



ACT Government Gazette

Gazetted Notices for the week beginning 20 March 2014

VACANCIES

Calvary Health Care ACT (Public)

Anaesthetics Department

Director of Anaesthetics

Senior Staff Specialist \$199,231, Canberra (PN: 7579)

Gazetted: 24 March 2014

Closing Date: 10 April 2014

Calvary Health Care ACT is a fully accredited hospital located in a beautiful bushland setting in the northern suburbs of Canberra. Calvary enjoys a reputation in the Canberra community for exemplary care. It is a modern healthcare service with its centrepiece being a 250-bed public general hospital that is a teaching hospital associated with The Australian Catholic University, the Australian National University and the University of Canberra. We are seeking applications from interested and suitably qualified candidates for the position of Director of Anaesthesia to lead this vital department. Specific duties include: Lead, co-ordinate and assume professional accountability for medical management within the Anaesthesia Department to optimise patient care outcomes; develop and utilise staff, financial and other resources to provide quality cost-effective services, including developing and managing a budget; plan, develop and supervise service operations consistent with patient needs, hospital role delineation and organisational philosophy, goals and policy; plan and manage ESWL targets to ensure clearance rates and alignment with annual case numbers; ensure services are regularly reviewed and evaluated through programmed safety & quality improvement activities. Monitor services to maintain ethical and professional standards and currency of professional knowledge and practice; liaise with other service providers within and external to the hospital to promote a comprehensive local service network; promote and oversee the Calvary component of the Registrar Training Program; initiate and participate in research activities of the profession; provide advice on clinical and professional matters to senior management and represent the Department/profession as required.

Eligibility/Other Requirements: Applicants must attach the below documents to be considered for this position: Response to the selection criteria and copy of your current resume; cover letter outlining why you believe you are suitable for this role (Maximum one page); and names and contact details for two professional referees.

Note: Applications close: 10 April 2014. For further enquires please contact: Tonia Alexander, Medical Administration Manager E-mail: tonia.alexander@calvary-act.com.au. For selection documentation and further information about Calvary Health Care ACT visit us at www.calvary-act.com.au.

Contact Officer: Tonia Alexander (02) 6201 7129 tonia.alexander@calvary-act.com.au Applications can be forwarded to: applications@calvary-act.com.au

Clare Holland House

Registered Nurse Level 2

Registered Nurse Level 2 \$80,707 - \$85,540, Canberra (PN: 7607)

Gazetted: 26 March 2014

Closing Date: 9 April 2014

Details: The Community Specialist Palliative Care Service is looking for a dynamic Registered Nurse leader with broad knowledge of palliative care nursing to provide maternity leave relief in the role of Registered Nurse Level 2 Home Based Palliative Care at Clare Holland House; the person in this position has an autonomous role in providing specialist palliative care within the home environment to patients and families who require assistance with the management of complex pain or symptom management, psychosocial issues, spiritual or emotional concerns who have a terminal diagnosis or may be approaching the end of their life; this position is a temporary maternity relief position working three days a week on a rotating roster for a period of up to twelve months commencing 5th of May 2014.

Eligibility/Other Requirements: The successful candidate will be able to demonstrate: Minimum of three years cumulative post registration experience and at least one year recent post basic experience in Palliative Care Nursing; demonstrated ability to provide an excellent standard of active, compassionate patient-centred care (acknowledging the patient and their significant others as a unit of care; demonstrated effective interpersonal skills and the ability to communicate effectively with other members of the interdisciplinary health care team; demonstrated competency in nursing practice, including exercising initiative and professional judgement, in

assessing, negotiating, delivering and evaluating coordinated and compassionate care; demonstrated capacity to lead mentor and precept new and/or less experience staff; evidence of participation in quality improvement, clinical research and policy development; evidence of a comprehensive understanding of the National Palliative Care Standards and the NSAP program and the Palliative Care Outcomes Collaborative Applicants are expected to respond in writing and include the following; response to the selection criteria and copy of your current resume; cover letter outlining why you believe you are suitable for this role (Maximum one page); names and contact details for two professional referees.

For further enquires please contact: Bradley Smith Clinical Nurse Consultant, Community Specialist Palliative Care Services Phone: (02) 6264 7300 E-mail: Bradley.smith@calvary-act.com.au

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

Finance

Ward Clerk

Administrative Services Officer Class 2/3 \$46,372 - \$57,004, Canberra (PN: FWC, several)

Gazetted: 25 March 2014

Closing Date: 1 April 2014

Clinical Support Services (Calvary Health Care ACT) are seeking individuals with high standards of customer service and organisational skills to fill the positions of Ward Clerks throughout the hospital; reporting to the Clinical Support Services Manager, Ward clerks provide support and administration assistance to the clinical care teams, assisting patients, visitors and staff with their enquiries; various permanent positions are available, staff will be required to work on occasion evening, weekend and public holidays. Applicants are expected to respond in writing and include the following: 1. Response to the selection criteria and copy of your current resume. 2. Cover letter outlining why you believe you are suitable for this role (Maximum 1 page). 3. Names and contact details for 2 professional referees.

For further enquires please contact: Alana Knox A/g Clinical Support Services Manager, Ph: (02) 6264 7100 Email: alana.knox@calvary-act.com.au

For selection documentation and further information about Calvary Health Care ACT visit our website at www.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

Brand and Business Development

Marketing

CIT Marketing Manager

Public Affairs Officer 3 \$94,353 - \$111,570, Canberra (PN: 33768)

Gazetted: 20 March 2014

Closing Date: 3 April 2014

Details: The CIT Marketing Manager works in a team based way with the CIT Communication Manager. The CIT Marketing Manager oversees the day-to-day operations of the CIT Marketing team including managing the CIT brand, whole of CIT marketing activities, the CIT website and accompanying online products and services making sure all activity is aligned with the CIT marketing strategy. The CIT Marketing Manager has six direct reports being: four CIT Account Managers supporting teaching colleges and two graphic designers. ACT Government ICT is a shared services model and the ICT team provides services supporting the CIT website and staff intranet from an embedded place within the CIT marketing team.

Eligibility/Other Requirements: A Degree or Diploma in Marketing, Media, Communication, Public Relations, Journalism or related discipline or relevant equivalent experience is mandatory. Previous experience managing a team of people, experience using the Adobe Creative Suite 6, knowledge of vocational education and training is desirable.

Contact Officer: Jayne Miller (02) 6205 3515 jayne.miller@cit.edu.au

Brand and Business Development

Marketing

Communication Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 55587)

Gazetted: 24 March 2014

Closing Date: 7 April 2014

Details: An opportunity exists for a motivated result driven Communication Manager. Under the general direction of Director Business Growth and Transformation the Communication Manager is responsible for internal and external communication at Canberra Institute of Technology (CIT). The Communication Manager will work closely with the Marketing Manager, the Marketing Account Managers and the CIT Web team to develop and deliver a communication and media strategy for the Canberra Institute of Technology to meet client service outcomes.

