 2014

Details: The Education Strategy Division is seeking a highly motivated, organised and flexible person to provide administrative support to the Education Strategy Division. The successful applicant will work as part of a small team, will have sound administrative skills and the potential for further development.

Eligibility/Other Requirements: Desirable: Knowledge of Government functions.

Contact Officer: Nancye Burkevics (02) 6205 9199 nancye.burkevics@act.gov.au

Health

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

Canberra Hospital and Health Services

Capital Region Cancer Services

Radiation Oncology

Radiation Oncology IT Systems/Network Administrator

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 28826)

Gazetted: 13 February 2014

Closing Date: 27 February 2014

Details: The Radiation Oncology Department at the Canberra Hospital and Health Service seeks an experienced, enthusiastic, responsible and committed IT professional to join their team. The position is responsible for the ongoing maintenance of the clinical IT infrastructure within Radiation Oncology in conjunction with Radiation Oncology clinical staff, Medical Physicists and Radiation Engineers. IT infrastructure includes approximately 50 desktop PCs, NAS devices, multiple Microsoft Server products and mixed Operating System platforms. The position also holds responsibility for the testing and deployment of upgrades to IT system hardware and software functionality.

Canberra is a picturesque city offering outstanding living conditions, with a relaxed country lifestyle combined with high quality city amenities. It is approximately two hours from the ski fields and the coast, and an easy three hour drive from Sydney. The city is ideal for families as well as offering a good lifestyle for single people. Canberra's schools and educational institutions are amongst the best in Australia.

Eligibility/Other Requirements: Tertiary qualification in Information Technology from an Australian or overseas tertiary institute subject to National Office of Skills Recognition (NOOSR) requirements is desirable. Exposure to medical sciences and experience in the management of complex information technology systems that could be applied to a clinical environment would be advantageous.

Note: Some flexibility of work hours will be required from time to time to meet operational requirements such as system upgrades. 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. Selection may be made on application and referee reports only. Current curriculum vitae, completed selection criteria and written referee reports must be uploaded with your application. Salary packaging with a fringe benefits tax-free threshold is available. Payment of appropriate relocation expenses for successful interstate applicants may be considered. Contact Officer: Wendy Amos (02) 6244 2284 wendy.amos@act.gov.au

Strategy and Corporate

Performance and Innovation

Senior Data and Costing Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 18676)

Gazetted: 13 February 2014

Closing Date: 27 February 2014

Details: A great opportunity exists for a permanent full-time Senior Data and Costing Officer with experience in data processing and data analysis. This position is part of a small team working within the Funding Modelling and Analysis section that is responsible for Activity Based Funding (ABF), Health Cost and Casemix reporting as well as analysis related to various National and State initiatives and agreements - for the ACT Health Directorate. The successful applicant will be able to demonstrate the ability to work in a dedicated small team, have excellent formal communication skills, strong interpersonal skills of working closely with a small team, and will have the ability to extract, translate and load - as well a report and analyse- data in a formal data reporting setting.

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

Contact Officer: Winston Piddington (02) 6207 0221

Canberra Hospital and Health Services

Surgery and Oral Health

Dental Support Services

Mobile Dental Clinic Project Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 32649)

Gazetted: 13 February 2014

Closing Date: 20 February 2014

Details: In 2012 ACT Labour announced the investment of \$1.6 million over four years to establish and run a mobile dental clinic to provide dental care to residential aged care facilities, special schools and pregnant and parenting students attending CC Cares. The Dental Health Program is seeking a Project Manager to undertake the Mobile Dental Clinic Project which includes the planning, executing, monitoring, controlling and finalisation of the

project. The suitable applicant will have proven experience in planning and managing a project, have excellent communication skills and be a highly motivated and self directed person who can meet deadlines. The key duties to be undertaken will be the procurement of a mobile dental vehicle, developing Standard Operating Procedures and Business Rules, and negotiating with external stakeholders and clients on the service delivery model of care. This is an exciting opportunity to be part of a small team which will establish a mobile dental clinic to extend oral health care to members of our community who are frail or immobile.

Note: This is a full-time temporary position for 12 months commencing 1st April 2014. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application, along with two Referee Reports. The successful applicant may be appointed from application and referee reports only. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Loretta Bettien (02) 6205 0989

Canberra Hospital and Health Services

Medicine

Pharmacy - TCH

CHARM Pharmacist

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 33535)

Gazetted: 13 February 2014

Closing Date: 27 February 2014

Details: An exciting opportunity exists for the position of CHARM Pharmacist at Canberra Hospital and Health Services (CHHS). This is a permanent part-time position to coordinate CHARM, the electronic prescribing and dispensing program for chemotherapy used in the Capital Region Cancer Services (CRCS). This position will also include advanced clinical, education, mentoring, research and quality improvement roles in the oncology field. Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications in clinical pharmacy, oncology/haematology, information technology, project management or research, or extensive clinical pharmacy experience deemed equivalent.

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

Contact Officer: Wendy Frylink (02) 6244 2121

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Program

Police and Drug Diversion Clinician

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 33455, several)

Gazetted: 13 February 2014

Closing Date: 27 February 2014

Details: This is the opportunity to work within the Alcohol and Drug Service's Police and Court Drug Diversion Service working with clients referred by ACT Policing and ACT Courts for assessment and referral to treatment to address alcohol and drug use and associated issues. These are new positions to support the ACT Government's implementation of the Alcohol Interlock Scheme for people charged with drink driving offences. The successful applicant's will be required to provide assessment and treatment to people entering the scheme. It will involve liaison with services within the Alcohol and Other Drug (AOD) sector, Justice Services and other stakeholders. Suitable applicants require recent clinical experience, knowledge of AOD sector and issues impacting on this client group, excellent communication skills and ability to work as part of a multidisciplinary team.

Eligibility/Other Requirements: Tertiary qualifications in Psychology with unconditional registration with the Psychologists Board of the ACT or Social Work with eligibility for membership and accreditation 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.

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

Contact Officer: Kate Gardner (02) 6205 8381

Strategy and Corporate

Quality and Safety

Patient Safety and Quality

Medico Legal Officer

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 19182)

Gazetted: 13 February 2014

Closing Date: 26 February 2014

Details: An exciting opportunity exists for experienced and an enthusiastic Health Professional to join the Medico Legal Coordination Team within the Quality and Safety Branch. Applications are invited from Health Professionals, Nursing or Allied Health, who wish to try something new. This is a rare opportunity to utilise your clinical skills and insight in an exciting and varied field of practice. The role includes duties relating to insurance and claims management process and coordination of coronial and other legal matters. This includes working collaboratively with staff from ACT Health and other directorates such as Justice and Community Safety. The successful applicant will possess recent high-level clinical knowledge, the capacity to work independently and demonstrate self motivation and initiative.

Eligibility/Other Requirements: To be eligible to apply for the position you will need to be registered or eligible to be registered to practice with the Australian Health Practitioner Regulation Agency (AHPRA) or eligible for membership of a professional association.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Jenny Broome (02) 6205 6955

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Services

Cancer Community Health

Radiographer - Mammographer

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 20082)

Gazetted: 13 February 2014

Closing Date: 27 February 2014

Details: An opportunity has opened at BreastScreen ACT, which is part of BreastScreen Australia, a national, population based program aimed at reducing breast cancer morbidity and mortality. We have a great opportunity for you to join our dynamic and committed multidisciplinary team to undertake digital breast imaging work for screen mammography and assessment for clients of BreastScreen ACT. An attractive salary package may be available to the successful applicant.

Eligibility/Other Requirements: Degree or Diploma in Applied Science (Medical Imaging). Registered or eligible for registration with the Australian Health Practitioner Regulation Agency and ACT Radiation Licence. Eligible for membership of the Australian Institute of Radiography.

Note: This is a permanent part-time vacancy available at 14:37 hour per week with the likelihood of a further vacancy in the future. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Angela Belluomo (02) 6205 1932

Strategy and Corporate

Logistic Support

Supply Administration

Purchasing Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 21722)

Gazetted: 13 February 2014

Closing Date: 20 February 2014

Details: The Supply Services Unit forms part of the Logistic Support Section within the Business and Infrastructure Branch of ACT Health, delivering customer focused supply chain solutions to the Directorate. The position reports to the Purchasing Team Leader. The successful candidate will be required to work within the Supply Services Unit at Mitchell and the Canberra Hospital. To be successful in this position you will need to have proven experience in purchasing and customer service in a large warehouse environment operating in a computerised inventory control system.

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

Contact Officer: Wayne McIlhatton (02) 6205 0817

Canberra Hospital and Health Services

Medicine

Chronic Disease

Obesity Management Service Administration Support Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 33585)

Gazetted: 13 February 2014

Closing Date: 27 February 2014

Details: A permanent part-time position for an Administration Officer is available with the Chronic Disease Management team to support the Obesity Management Service. Located in the Belconnen Community Health Centre, this newly established multidisciplinary team is due to commence clinical services in early 2014. The successful applicant will have experience in working in a health service, sound administration skills, excellent communication skills, and the ability to work flexibly within a multidisciplinary team. This is an excellent opportunity to be part of the development of an exciting new service.

Eligibility/Other Requirements: A background in health service administration is desirable including experience with ACT Health information systems (for example ACTPAS).