Eligibility/Other Requirements: Degree or Diploma in Marketing, Media, Communication, Public Relations, Journalism or related discipline preferred. A working knowledge of data metrics suitable to the position e.g. Google analytics, Face book edge rank, uniques, bounce rates, etc.

Notes: This position is temporary for three years.

Contact Officer: Jayne Miller (02) 6205 3515 jayne.miller@cit.edu.au

Chief Minister and Treasury

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

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

Workforce Capability and Governance

Corporate Management

Senior Manager, Systems and Governance

Senior Officer Grade A \$123,208, Canberra (PN: 33792)

Gazetted: 24 March 2014

Closing Date: 3 April 2014

Details: Chief Minister and Treasury Directorate (CMTD) is seeking a motivated and dynamic senior manager with proven skills and experience in strategy formulation, business analysis and liaison.

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

Contact Officer: Sue Hall (02) 6207 0569 sue.hall@act.gov.au

Workforce Capability and Governance

Corporate Management

Information Project Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 33791)

Gazetted: 24 March 2014

Closing Date: 3 April 2014

Details: Chief Minister and Treasury Directorate (CMTD) is seeking a project officer with skills and experience in government online communications processes and systems, information management and business improvement.

Applicants should be motivated and customer focussed, with well developed liaison and communications skills.

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

Contact Officer: Natalie Wise (02) 6207 5563 natalie.wise@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

Shared Services Procurement ICT

Senior Procurement Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 11175, several)

Gazetted: 21 March 2014

Closing Date: 8 April 2014

Details: Senior Procurement Officer, Shared Services Procurement, Goods and Services Branch, Information and Communications Technology (ICT) Procurement Section (SSP ICT). 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 the ACT Government. The G&S Branch requires experienced, capable officers in SSP ICT Section to provide professional ICT procurement advice and support on complex and simple ICT procurements across the ACT Government. You will provide policy, negotiation, risk management, contract management and procurement advice and services to Ministers, Executives and ACT Government Directorates. You will have a strong understanding of industry, government and business objectives and drivers to provide specialist ICT procurement advice and support to the ACT Government and to client Directorates undertaking ICT procurement projects, including all appropriate procurement documentation and associated industry and commercial considerations. Ability to contribute to broader government and business objectives is essential. To be successful in this role, you will have strong analytical, conceptual and communication skills, be outcome and solution focussed, able to effectively manage changing and competing priorities/projects, and to identify and manage risks and issues appropriately. You will be a strong team member who displays commitment, initiative, personal drive and sound judgement. You will be able to critically analyse technical content and display strong problem solving skills. You will foster partnerships with key stakeholders, negotiate and liaise successfully, and undertake client liaison with ACT Government Directorates and the community.

Eligibility/Other Requirements: Educational and professional qualifications and/or police and security checks 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: Peter DeGraaff (02) 6205 0271 peter.degraaff@act.gov.au

Community Services

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

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

Housing ACT

Housing Initiatives

Housing Initiatives and Operational Services

Tribunal Advocate

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 05079)

Gazetted: 20 March 2014

Closing Date: 3 April 2014

Details: Housing ACT is seeking a motivated individual to undertake the role of Tribunal Advocate in the Housing Initiatives and Operational Services Unit Housing ACT. Under general direction the applicant will be responsible for: Representing the Commissioner for Housing in matters before the Civil and Administrative Tribunal (ACAT) and other Courts or Tribunals in accordance with agreed parameters. Liaise with clients and their legal representatives, The Government Solicitor's Office, ACAT and other parties as required to progress matters in accordance with instructions. Prepare documentation associated with legal and administrative matters, including applications and case histories. Build and maintain good working relationships with clients, community organisations, members of the public, external legal representatives and other government agencies. Provide advice and support to Housing ACT tenancy teams in relation to matters at ACAT. Coordinate claims for compensation and fraud matters. Liaise with the Australian Federal Police and actively participate as a member of a team.

Eligibility/Other Requirements: Legal experience or qualifications highly desirable.

Note: This is a temporary position available for six months with possibility of extension. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than three pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae. Selection may be based on application and referee reports alone.

Contact Officer: Andrew Roylance (02) 6207 1306 andrew.roylance@act.gov.au

Therapy ACT

Occupational Therapist

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 27495)

Gazetted: 20 March 2014

Closing Date: 3 April 2014

Details: Therapy ACT provides a range of multidisciplinary therapy and support services for children, adolescents and adults with delays in development and developmental disabilities. Services are provided through age based teams in a range of community settings. The successful Occupational Therapist will assess, plan, implement and evaluate individual and group programs and provide services to promote independence through equipment prescription and home modifications. Therapy ACT is committed to providing the best service possible and supports staff in professional development to achieve this.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Occupational Therapy. Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency and eligibility for Membership with Australian Occupational Therapy Association. Current driver's licence essential.

Notes: There are several Occupational Therapist positions available for both temporary and possible permanent filling, working both full-time and part-time hours.

Contact Officer: Ruth van Ierschoot (02) 6205 1251 ruth.vanierschoot@act.gov.au

Economic Development

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

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

Tourism, Events and Sport

Sport and Recreation Services

ACT Academy of Sport

Strength and Conditioning Coach

Professional Officer Class 1 \$49,452 - \$69,377, Canberra (PN: 15088)

Gazetted: 25 March 2014

Closing Date: 8 April 2014

Details: Sport and Recreation Services is seeking an enthusiastic and dynamic person to join our ACT Academy of Sport (ACTAS) team as a Strength and Conditioning Coach. The successful applicant will be part of a team delivering strength and conditioning services to approximately 130 talented athletes across eight sport programs and an Individual Athlete Program.

Eligibility/Other Requirements: Relevant Undergraduate Qualifications/currently studying towards a qualification in sports related field (coaching/physical education). Australian Strength Conditioning Association (ASCA) Level 2 accreditation/registration highly desirable. Current sports first aid qualifications. Current Working with Vulnerable People Check.