Note: This position is part-time at 18:22 hours per week, but additional hours may be negotiated. Selection may be based on application and referees reports only. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Jennie Yaxley (02) 6205 5297

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Ward Clerk

Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 21838, several)

Gazetted: 13 February 2014

Closing Date: 27 February 2014

Details: Opportunities exist with Mental Health, Justice Health, Alcohol and Drug Services for Ward Clerks to work in the Adult Mental Health Unit. Mental Health ACT is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. It is expected that in this position you will be responsible for patient records, admission and discharge procedures, provide administrative support to the clinical staff of the team, and be central to the welcome of visitors to the new Unit with a focus on providing quality customer service to the consumers of MHACT.

Eligibility/Other Requirements: Knowledge and experience in the use of relevant medical terminology.

Understanding in dealing with persons affected with a mental illness. 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: Fiona Keddle (02) 6174 5406

Canberra Hospital and Health Services

Operational Support

Support Services

Wardsperson

Health Service Officer Level 3 \$42,160 - \$43,599, Canberra (PN: 21655)

Gazetted: 13 February 2014

Closing Date: 27 February 2014

Details: Would you like to work in a challenging and rewarding environment? Do you enjoy the excitement of working in a variety of areas that provide you with the opportunity to broaden your skills? If the answer is “yes”, then an excellent opportunity is available as a Wardsperson to work within Ward Services – Clinical Support, The Canberra Hospital. Ward Services plays a vital role in the delivery of essential support services to all areas of The Canberra Hospital. Ward Services offers ongoing training and education through Staff Development Unit (SDU), Rotating Rosters and permanent full-time or part-time positions. Ward Services is looking for an energetic, motivated, committed person with strong interpersonal and communication skills.

Eligibility/Other Requirements: Knowledge of Wardsperson duties and understanding of the Ward Services commitment to client services and outcomes.

Note: Applications should include a supporting statement of no more than three pages addressing the selection criteria outlining experience and/or ability in the areas, contact details of two referees and a current curriculum vitae. Ability to work Monday to Friday or shift work as required (eight and eleven hour shifts). Applicants will be assessed in accordance with the current Collective Agreement provisions as set out in section 16. Selection may be based on application and referees reports only. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: David Hosie (02) 6244 2610

Director General Reports

Population Health

Environmental Protection Services

Cadet Professional Officer

Cadet Professional Officer – Practical Training \$40,974 - \$45,283, Canberra (PN: 20401)

Gazetted: 13 February 2014

Closing Date: 27 February 2014

Details: The Cadet Professional position is within the Environmental Health section of the Health Protection Service that provides environmental health services including monitoring and compliance with food safety and public health. Applicants are required to undertake and progress through an external study program that aims to achieve an approved Degree of Environmental Health. Applicants currently undertaking an approved degree are encouraged to apply. 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 www.liveincanberra.com.au.

Eligibility/Other Requirements: Eligibility to be accepted into an accredited Bachelor Degree program majoring in Environmental Health. Current driver’s licence is desirable.

Note: Continuing employment is dependent upon progression through an accredited Bachelor Degree program majoring in Environmental Health. 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: Lyndell Hudson (02) 6205 1700

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

Legislation, Policy and Programs

Civil Law

Senior Policy Officer

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 44045)

Gazetted: 06 February 2014

Closing Date: 13 February 2014

Details: Legislation, Policy and Programs provides legal policy advice to Government, including advice on civil law policy issues affecting ACT legislation, human rights, administrative law and courts administration. This position is responsible for provision of high level legal advice to the Government and ACT Public Sector about legal policy in relation to civil law, handling more complex aspects of matters arising in the Unit and acting as a consultant for other staff on questions of legal policy. The successful applicant will also be required to develop and promote positive relationships with stakeholders and represent the Directorate at high-level meetings.

Eligibility/Other Requirements: Extensive experience in the development of legislation policy in civil law is essential.

Notes: This is a temporary position available until 29 August 2014 with the possibility of extension.

Contact Officer: Pam Jenkins (02) 6207 0546 pam.jenkins@act.gov.au

Corporate

Governance

Governance, Coordination and Reporting

Senior Information Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 18861)

Gazetted: 12 February 2014

Closing Date: 26 February 2014

Details: Governance is seeking a Senior Information Officer who under the direction of the Section Manager, Governance Coordination and Reporting can develop, maintain and promote the Directorate's Records Management Program in accordance with relevant legislation, best practice and consistent with ACT Public Service Standards. The suitable applicant will need to manage and coordinate Freedom of Information requests, maintain accurate records and reporting matters across the Directorate and provide advice to directorate officers on relevant procedures and processes as well as ensuring that responses to requests are coordinated within the required timelines. They need to develop and foster effective working relationships to engage all stakeholders within the Directorate, undertake audits across the Directorate regarding compliance with the Directorate's Records Management Program and Freedom of Information legislation compliance, policies and practices, assist with the facilitation of records management and Freedom of Information training programs across the Directorate whilst maintaining high levels of confidentiality in all aspects of the work and deal sensitively with issues as they arise. They are expected to undertake research and analysis, compile data and report on findings plus assist in the ongoing development, implementation and review of the Directorate's Record Management and Freedom of information processes and Governance.