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

For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Gavin Thornley (02) 6207 4391 gavin.thornley@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

Executive Director Corporate Services

Human Resources

Director People and Performance

Executive Level 1.3 \$205,030 to \$216,153 depending on current superannuation arrangements, Canberra (PN: E222)

Gazetted: 20 March 2014

Closing Date: 27 March 2014

Details: The Director People and Performance is responsible for planning, developing, co-ordinating and implementing human resources strategies, policies and processes for the Directorate to optimise use of human resources in achieving corporate goals. The Director People and Performance is responsible for working with senior colleagues to build the workforce capability of all staff and to improve business productivity and learning outcomes. The position reports to the Executive Director Organisational Integrity and provides the Director-General and Senior Executive Team with strategic advice across the full range of human resource management functions. As a leader in the Organisational Integrity Division, the Director will contribute to the design and delivery of significant human resources improvement initiatives aligned with the directions and priorities of the Directorate's Strategic Plan 2014 - 2017, Education Capital: Leading the Nation. Please refer to further detail in the position statement.

Remuneration: The position attracts a remuneration package ranging from \$205,030 - \$216,153, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$164,787. Selection may be based on application only.

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: Meg Brighton by phoning Zoe Sykes (02) 6207 1278 zoe.sykes@act.gov.au

Office of Deputy Director-General

Training and Tertiary Education

Training and Skills Development

Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 04410)

Gazetted: 25 March 2014

Closing Date: 7 April 2014

Details: This position requires a skilled manager who is also an experienced leader, successful negotiator and expert in building and maintaining stakeholder relationships. The successful applicant will use a deep knowledge of the vocational education and training (VET) sector to guide the implementation of ACT funding initiatives and to proactively work with stakeholders at all levels to maximise success. In the advertised period the role will also include deep engagement in change management of the Branch and strong support for the development and implementation of a new IT business system to manage funded training initiatives.

Note: This is a temporary position available until 28 August 2014 with possibility of extension.

Contact Officer: Ann Goleby (02) 6205 2683 ann.goleby@act.gov.au

Organisational Integrity

Human Resources

Employee Relations

Assistant Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 00067)

Gazetted: 21 March 2014

Closing Date: 28 March 2014

Details: Education and Training Directorate, Human Resources is seeking an enthusiastic team player to join Employee Relations Section in the above position. This role will provide an opportunity to be involved in providing high level support to managers/principals and senior managers in dispute resolution, handling of complaints and misconduct and underperformance processes. It requires sound knowledge and application of the ACTPS Education and Training Directorate Enterprise Agreements in particular Section H - Workplace Behaviours. The role also involves liaising with a range of stakeholders including Shared Services and CMTD and requires high level written and oral communication skills.

Eligibility/Other Requirements: Desirable: Experience in Human Resources Management.

Notes: This temporary position may be filled at either the ASO6 or Senior Officer Grade C level, depending on the skills and experience of the successful applicant.

Expressions of interest should be sent to the contact officer.

Contact Officer: Dougal Whitton (02) 6205 9152 dougal.whitton@act.gov.au

Office for Schools

Tuggeranong Network

Gordon Primary School

Business Manager

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 00560)

Gazetted: 21 March 2014

Closing Date: 4 April 2014

Details: An opportunity exists to join the collaborative educational team at Gordon Primary School. The successful applicant will be required to manage and administer all the School's finance, budgetary and operational tasks and provide administrative support to the Principal and School Board. This position includes supervision of non teaching staff, liaising with a diverse client group including students, parents, members of the public, teaching staff, contractors and central office directorate personnel ensuring a high quality customer service is delivered. The successful applicant will possess excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands.

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

Notes: Applicants are strongly encouraged to contact the Principal for further information regarding this position. 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: Murray Bruce (02) 6205 5955 murray.bruce@ed.act.edu.au

Office for Schools

Tuggeranong Network

Wanniassa School

Youth Support Worker

School Assistant 4 \$54,064 - \$58,700, Canberra (PN: 15593)

Gazetted: 21 March 2014

Closing Date: 4 April 2014

Details: An exciting opportunity exists to join the collaborative educational team in the Achievement Centre at Wanniassa School. The successful applicant will be required to develop, implement and manage programs appropriate for young adolescents aimed at engaging them in learning and enhancing their social skills and personal development. Duties will also include assisting students to access appropriate external community-based youth support services and programs that will support school connectedness and general health and wellbeing. The applicant should possess sound knowledge and understanding of current issues affecting young people.

Eligibility/Other Requirements: Tertiary qualifications in a Youth Work or related field would be desirable.

Notes: School Assistant 4s, are required to work six days (in addition to the four days Professional Learning) during stand down periods between school terms to undertake duties as directed, for example program preparation. This is a temporary position available from 28 April 2014 until 17 December 2014 with the possibility of extension. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Maddie Mackay (02) 6205 6200 maddie.mackay@ed.act.edu.au

Environment and Sustainable Development

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

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

Regulation and Client Services

Facilities Management

Facilities Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 03089)

Gazetted: 20 March 2014

Closing Date: 27 March 2014

Details: An exciting opportunity exists within the Environment and Sustainable Development Directorate for a self motivated individual to fill the role of Facilities Manager. This position is responsible for overseeing all building infrastructure, maintenance and fleet management issues including management of office furniture and

equipment, acquisition, disposal, stock take, maintenance of the asset register and managing the Directorate's building security system.

Eligibility/Other Requirements: Experience in managing the delivery of building and office maintenance would be advantageous.

Notes: The successful candidate may be determined by application only. Depending on skills and experience, this position may be filled at partial performance AS06.

How to Apply: Expressions of interest for this temporary position 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: Bruce Fitzgerald (02) 6207 2469 bruce.fitzgerald@act.gov.au

Regulation Services

Construction Services

Utilities, Land and Lease Regulation Services

Utilities Technical Inspector - Water

Senior Professional Officer Grade C \$89,786 - \$96,809, Canberra (PN: 20257)

Gazetted: 25 March 2014

Closing Date: 8 April 2014

Details: Environment and Sustainable Development (ESDD) is seeking the services of an experienced technical specialist to assist it in its role as the Technical Regulator of utilities in the ACT. The Directorate is seeking a person with suitable experience, on a temporary basis, to provide high level technical input to the Technical Regulator in assessing the effectiveness of the operation, management and performance of utilities licensed to operate in the Territory. The successful applicant will provide specialist advice in relation to the regulation of the following utility service sector: water supply/sewerage services and/or dams. The role will include field audit work and investigation of safety related incidents.

Eligibility/Other Requirements: Applicants will have applied engineering, management background or equivalent experience in or associated with a water utility. Field experience in construction management preferred.

Notes: This is a temporary position available for a period of nine months and may be extended for up to 24 months or a possibility of permanency from this process. The hours of this position may be negotiated for a part-time arrangement.

Contact Officer: Dennis Harvey (02) 6207 0362 dennis.harvey@act.gov.au

Policy

Nature Conservation Policy

NRM Programs

Regional Landcare Facilitator

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 33777)

Gazetted: 26 March 2014

Closing Date: 9 April 2014

Details: The Environment and Sustainable Development Directorate is seeking a highly motivated individual to fill a part-time temporary two day a week (working mostly Mondays and Tuesdays) position as the ACT Regional Landcare Facilitator (RLF). The role involves working collaboratively with the existing ACT RLF to plan, organise and deliver the ACT RLF 2013-18 Caring for our Country project activities.

Eligibility/Other Requirements: Relevant tertiary qualification and/or extensive experience in community engagement and as a natural resource management and agricultural sector facilitator or other relevant skills and qualifications.

Notes: This is a part-time temporary two day a week (working mostly Mondays and Tuesdays) position available from 1 July 2014 to 31 December 2014, with possibility of extension.

Contact Officer: Anna van Dugteren (02) 6205 2914 anna.vandugteren@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
Cancer Ambulatory and Community Health Support
BreastScreen ACT**

GP Specialists - Clinical Coordinators

Staff Specialist/Senior Specialist \$147,465-\$181,976

Senior Specialist \$199,231, Canberra (PN: 33614, several)

Gazetted: 27 March 2014

Closing Date: 10 April 2014

The Position: There are two permanent part time positions available to join BreastScreen ACT. These positions offer the successful candidates the opportunity to work with a team of dynamic and dedicated health professionals within the BreastScreen Program in Canberra. The role requires experience in general practice, willingness to undertake training in the detection and management of early breast cancer within the population of women targeted by the Program, ability to work well with a multidisciplinary team, excellent communication skills and a strong client focus, a commitment to quality improvement and an appreciation of the aims of population health screening. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 Senior Specialist: \$199,231 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$178,592 - \$235,018 Eligibility/Other Requirements: Registered or eligible for registration as a Medical Practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA) with a FRACGP or equivalent postgraduate degree or experience. Contact Officer: Ms Yvonne Epping (02) 6205 1540 yvonne.epping@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

Canberra Hospital and Health Services

Medicine

Neurology

Neurologist

Staff Specialist Band 1-5 \$147,465-\$181,976, Canberra (PN: 20538)

Gazetted: 27 March 2014

Closing Date: 24 April 2014

The Position: The neurology department at TCH provides inpatient services (planned admissions, emergency admissions, and ward consultations), general neurology outpatient clinics, and an investigatory service in the form of EEGs (inpatient and outpatient), evoked potentials, and electrophysiology (inpatient and outpatient). Though based at TCH, we offer a regional service, covering southern NSW. 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 - \$292,953 Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA). Fellowship of the Royal Australian and New Zealand College of Neurology (FRACP) or an equivalent higher specialist qualification. Note: This position is a permanent part time position. Contact Officer: SEE SPECIAL CONDITIONS Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Business Support Mental Health

Operational Director - CAMHS

Senior Officer Grade A \$123,208, Canberra (PN: 25807)

Gazetted: 27 March 2014

Closing Date: 10 April 2014

Details: This opportunity would suit a talented and highly skilled and consultative leader. The applicant should have a comprehensive understanding of mental health care, public health issues and legislative underpinnings of service delivery to children and adolescents and their families/carers.

Eligibility/Other Requirements: Tertiary qualifications in health or a related discipline are essential. Postgraduate qualifications in management field are 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: Katrina Bracher (02) 6205 1313

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

**RADAR Nurse Practitioner
Nurse Practitioner \$112,019, Canberra (PN: 02289, expected vacancy)**

Gazetted: 27 March 2014

Closing Date: 3 April 2014

Details: An opportunity exists for an enthusiastic self motivated Nurse Practitioner to work in collaboration with General Practitioners to provide responsive services to Aged Care clients in their home or residential facilities. The RADAR Nurse Practitioner will undertake health assessments, conduct investigations and deliver and manage care in close collaboration with allied health professionals, medical staff and general practitioners to prevent the need for unnecessary hospitalisation.

Eligibility/Other Requirements: Registered or eligible to register as a Nurse Practitioner with the Australian Health Practitioner Registration Agency (AHPRA). Extensive clinical experience in Aged Care

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: Naree Stanton (02) 6244 2214 or 0403 050 967

**Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Mental Health Director of Nursing**

**Nursing Clinical Practice Development Coordinator
Registered Nurse Level 3.1 \$92,529 - \$96,337, Canberra (PN: 22810)**

Gazetted: 27 March 2014

Closing Date: 10 April 2014

Details: Written applications are invited from enthusiastic and innovative Registered Nurses for the Clinical Practice Development Coordinator role. The Nursing Clinical Practice Development Coordinator plays a significant role in providing clinical nursing leadership and education across the Division. The key duties include developing, co-ordinating and delivering nursing practice development initiatives. Promoting and developing evidenced-based nursing practice initiatives. Actively participating in the delivery of work place based training, education and practice development programs and maintaining appropriate records for these programs together with a role in evaluating the impact of nursing practice initiatives and education delivered to nursing staff across the Division.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Tertiary qualification in health or a related discipline is desirable. Extensive experience in the delivery of mental health, and or justice health and or alcohol and drug services at a senior nursing level is desirable. 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: Deborah Plant (02) 6205 5134

**Canberra Hospital and Health Services
Medicine
Pharmacy**

**Medicines Information Pharmacist
Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 25283)**

Gazetted: 27 March 2014

Closing Date: 2 April 2014

Details: An exciting opportunity exists for the position of Medicines Information Pharmacist at Canberra Hospital and Health Services (CHHS). We are seeking a suitably qualified and energetic Pharmacist to continue to build our Medicines Information Service. This is a permanent part-time position. The role also includes a range of clinical, educational, research and quality improvement activities as well as a rotational weekend and after hours service. Canberra Hospital is the region's major public hospital with over 700 beds, providing a range of specialty services. The pharmacy department employs approximately 80 staff, including 40 pharmacists.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Minimum five years of experience in hospital clinical pharmacy, including areas of specialty areas relevant to the medicines information service is highly desirable. Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or extensive clinical pharmacy experience deemed equivalent is highly desirable.

Note: This is a part-time position at 22:03 hours per week. The successful applicant may be required to be registered under *the Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Monica Jones (02) 6244 2118

Canberra Hospital and Health Services

Medicine

Medical

Registered Nurse Intravenous Access Team

Registered Nurse Level 2 \$80,707 - \$85,540, Canberra (PN: 33408)

Gazetted: 27 March 2014

Closing Date: 3 April 2014

Details: An exciting and challenging opportunity exists for a suitably qualified Registered Nurse to work in the Intravenous Access Team (IVAT) at Canberra Hospital. The successful applicant will work under the guidance of the IVAT CNC to coordinate the insertion and maintenance of Peripherally Inserted Central Catheters (PICCs) across Canberra Hospital. The IVAT is responsible for: prioritising PICC insertions based on patient needs; providing patient and staff education; data collection and entry, and the surveillance and troubleshooting of Central Venous Access Devices (CVADs). Successful applicants will be trained and credentialed in the insertion of Peripherally Inserted Central Catheters (PICC) under ultrasound guidance, following appointment.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Recent relevant acute post registration experience. Experience in Peripherally Inserted Central Catheter (PICC) insertions would be an advantage.