Contact Officer: Kaye Yen (02) 6207 5066 kaye.yen@act.gov.au

Office of Regulatory Services

WorkSafe ACT

Inspector

WorkCover Officer 6 \$70,913 - \$81,460, Canberra (PN: 05521, several)

Gazetted: 11 February 2014

Closing Date: 25 February 2014

Details: The WorkSafe ACT Section is looking for an experienced and motivated person who will; perform the functions of an authorised Inspector under relevant legislation. Undertake major investigations in accordance with the relevant legislation including preparation of complex briefs of evidence, taking statements, collecting evidence. Contribute to the day-to-day operations in the Section. Contribute to efficient work practices and sound corporate governance. Educate the community on requirements of the relevant legislation.

Eligibility/Other Requirements: A Certificate IV level qualification in Investigations or related discipline, or progress towards such a qualification is desirable. Current driver's licence is mandatory. Willingness to wear a uniform.

Willingness to undertake competency based training relevant to performing the duties of this position.

Notes: This is a temporary position available for a period of up to 12 months with a possibility of extension.

Contact Officer: Stewart Ellis (02) 6207 0048 stewart.ellis@act.gov.au

ACT Corrective Services

Workforce Development and Training

Senior Workforce Development Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 43039)

Gazetted: 12 February 2014

Closing Date: 19 February 2014

Details: Provide efficient and effective high level administrative assistance for all aspects of Workforce Development and HR administration. Assist with recruitment processes ensuring close liaison with relevant stakeholders. Liaise with Directorate staff, other Directorates/Agencies, members of the public, suppliers and other parties as required.

Eligibility/Other Requirements: Familiarity with computer based applications would be an advantage. Knowledge of government human resource management systems (Chris21), procedures and guidelines and an understanding of human resource framework in the ACT Government would be an advantage. Eligible persons will be required to undergo a police check.

Notes: This is a temporary vacancy from 24 February 2014 for six months. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Jeremy Boland (02) 6205 1314 jeremy.boland@act.gov.au

Emergency Services Agency

ACT State Emergency Service

Community Liaison Coordinator

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 33586)

Gazetted: 11 February 2014

Closing Date: 25 February 2014

Details: A Community Liaison Coordinator is required for the ACT State Emergency Service (SES). The main function of the SES is to undertake planning and response operations for storms and floods. The SES also undertakes civil defence planning and civil defence operations; assists other agencies, such as the Police, Fire Brigade, Ambulance Service in emergencies; and assists the Police and Air Services Australia to undertake operations in relation to searches. The SES provides support for community organisations where this assists the training of SES staff and volunteers, and where there is a definite benefit to the community.

Eligibility/Other Requirements: The successful applicant will work under the direct supervision of the Manager, Policy and Planning. Duties include to assist with volunteer recruitment, selection and induction processes; the development and implementation of relevant standards in regards to work health and safety; assist with the coordination of ACTSES related events such as media campaigns and award ceremonies; coordinate the community education team and community activities; administer, coordinate and provide statistical reporting of community attendance; assist with business administration; contribute to the ACTSES Business Plan.

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

Contact Officer: Tracey McGregor (02) 6207 8699 tracey.mcgregor@act.gov.au

Legislation Policy and Programs

Civil Law

Senior Policy Officer

Legal 1/Senior Officer Grade C \$54,415 - \$111,570, Canberra (PN: 42761)

Gazetted: 06 February 2014

Closing Date: 13 February 2014

Details: Applications are sought for the position of Senior Policy Officer, Civil Law, Legislation, Policy and Programs. The Civil Law team administers a wide range of legislation and provides legal policy advice in a wide range of areas, including courts and tribunals, residential tenancies, unit titles, relationship laws, privacy and human rights.

Expressions of interest are sought from people who are able to demonstrate high level skills provision of legal policy advice and development of legislation.

Eligibility/Other Requirements: Legal Qualifications and experience developing legislation. An understanding of, or the ability to quickly acquire an understanding of a wide range of civil law and human rights law matters will be well regarded.

Notes: This is a temporary position available until 30 June 2014 with the possibility of extension. This position will be filled at either the Legal 1/Senior Officer Grade C level dependant on the skills, qualifications and experience of the successful candidate.