Note: This is a temporary rotational position for a period of six months. The successful applicant will be expected to work rotating morning and evening 8.5 hour shifts, Monday to Friday. This position is full time, however, job sharing can be considered. Following a merit selection process, a list will be created of suitable candidates and used to appoint to the next rotation into the Registered Nurse Level 2 position. This position may be filled on the basis of written application and referee reports only. 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: Kerry Taliaferro 0481 014 888

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Community Care Program

Continence Physiotherapist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 28319)

Gazetted: 27 March 2014

Closing Date: 10 April 2014

Details: There is an exciting opportunity for a suitably qualified Continence Physiotherapist to join the Rehabilitation, Aged and Community Care (RACC) Physiotherapy Team. This position is with the Community Care Program and will be based at the new enhanced Belconnen Health Centre. This position works closely with the Continence Clinical Nurse Consultant and the wider multidisciplinary team including Nurses and Physiotherapists.

This Continence Physiotherapist provides assessments and treatment for a range of continence/pelvic conditions in men, women and children. We are a friendly team with strong supportive links across ACT Health. Staff meet regularly to share knowledge and foster the team culture, striving for continual quality improvement and excellent patient outcomes. Our physiotherapists work alongside other health professionals to deliver multi disciplinary, patient centred care.

Eligibility/Other Requirements: Degree in Physiotherapy or equivalent qualification, and registration with the Physiotherapy Board of Australia. Current driver's licence is desirable. A post graduate qualification in pelvic floor physiotherapy is highly desirable.

Note: This is a part-time temporary position available at 25:45 hours per week for a period of six months, with the possibility of permanency from this process. Applications should include a written response to the selection criteria and a CV. At least two written referee reports are to be included with applications. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

These positions 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 physiotherapy vacancies at this level across the Division of Rehabilitation, Aged and Community Care. 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: Dominic Furphy (02) 6205 3808

Director General Reports

Financial Management

Revenue and Financial Support

Patient Accounts Billing System Administrator

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 01957)

Gazetted: 27 March 2014

Closing Date: 3 April 2014

Details: The Revenue and Financial Services unit requires a system administrator for the patient billing system Platypus 2 and to be instrumental in all aspects of the implementation of the new billing system Power Billing and Revenue Collection (PBRC). The role is pivotal to investigating the current billing system and identifying and resolving issues, logging issues with the vendor, performing fixes in consultation with the vendor.

Note: This is a temporary position available for a period of two years. 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: Clare Crawford (02) 6244 2008

Strategy and Corporate

Service and Capital Plan

Health Infrastructure Program

Team Leader

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 21591)

Gazetted: 27 March 2014

Closing Date: 3 April 2014

Details: Do you have experience in leading a small administration team to deliver administrative and secretariat services to a high standard? Can you assist in the coordination and preparation of complex correspondence, including Ministerial Briefs and reports? We are looking for a self-motivated and enthusiastic person to join our team.

The Health Infrastructure Program, within Health Infrastructure and Planning Branch of ACT Health is delivering key health infrastructure for the ACT community and surrounding region. This position will lead a team to support both ACT Health and Shared Services Procurement (HIP) staff working on the Health Infrastructure Program.

Note: This is a temporary position available until 30 June 2014, with the possibility of extension up to three years. 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: Robyn Cross (02) 6174 7290 robyn.cross@act.gov.au

Director General Reports

Financial Management

Revenue and Financial Support

Visiting Medical Officer Claims Manager

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 24077)

Gazetted: 27 March 2014

Closing Date: 3 April 2014

Details: As part of the Revenue and Financial Services team the Visiting Medical Officer Claims Manager performs compliance audits which involve interpretation of the Medicare Benefits Schedule (MBS) and Visiting Medical Officer (VMO) contracts.

Eligibility/Other Requirements: Ability to work individually and as part of a team. Demonstrated knowledge and usage of ACTPAS and PICS, complimented by Microsoft Excel and Word skills.

Note: 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 quote the above position number when applying.

Selection may be based on application and referee reports only.

Contact Officer: Claire Crawford (02) 6244 2008

Health

Director General Reports

Population Health

Health Promotion

Project Officer - Social Marketing

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 31987)

Gazetted: 27 March 2014

Closing Date: 10 April 2014

Details: In 2008 the ACT Government made a commitment to reduce smoking rates which led to the development of the ACT Government Health Directorate's Aboriginal and Torres Strait Islander Tobacco Control Strategy 2010/11-2013/14. A key component of the Strategy was to develop a social marketing campaign, 'Beyond Today...it's up to you', launched in 2012 through strong support with a number of local ACT community organisation partners. This position is responsible for developing, implementing and evaluating this campaign in partnership with key internal and external stakeholders. It would be suited to someone with relevant community development, health promotion and/or marketing communications experience. This position will support the Health Improvement Branch to meet its business plan, objectives and priorities.

Eligibility/Other Requirements: A tertiary qualification and/or strong demonstrable experience working as a Project Officer, highly desirable. Experience working within the public health, community or government sectors and a knowledge and understanding of the issues affecting Aboriginal and Torres Strait Islander peoples will be an advantage.

Note: This is a temporary part-time position at 22:05 hours per week, currently available for eight months with the possibility of extension. Aboriginal and Torres Strait Islander people are strongly encouraged to apply. 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: Susan Leydon (02) 6205 1422 susie.leydon@act.gov.au

Canberra Hospital and Health Services

Deputy Director General Canberra Hospital and Health Services

Executive Director of Medical Services

Medical Education Administration Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 33291)

Gazetted: 27 March 2014

Closing Date: 3 April 2014

Details: A motivated person is sought to assist in the co-ordination and facilitation of the upcoming accreditation for the Junior Medical Officer Education and Training Program at Canberra Hospital. They should have a strong understanding of the Australian Medical Council Accreditation Standards and having a working knowledge of the practical application of the standards to the Canberra Hospital.

Eligibility/Other Requirements: Possession of tertiary qualifications or equivalent in an Education, Health or related discipline is highly desirable.

Note: This is a temporary position available until 24 December 2014. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Janelle Corey (02) 6244 2507

Canberra Hospital and Health Services

Pathology

Anatomical Pathology

Personal Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 27059)

Gazetted: 27 March 2014

Closing Date: 3 April 2014

Details: The successful applicant will be responsible for administrative assistance and secretarial services for the office of the Director of Anatomical Pathology.

Duties include: Manage the daily activities of the office of the Director of Anatomical Pathology; establish and maintain manual and electronic administrative systems for a range of correspondence, minutes and databases; and preparation and review of quality documents for the Department.

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. Please attach referee reports addressing the selection criteria to your application.

Contact Officer: Narelle Brodie (02) 6244 2879

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Clinical Manager

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 19704)

Gazetted: 27 March 2014

Closing Date: 10 April 2014

Details: An exciting opportunity exists for a Health Professional Level 2 to join the Belconnen Mental Health Team in a permanent capacity. This innovative multidisciplinary team provides the community with a range of services guided by evidence-based principles of Recovery. At this level it is expected that clinicians will provide high quality care to consumers under limited supervision. You will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Tertiary qualifications in Psychology, Occupational Therapy or Social Work with current AHPRA registration where applicable. Demonstrated mental health knowledge and practice, applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current passenger vehicle 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: Jason Mortimore 0434 601 844

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

ACT Wide Mental Health Services

Psychologist/Social Worker/Occupational Therapist

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 22447)

Gazetted: 27 March 2014

Closing Date: 3 April 2014

Details: Applications are invited from enthusiastic Psychologists, Social Workers or Occupational Therapists who wish to work with the Crisis Assessment and Treatment Team (CATT). CATT provides 24 hour mental health care for the whole of the ACT. CATT is a multidisciplinary team staffed by nursing, allied health and medical professionals. The applicant will possess high-level clinical skills in the assessment and management of individuals with mental disorders and in acute distress.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy with current unconditional ACT registration where applicable and/or eligibility for membership of the

appropriate professional organisation. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence.

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

Contact Officer: Rachael McMahon (02) 6205 1979

Strategy and Corporate

Business and Infrastructure

Security and Emergency Preparation

Records Officer

Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 11486)

Gazetted: 27 March 2014

Closing Date: 3 April 2014

Details: An experienced Records Officer is required for a short-term vacancy from 17 April 2014 until 30 June 2014.

The successful candidate will have excellent customer service and communication skills. This position is responsible for assisting with the creation, maintenance and storage of administrative records and providing courier services between Health sites by transporting records via the Records Management courier van.

Eligibility/Other Requirements: Duties of the position includes the requirement to drive vehicles therefore possession of a current driver's licence is important (ACT Government Class C or equivalent).

Note: This is a temporary position available from the 17 April 2014 until 30 June 2014. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. The successful applicant may be selected upon application.

Contact Officer: Sharleen Wyer (02) 6205 0695

Canberra Hospital and Health Services

Pathology

Customer Services

Evening Courier

Health Service Officer Level 4 \$43,599 - \$45,346, Canberra (PN: 26926)

Gazetted: 27 March 2014

Closing Date: 3 April 2014

Details: ACT Pathology is a Department of the Canberra Hospital offering a diagnostic pathology service to the ACT and surrounding region with the main laboratory located at Canberra Hospital and branch laboratory located at Calvary Hospital. Customer Services is a sub section of ACT Pathology, incorporating pathology collection services and a courier service. The successful applicant will be required to work on a variety of designated runs, transporting pathology reports and specimens between the main and branch laboratories, doctors' surgeries and collection centres. A professional manner and strong emphasis on customer focussed service will be required.

Eligibility/Other Requirements: Must hold a current driver's licence. Previous courier experience as well as experience in the health industry would be an advantage. Participate in weekend roster.

Note: This is a part-time position available at 22:30 hours per week. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Julie Hegarty (02) 6244 2932

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

Emergency Services Agency

Commissioner's Office

Executive Support Unit

Executive Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 24880)

Gazetted: 21 March 2014

Closing Date: 4 April 2014

Details: The Executive Support team is seeking expressions of interest to fill a short-term vacancy to work in the Commissioner's Office in the Emergency Services Agency (ESA). Duties include: supporting the ESA Commissioner by providing efficient and cohesive management and support of the Commissioner's Office, managing the governance of the ESA's Strategic Committees, managing and coordinating correspondence in the Commissioner's Office, preparing high level correspondence and coordinating meetings and activities between relevant ESA Chief Officers and Directors.

Eligibility/Other Requirements: Tertiary qualifications and management experience in the public service are desirable.

Notes: This temporary position will be from 5 May 2014 until 1 August 2014 with the possibility of extension. Applications should be sent to the contact officer.

Contact Officer: Raouf Amin (02) 6207 8666 raouf.amin@act.gov.au

Governance

Communication

Communication Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 08007)

Gazetted: 20 March 2014

Closing Date: 27 March 2014

Details: Governance is seeking a Communication Officer for their Communication team. The role's responsibilities consist of the following: coordinate responses to media and public inquiries through drafting and editing media releases, talking points and speeches for senior directorate staff and the Minister; develop communication strategies, both internal and external, for the purposes of promoting the directorate and maximising community engagement; assist with directorate media launches and events; work with other agencies on whole of government communication projects and presentations; assist in the development of an overarching communication strategy for the directorate; assist in the development and enhancement of the directorate's Internet and Intranet; develop and foster effective working relationships with all agencies within the directorate; assist with other work in the unit to ensure the objectives of the communication team are achieved.

Eligibility/Other Requirements: Relevant qualifications in Communication, Public Relations, Web Publishing or equivalent experience would be desirable.

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

Contact Officer: Danielle Krajina (02) 6207 4813 danielle.krajina@act.gov.au

Office of Regulatory Services

Transport Regulation

Road User Services

Training Supervisor

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 01870)

Gazetted: 24 March 2014

Closing Date: 7 April 2014

Details: Under the general direction of the Business Support and Training Manager assure quality in the design, development, preparation and delivery of training courses in relation to the procedures, policies and legislation of the Road Transport Authority (RTA) and the rego.act computer system in accordance with best adult training practices; prepare and maintain training schedules, databases, training materials, program assessments and staff training rosters and work closely with RTA and rego.act stakeholders to identify training needs and training providers and coordinate the booking and placement of staff on approved courses; research, investigate and implement innovative training methods, including e-learning, interactive web based training and establish adult training standards within Road User Services (RUS); research, establish, maintain and issue standard operating procedures for RUS; participate, lead or facilitate change management processes, as required and maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Certificate IV in Training and Assessment (or equivalent) with relevant experience is highly desirable.

Notes: This temporary position is available asap until 5 January 2015 with the possibility of extension.