Contact Officer: Pam Jenkins (02) 6207 0595 pam.jenkins@act.gov.au

Transport Regulation

Road User Services

Parking Review

Parking Review Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 04986)

Gazetted: 12 February 2014

Closing Date: 19 February 2014

Details: Under the direction of the Team leader, Parking Review: Receipt, investigate and respond to correspondence. Answer phone and counter enquiries from clients regarding their rights and responsibilities concerning infringements. Assess and process disputes of infringement notices in accordance with guidelines, legislation and discretionary powers. Efficiently maintain, update and operate office systems. Assist senior members with other work in the Unit to ensure the objectives of the Unit are achieved. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Current Drivers Licence.

Notes: This is a temporary position available asap until 16 May 2014 with the possibility of an extension.

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

Applications should be sent to the contact officer.

Contact Officer: Peter Gibbs (02) 6207 7099 peter.gibbs@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

Directorate Services

Canberra Connect

Customer Services Integration

Customer Services Integration Senior Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 04448)

Gazetted: 10 February 2014

Closing Date: 17 February 2014

Details: The Customer Services Integration Senior Manager is responsible for the strategic management of customer self-services. In particular, the person is responsible for capability development, contract management, agency relationship management and determining the business direction and growth of whole of government self-services in collaboration with ACT Government Directorates. The Senior Manager also determines and authorises the implementation of broad business rules and guidelines to maintain consistency and standards. The person is responsible for managing a small, multi-functional team. Strong relationship management and business process design and management skills are required, along with an ability to introduce and bed down new customer information services and an ability to take a dynamic and flexible approach to meeting tight deadlines and stakeholders' needs.

Eligibility/Other Requirements: Experience in online services, communications, business process re-engineering or customer accounts highly desirable.

Notes: This is a temporary position available until 30 June 2014 with the possibility of extension.

Contact Officer: Leesha Pitt (02) 6205 0566 leesha.pitt@act.gov.au

Roads and Public Transport

Public Transport

ACTION

Workplace Health and Safety Coordinator

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 31926)

Gazetted: 06 February 2014

Closing Date: 20 February 2014

Details: Roads and Public Transport Division are seeking the services of a motivated Work Health and Safety Coordinator to be responsible for the development and implementation of occupational health and safety initiatives and proactive programs that develop health and well being across the Public Transport branch, with particular focus on the ACTION workforce.

Eligibility/Other Requirements: Formal vocational or tertiary qualifications in Work Health and Safety.

Accreditation as a Return-to-work Coordinator and/or Safety Auditor preferred.

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

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

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

Parks and City Services

Parks and Conservation Service

Fire Management

Fire Management Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 11032)

Gazetted: 10 February 2014

Closing Date: 24 February 2014

Details: The Parks and Conservation Service is a branch within the Parks and City Services Division responsible for planning and management of parks and reserves and the public domain, including, lakes, street trees, public open space and city places. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves, and maintains the look of the city and its environs. The management of bushfires is a core function of the Parks and Conservation Service across the land that it is responsible for. The Fire Management Section is looking to recruit a suitably qualified person to develop and manage systems to ensure the timely and accurate reporting on all financial related activities related to the delivery of the Bushfire Operation Plan (BOP), prepare reports showing adherence to the BOP including complete auditable statements of progress, develop, maintain and administer Fire Management Section data systems (including fire rosters), deliver timely and accurate reports relating to financial performance against all activities undertaken by the Fire Management Section, develop maintain and administer staff fire rosters, process all invoices for the Fire Management Unit, manage the Stromlo Site, including buildings, sheds, access, security and gym and the engagement and supervision of contractors. In addition, the successful applicant will be required to undertake fire related duties in some capacity.

Eligibility/Other Requirements: This position is classified as a Designated Fire Position under the Directorate's Collective Agreement. Bushfire related activities, including bushfire suppression, are a mandatory component of the position. The position requires successful completion of a nationally recognised fire fighting task-based fitness assessment.

Note: Applicants must be prepared to work a shift roster, weekends, public holidays or evening shifts at any site on an "as needs" basis and be prepared to wear a uniform.

Contact Officer: Simon Butt (02) 6207 2496 simon.butt@act.gov.au

Roads and Public Transport

Public Transport

ACTION

Regional Finance and Administration Manager

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: A20191)

Gazetted: 12 February 2014

Closing Date: 19 February 2014

Details: ACTION, a business unit within the Roads and Public Transport Division of the Territory and Municipal Services Directorate is seeking applications from individuals with strong financial management, administrative and organisational skills, in addition to a high level of computer literacy and experience in the use of Microsoft Office products. Reporting to the ACTION's North Regional Manager, the position will be based in ACTION's Belconnen bus depot and will assume responsibility for the administrative and financial management functions of the depot. The successful applicant will display a proactive approach to problem solving and will have good communication and interpersonal skills. As the position will be working in a predominantly industrial type environment an understanding of the role of administration in supporting the successful delivery of bus services will be well regarded.

Notes: This is a temporary vacancy for six months with possibility of extension and possibility of permanency.

Contact Officer: Jeremy Wee (02) 6207 7640 jeremy.wee@act.gov.au

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

Roads and Public Transport

Public Transport

ACTION

Administration Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: A20198)

Gazetted: 07 February 2014

Closing Date: 21 February 2014

Details: ACTION, a business unit within the Roads and Public Transport Division of the Territory and Municipal Services Directorate, is seeking applications from individuals with strong administrative and account reconciliation skills. The position will be based in Belconnen Bus Depot and will assist ACTION's regional Finance Manager with daily administrative tasks associated with the operation of the Depot. The successful applicant will display a proactive approach to problem solving and will have good communication and interpersonal skills. As the position will be working in a predominantly industrial type environment an understanding of the role of administration in supporting the successful delivery of bus services will be well regarded.

Contact Officer: Jeremy Wee (02) 6207 7640 jeremy.wee@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

Libraries ACT

ACT Digital Hub

Digital Support Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 21985)

Gazetted: 07 February 2014

Closing Date: 21 February 2014

Details: Are you self motivated? Do you keep up to date with new information and communication technologies? Are you organised and wish work in a busy face-to-face training environment? If so, we would like to hear from you. You will be required to keep on top of day to day functions of the ACT Digital Hub such as coordinating bookings, scheduling appointments, administering and delivering group and one-on-one training on a wide range of digital literacy topics. You will provide input into training delivery and community engagement activities and other duties as required. We are looking for a strong team player who has initiative and can prioritise a busy workload.

Notes: This is a temporary position available until the 31 March 2015. The successful applicant may be required to work weekends.

Contact Officer: Shruti Navathe (02) 6207 1594 shruti.navathe@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.

Directorate Services Division

Operational Support

Asset Information Group

AIG Records Officer

Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 14108)

Gazetted: 07 February 2014

Closing Date: 21 February 2014

Details: The position provides operational support to the Civil Asset Information Manager and has a particular responsibility for support of applications used by Roads ACT, Parks and Conservation Services, Canberra Connect and ACT NOWaste and the related assets recorded in the TAMS Integrated Asset Management System (IAMS).

Eligibility/Other Requirements: Experience in the use of AutoCAD, ESRI Geographic Information Systems, Microsoft Excel and Access databases is desirable.

Notes: This position is a temporary full-time position for up to 12 months with possible extension.

Contact Officer: Robert Vanderkley (02) 6205 8346 robert.vanderkley@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.