Contact Officer: Indran Naidoo (02) 6205 1573 indran.naidoo@act.gov.au

ACT Emergency Services Agency

Fleet and Procurement

Business Support Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 12188)

Gazetted: 21 March 2014

Closing Date: 4 April 2014

Details: This is a temporary vacancy less than six months. The Fleet and Procurement section is responsible for project and financial management, development of technical specifications, provision of strategic integrated management, provision of out of hours support to the ESA operational agencies, provision of specialist technical advice to the ESA, coordination of facilities maintenance and security services. Under the direction of the Group Manager the Business Support Officer performs a wide range of administrative support to the Fleet and Procurement section of the ESA. The successful applicant needs to be enthusiastic and able to provide comprehensive support to three Managers and their teams. They will need to efficiently maintain, update and operate office systems.

Eligibility/Other Requirements: Oracle Financial System/Shared Services would be an advantage.

Notes: This is a temporary position available from Wednesday 16 April 2014 to Friday 29 August 2014.

Applications should be sent to the contact officer.

Contact Officer: Tim Norris (02) 6207 8404 tim.norris@act.gov.au

Emergency Services Agency

ACT Ambulance Service

Operations

Ambulance Call Taker

Ambulance Support Officer 1 \$48,163 - \$51,314, Canberra (PN: 28940, several)

Gazetted: 20 March 2014

Closing Date: 3 April 2014

Details: Ambulance Call Takers are responsible for answering E000, non-emergency, administrative and operational phone calls in the ACT Ambulance Service Division of the ESA Communications Centre. You will receive, record and process requests for emergency ambulance attendance, non-emergency patient transport and general inquiries. To succeed in this role you will need to be able to demonstrate strong customer service skills, remain calm under pressure and commit to working a shiftwork roster, including weekends and public holidays.

Eligibility/Other Requirements: Competency in keyboard skills (40wpm @ 95% accuracy utilising 10 finger touch typing must be achieved by the end of the initial six week training course). Successful applicants will be required to undergo a criminal record check. Successful applicants will be required to undertake a Certificate III in Ambulance Communications (Call Taking). Continued employment is dependent on attainment of this qualification. Applicants already holding the prescribed qualification are encouraged to apply and may be eligible for accelerated advancement.

Notes: Reasonable relocation expenses are available to assist with relocation to the Australian Capital Territory.

This position is also entitled to salary packaging with a fringe benefits tax-free threshold up to \$9,095.00. 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: Kate Blandon (02) 6205 0388 kate.blandon@act.gov.au

Territory and Municipal Services

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

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

Roads and Public Transport

Executive

Divisional Business Manager

Senior Officer Grade A \$123,208, Canberra (PN: 33274)

Gazetted: 21 March 2014

Closing Date: 28 March 2014

Details: The Roads and Public Transport Executive Team are seeking a well organised and efficient person to join their team as the Divisional Business Manager. The Executive Team are responsible for the management of Divisional business and provide liaison between the branches of the Division, other areas of the Directorate, the Minister's office, the community and other ACT Government agencies. The Divisional Business Manager has an over arching strategic co-ordination role across the Division.

Eligibility/Other Requirements: Appropriate tertiary qualifications in Business Administration desirable.

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

Contact Officer: Ann Nicholas (02) 6207 5063 ann.nicholas@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

Roads ACT

Major Capital Works

Manager, Major Capital Works

Senior Professional Officer Grade B \$106,086 - \$119,426, Canberra (PN: 31100)

Gazetted: 21 March 2014

Closing Date: 4 April 2014

Details: Roads ACT are seeking a Manager for the Major Capital Works team who will manage staff in the team including the administration of various staffing issues, e.g. workers' compensation, recruitment, leave, training and development and other workplace matters. The successful candidate will be required to maintain and improve the level of staff expertise through training and performance review and ensure all staff have the opportunity to participate in decisions affecting their work area.

Eligibility/Other Requirements: A Civil Engineering university degree and/or Project Management qualifications to a minimum of Project Manager level and preferably extensive experience in project development and delivery.

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

Executive Unit

Executive Assistant

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 00402)

Gazetted: 26 March 2014

Closing Date: 2 April 2014

Details: Parks and Conservation is looking for an Executive Assistant to provide high level confidential administrative and secretarial services to the Director and the business unit. Duties include providing a high level of support in a range of activities including preparation of agendas, papers, minutes for high-level meetings and committees. These roles are required to monitor and maintain action tracking and project schedules and are critical liaison points between the Director's office and other areas of the Directorate, the Ministers Office, other ACT Government agencies and the private sector. Applicants must be prepared to positively represent the Directorate in general dealings with the public and other agencies. Applicants must also contribute as a member of the wider Executive Support Team and as required, assist officers elsewhere in the Directorate to meet unplanned absences and workloads.

Notes: Selection may be based on written application and referee reports only. All applicants are required to hold a current drivers licence.

Contact Officer: Daniel Iglesias (02) 6207 6997 daniel.iglesias@act.gov.au

Roads and Public Transport

Public Transport

ACTION

Administration and Charter Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: A20192)

Gazetted: 21 March 2014

Closing Date: 28 March 2014

Details: ACTION is seeking applications from suitably experienced individuals for the position of Administration and Charter Officer. The position, based at ACTION's Belconnen Depot, will be primarily responsible for assisting ACTION's customers plan and book their bus charter requirements. The position will also provide general administrative support within Belconnen Depot. The position requires an individual with high levels of customer focus, organisation, coordination and communication skill and who is proficient in the use of databases and Microsoft Office applications.

Notes: This is a temporary position available for three months with possibility of extension and may lead to permanent appointment. Selection may be based on application and referees reports only.

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.

Business Enterprise

ACT Property Group

Business Support

Finance Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 29536)

Gazetted: 21 March 2014

Closing Date: 28 March 2014

Details: The Business Support section within the ACT Property Group is looking for an enthusiastic and experienced Finance Officer. We are looking for a team player with good communication skills and a strong work ethic.

Notes: This is a temporary position available for a period of 3 months with a possibility of extension or permanency from this process.

Contact Officer: Romy Stevens (02) 6205 3992 romy.stevens@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

Public Libraries

Librarian

Professional Officer Class 1 \$49,452 - \$69,377, Canberra (PN: 46058)

Gazetted: 26 March 2014

Closing Date: 2 April 2014

Details: Libraries ACT is looking for a Librarian who would like to help create lifelong learners, deliver and support literacy programs, storytime, giggle and wiggle, facilitate information-sharing with the community, and provide access to computers, the internet and inclusive spaces.

Eligibility/Other Requirements: Recognised tertiary qualifications at Bachelor or Masters Degree level, in Library and Information Studies (as defined by ALIA).