APPOINTMENTS

Chief Minister and Treasury

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

Jacob Fell 836-14349, Section 68(1), 17 February 2014

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

Jaimi-Lee Hazell 827-56791, Section 68(1), 3 March 2014

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

Nicole WONG 836-12992, Section 68(1), 10 February 2014

Environment and Sustainable Development

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

Jackie Hurst 827-61195, Section 68(1), 13 February 2014

Health

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

Tamara Allen 836-12482, Section 68(1), 10 February 2014

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

Rebecca Anderson 836-08862, Section 68(1), 10 February 2014

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

Nadeera Angamma 842-87159, Section 68(1), 7 February 2014

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

Pooja Arora 836-13442, Section 68(1), 10 February 2014

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

Sarah Louise Baird 836-09320, Section 68(1), 10 February 2014

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

Emma Ballard 836-12378, Section 68(1), 10 February 2014

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

Amy Beath 836-08598, Section 68(1), 10 February 2014

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

Samantha Boxsell 836-12490, Section 68(1), 10 February 2014

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

Cassandra Bruce 836-08416, Section 68(1), 10 February 2014

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

Nicole Carey 817-52510, Section 68(1), 5 February 2014

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

Tzu-Ya Chen 836-12503, Section 68(1), 10 February 2014

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

Katie Clarke 836-08942, Section 68(1), 10 February 2014

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

Hannah Clifton 836-08766, Section 68(1), 10 February 2014

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

Angela Cooper 836-12394, Section 68(1), 10 February 2014

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

Felicity Corcoran 836-08387, Section 68(1), 10 February 2014

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

Joanna Davies 833-47703, Section 68(1), 13 February 2014

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

Alexandra De Meyrick 840-51840, Section 68(1), 7 February 2014

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

Gillbert de Ruijter 836-13629, Section 68(1), 10 February 2014

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

Jamie Dring 836-12511, Section 68(1), 10 February 2014

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

Damian Gamlath 836-10065, Section 68(1), 10 February 2014

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

Charly George 825-49602, Section 68(1), 10 February 2014

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

Katherine Gould 836-08360, Section 68(1), 10 February 2013

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

Jorge Guillen 836-14242, Section 68(1), 10 February 2014

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

Lina Guo 836-08774, Section 68(1), 10 February 2014

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

Dyane Gutierrez 836-10014, Section 68(1), 10 February 2014

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

Peter Hewitt 827-39844, Section 68(1), 11 February 2014

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

Sarah Hodgman 836-08408, Section 68(1), 10 February 2014

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

Justine Imberger 836-10022, Section 68(1), 10 February 2014

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

Monique Ingram 830-81116, Section 68(1), 5 February 2014

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

Emma James 836-08547, Section 68(1), 10 February 2014

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

Kristy Jones 836-08686, Section 68(1), 10 February 2014

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

Susan Kulic 840-49871, Section 68(1), 10 February 2014

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

Meghann Lang 836-13899, Section 68(1), 10 February 2014

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

Gabrielle Leahy 836-08758, Section 68(1), 10 February 2014

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

Xiaowen Li 825-50056, Section 68(1), 6 March 2014

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

Breanna March 836-08336, Section 68(1), 10 February 2014

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

Caitlin McFee 836-08432, Section 68(1), 10 February 2014

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

Laura Monie 836-09961, Section 68(1), 10 February 2014

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

Mark Daniel Morley 778-38290, Section 68(1), 10 February 2014

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

Andrea Nissen 838-52208, Section 68(1), 10 February 2014

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

Ellen Obersteller 836-08635, Section 68(1), 10 February 2014

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

Elley-Kay O'Brien 836-08440, Section 68(1), 10 February 2014

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

Stephanie Parry 836-09996, Section 68(1), 10 February 2014

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

Alyson Penny 839-26350, Section 68(1), 4 February 2014

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

Tenny Ramis 831-24809, Section 68(1), 5 February 2014

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

Margaret Riep 836-13397, Section 68(1), 10 February 2014

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

Jessica Ryan 836-08395, Section 68(1), 10 February 2014

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

Nicola Samal 836-12538, Section 68(1), 10 February 2014

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

Nikita Shean 836-08694, Section 68(1), 10 February 2014

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

Josephine Shields 836-09339, Section 68(1), 10 February 2014

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

Susan Simmonds 836-09355, Section 68(1), 10 February 2013

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

Lindsey Smiles 836-08707, Section 68(1), 10 February 2014

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

Clare Taylor 836-08301, Section 68(1), 10 February 2014

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

Kavitha Thomas 825-49645, Section 68(1), 10 February 2013

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

Jo-anne Treen-Platt 836-10030, Section 68(1), 10 February 2014

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

Renuka Umbarker 836-13434, Section 68(1), 10 February 2014

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

Debbie Maree Waters 836-09371, Section 68(1), 10 February 2014

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

Stephen Watt 836-14162, Section 68(1), 10 February 2014

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

Stuart Watts 836-56696, Section 68(1), 10 February 2014

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

Emily Wells 836-08424, Section 68(1), 10 February 2014

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

Courtney Woodford 836-08643, Section 68(1), 10 February 2014

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

Amanda Wynants 836-09988, Section 68(1), 10 February 2014

Territory and Municipal Services

Bus Operator \$65,081

Mark Dixon 836-14381, Section 68(1), 7 February 2014

Bus Operator \$65,081

Francis Hodge 836-14410, Section 68(1), 7 February 2014

Bus Operator \$65,081

Storm Oshyer 836-14429, Section 68(1), 7 February 2014

Bus Operator \$65,081

Mathew Simmond 836-14402, Section 68(1), 7 February 2014

TRANSFERS

Education and Training

Arlene MacKenzie: 787-42469

From: Health Professional Level 4 \$96,809

Community Services

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

Education and Training, Canberra (PN. 31019) (Gazetted 23 October 2013)

Health

Charissa Hayward: 786-54194

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

Health

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

Health, Canberra (PN. 27242) (Gazetted 5 December 2013)

Jeanne McLauchlan: 259-61262

From: Registered Nurse Level 3.2 \$101,556

Health

To: Registered Nurse Level 3.2 \$101,556

Health, Canberra (PN. 22394) (Gazetted 10 October 2013)

Elizabeth Sharpe: 608-00616

From: Registered Nurse Level 5.6 \$152,967

Health

To: Registered Nurse Level 5.6 \$152,967

Health, Canberra (PN. 26031) (Gazetted 28 November 2013)

PROMOTIONS

Canberra Institute of Technology

CIT Student and Academic Services

Student Services

Jacqueline Haeusler: 820-81544

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

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 16465) (Gazetted 22 November 2013)

Commerce and Works

Revenue Management

Revenue Accounts

Paige Holdsworth: 817-48933

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 33416) (Gazetted 6 December 2013)

Community Services

Office for Children, Youth and Family Support

Care and Protection Services

Jennifer Maree Daniell: 817-5215

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

Community Services

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

Community Services, Canberra (PN. 16559) (Gazetted 30 October 2013)

Office for Children, Youth and Family Support

Care and Protection Services

Catherine Lymbery: 827-46331

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

Community Services

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

Community Services, Canberra (PN. 16550) (Gazetted 30 October 2013)

Office for Children, Youth and Family Support

Care and Protection Services

Kate Phillips: 796-72677

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

Community Services

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

Community Services, Canberra (PN. 07521) (Gazetted 11 November 2013)

Office for Children, Youth and Family Support

Care and Protection Services

Caoimhe Sands: 827-59757

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

Community Services

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

Community Services, Canberra (PN. 16555) (Gazetted 30 October 2013)

Office for Children Youth and Family Support

Care and Protection Services

Andrea Sparks: 820-91347

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

Community Services Directorate

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

Community Services, Canberra (PN. 07519) (Gazetted 11 November 2013)

Office for Children, Youth and Family Support

Care and Protection Services

Itshak Yosef: 751-76588

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

Justice and Community Safety

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

Community Services, Canberra (PN. 27432) (Gazetted 30 October 2013)

Health

Canberra Hospital and Health Services

Critical Care

Demand Management

Lana Davis: 799-85163

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

Health

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

Health, Canberra (PN. 22753) (Gazetted 5 December 2013)

Canberra Hospital and Health Services

Medicine

Medicine Unit

Stephanie Fattore: 820-88324

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. 16593) (Gazetted 12 December 2013)

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Wards

Caroline Gorecki: 821-58441

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

Health

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

Health, Canberra (PN. 22235) (Gazetted 13 June 2013)

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Wards

Danniele Hunter: 827-25338

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

Health

To: Registered Nurse Level 2 \$78,157 - \$82,990
Health, Canberra (PN. 26905) (Gazetted 13 June 2013)

**Canberra Hospital and Health Services
Surgery and Oral Health
Surgical Wards**

Radhika Mahadevan: 786-52295

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

Health

To: Registered Nurse Level 2 \$78,157 - \$82,990
Health, Canberra (PN. 22514) (Gazetted 13 June 2013)

**Canberra Hospital and Health Services
Clinical Support Service
Clinical Engineering**

Ian Donald McLean: 827-41813

From: Senior Medical Physics Specialist \$99,400 - \$118,175

Health

To: †Principal Medical Physics Specialist \$123,313 - \$133,590
Health, Canberra (PN. 24887) (Gazetted 28 November 2013)

**Canberra Hospital and Health Service
Surgery and Oral Health
Medical Imaging**

Andrea Morris: 827-53611

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. 28800) (Gazetted 5 December 2013)

**Canberra Hospital and Health Services
Surgery and Oral Health
Surgical Wards**

Anies Saju Mathew: 821-59006

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

Health

To: Registered Nurse Level 2 \$78,157 - \$82,990
Health, Canberra (PN. 22152) (Gazetted 13 June 2013)

**Strategy and Corporate
Performance and Innovation
Performance and Innovation Executive**

Sherilyn Saxon: 778-38207

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

Health

To: Administrative Services Officer Class 5 \$65,660 - \$69,623
Health, Canberra (PN. 14994) (Gazetted 16 January 2014)

**Canberra Hospital and Health Services
Annette Schmah: 771-97542**

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

Health

To: Administrative Services Officer Class 4 \$58,870 - \$63,917
Health, Canberra (PN. 32403) (Gazetted 5 December 2013)

Strategy and Corporate

Performance and Innovation

Performance and Innovation Executive

Linda Tesolin-Small: 788-13714

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

Health

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

Health, Canberra (PN. 14993) (Gazetted 16 January 2014)

Canberra Hospital and Health Services

Clinical Support Service

Acute Support

Mandy Willingham: 820-96033

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

Health

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

Health, Canberra (PN. 20104) (Gazetted 19 December 2013)

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Wards

Lili Zhu: 756-34390

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

Health

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

Health, Canberra (PN. 29939) (Gazetted 13 June 2014)

Justice and Community Safety

Parliamentary Counsel's Office

Legislative Publishing

Ann Moxon: 771-1002

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

Justice and Community Safety

To: †Senior Officer Grade A \$123,208

Justice and Community Safety, Canberra (PN. 14196) (Gazetted 20 December 2013)

Territory and Municipal Services

Directorate Services Division

Governance

Government Business

Leonie Mossop: 545-57947

From: Senior Officer Grade A \$123,208

Territory and Municipal Services

To: †Senior Officer Grade A \$123,208

Territory and Municipal Services, Canberra (PN. 17003) (Gazetted 2 January 2014)

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.

Business Enterprises

Yarralumla Nursery

Belinda Robyn Ryan: 713-01759

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

Territory and Municipal Services

To: †Technical Officer Level 4 \$70,913 - \$81,460

Territory and Municipal Services, Canberra (PN. 13529) (Gazetted 20 September 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.