Notes: This temporary position is available from 22 April 2014 until 6 May 2015. Libraries ACT operates seven days a week and applicants will be required to work on weekends. Aboriginal and Torres Strait Islander people are encouraged to apply. Applicants may be selected based on written applications and referee reports only.

Contact Officer: Annette Rennie (02) 6207 5714 or (02) 6207 5250 annette.rennie@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

Canberra Institute of Technology

Teacher Band 1 \$62,403 - \$83,963

Barbara Lawson 816-81695, Section 68(1), 19 March 2014

This appointment is to a non-advertised vacancy and is made in accordance with Clause 20 of the ACT Public Service Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2011-2013.

Chief Minister and Treasury

Senior Officer Grade A \$123,208

Cheryl Maree Harkins 827-74375, Section 68(1), 24 March 2014

Community Services

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

Mimy Chen 827-28539, Section 68(1), 21 March 2014

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

Vicky Garling 835-93795, Section 68(1), 21 March 2014

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

Lalita Kumar 787-57986, Section 68(1), 19 March 2014

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

Kim O'Connell 843-98182, Section 68(1), 20 March 2014

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

Paul Anthony Smith 843-98086, Section 68(1), 11 March 2014

Education and Training

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

Carly Louise Gange 836-02567, Section 68(1), 24 March 2014

Health

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

Sianne Lee Connors 842-87749, Section 68(1), 24 March 2014

Registered Nurse Level 3.1 \$92,529 - \$96,337

Jeannie Enlayo 840-50485, Section 68(1), 21 March 2014

Registered Nurse Level 1 \$58,117 - \$77,634

Tony George 834-45055, Section 68(1), 21 March 2014

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

Edward Jelbart 830-35419, Section 68(1), 27 March 2014

Registered Nurse Level 1 \$58,117 - \$77,634

Melvin Manuel 834-44941, Section 68(1), 27 March 2014

Registered Nurse Level 3.1 \$92,529 - \$96,337

Kelly McGorm 838-54318, Section 68(1), 27 March 2014

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

Kristen Murray 843-98166, Section 68(1), 27 March 2014

Registered Nurse Level 1 \$58,117 - \$77,634

Bedi Pyakurel Poudel 834-44052, Section 68(1), 6 March 2014

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

Elizabeth Richards 842-87888, Section 68(1), 24 March 2014

Registered Nurse Level 2 \$80,707 - \$85,540

Veronica Runge 843-88742, Section 68(1), 19 March 2014

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

Holly Smith 843-98270, Section 68(1), 14 April 2014

Registered Nurse Level 1 \$58,117 - \$77,634

Jose Thomas 833-46401, Section 68(1), 27 March 2014

Justice and Community Safety

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

David Stephen Broster 843-98246, Section 68(1), 24 March 2014

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

Jessica Gibson 836-01943, Section 68(1), 21 March 2014

Territory and Municipal Services

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

Barbara Ellen Gough 836-13549, Section 68(1), 24 February 2014

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

Kim Marie Harris 843-98019, Section 68(1), 27 March 2014

Bus Operator - Training \$58,463

Timothy Lewis 836-15130, Section 68(1), 21 March 2014

Bus Operator - Training \$58,463

Garrick Magers 836-15210, Section 68(1), 21 March 2014

Bus Operator - Training \$58,463

Jonathan Savy 836-15122, Section 68(1), 21 March 2014

Bus Operator - Training \$58,463

Dilawar Singh 836-15149, Section 68(1), 21 March 2014

TRANSFERS

Community Services

Dawn Vernon: 835-63457

From: Health Professional Level 3 \$81,995

Community Services

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

Community Services, Canberra (PN. 18051) (Gazetted 22 November 2013)

Justice and Community Safety

Joseph Bartlett: 795-54232

From: WorkCover Officer 6 \$70,913 - \$81,460

Justice and Community Safety

To: WorkCover Officer 6 \$70,913 - \$81,460

Justice and Community Safety, Canberra (PN. 32681) (Gazetted 18 September 2013)

PROMOTIONS

Community Services

Housing and Community Services

Housing ACT

Tenancy Operations

Cerejeira Tinga: 835-85234

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

Community Services

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

Community Services, Canberra (PN. 09059)

This promotion is to a non-advertised vacancy.

Economic Development

Land Development, Strategy and Finance

Office of the Deputy Director-General

Rachael Mileski: 816-80588

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. 10584) (Gazetted 31 January 2014)

Education and Training

Office for Schools

Belconnen Network

Florey Primary School

Kelly Booker: 775-67240

From: School Leader C \$101,775

Education and Training

To: †School Leader B \$118,502

Education and Training, Canberra (PN. 04109) (Gazetted 6 February 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.

Office for Schools

North Gungahlin Network

Dickson College

Kirk Zwangobani: 766-18958

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

Education and Training

To: †School Leader C \$101,775

Education and Training, Canberra (PN. 02702) (Gazetted 5 February 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.

Health

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drugs

Alicia Dankiw: 828-65912

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. 29231) (Gazetted 16 January 2014)

Canberra Hospital and Health Services

Women, Youth and Children

Child, Youth and Women's Health Program

Genevieve Herbert: 258-98240

From: Registered Nurse Level 3.1 \$92,529 - \$96,337

Health

To: †Registered Nurse Level 4.1 \$104,603

Health, Canberra (PN. 33499) (Gazetted 20 February 2014)

Canberra Hospital and Health Services

Cancer Ambulatory and Com

Cancer Nursing

Naomi Kinast: 835-88187

From: Registered Nurse Level 1 \$58,117 - \$77,634

Health

To: Registered Nurse Level 2 \$80,707 - \$85,540

Health, Canberra (PN. 17241) (Gazetted 18 September 2013)

Strategy and Corporate

Business and Infrastructure

Logistics Support

Danielle Kingston: 816-82268

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

Health

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

Health, Canberra (PN. 21722) (Gazetted 13 February 2014)

Canberra Hospital and Health Services

Women, Youth and Children

Child, Youth and Women's Health Program

Louise Murphy: 260-99512

From: Registered Nurse Level 2 \$80,707 - \$85,540

Health

To: † Registered Nurse Level 4.1 \$104,603

Health, Canberra (PN. 29093) (Gazetted 20 February 2014)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drugs

Kristie Thorneywork: 833-47842

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. 26877) (Gazetted 16 January 2014)

Territory and Municipal Services

Roads and Public Transport

Roads ACT

Road Maintenance

Matthew Curtis: 827-41688

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

Territory and Municipal Services

To: †Technical Officer Level 3 \$61,148 - \$69,377

Territory and Municipal Services, Canberra (PN. 29021) (Gazetted 19 December 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.