



ACT Government Gazette

Gazetted Notices for the week beginning 05 June 2014

VACANCIES

Calvary Health Care ACT (Public)

Occupational Therapy

Clinical Educator and OPMHIU clinician

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 7024)

Gazetted: 11 June 2014

Closing Date: 25 June 2014

The Occupational Therapy Department at Calvary Health Care ACT is currently seeking an experienced occupational therapist to provide maternity leave backfill for the Clinical Educator/Senior Occupational Therapist - Older Persons Mental Health Inpatient Unit on a fulltime basis from July 2014 to August 2015; the Occupational Therapy Clinical Educator role at Calvary Health Care ACT encompasses co-ordination of student placements and staff education and provision of support and leadership for quality improvement and research activity within the Occupational Therapy department; The Clinical Educator also has an important leadership role within the Occupational Therapy department, in supporting a healthy team environment and the development of occupational therapy services at Calvary Hospital; The Clinical Educator is also responsible for providing management support to the Director of Occupational Therapy in both a planned and unplanned capacity; the Senior Occupational Therapist in the OPMHIU is responsible for the delivery of clinical occupational therapy services to the clients in this ward, who have been admitted to hospital for management of an acute episode of mental illness or behavioural and psychological symptoms associated with dementia; this role is also responsible for overseeing the provision of occupational therapy within the mental health clinical stream at Calvary, supervision of the OPMHIU occupational therapy assistant and the 2N adult mental health occupational therapist.

Eligibility/Other Requirements: Applicants are expected to respond in writing and include the following: Respond to the selection criteria (The selection criteria can be found in the Position Description); a copy of their current resume; a cover letter outlining why they believe they are suitable for this role (maximum one page); names and contact details for two professional referees; applicants must have relevant work rights.

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

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

Occupational Therapy

Senior Occupational Therapist

Health Professional Level 3 \$77,710 - \$81,995, Canberra (PN: 6661)

Gazetted: 10 June 2014

Closing Date: 9 July 2014

Details: The Occupational Therapy Department at Calvary Hospital, Canberra is looking for a new senior occupational therapist to join us on a fulltime permanent contract from 01 September 2014 onwards. This is an exciting opportunity to work in a supportive team to accomplish great things. The HP3 position directly supervises three other personnel including an Occupational Therapy assistant and two junior occupational therapists whose caseload is primarily general medical but can at times also includes surgical, ICU, ED & CCU; The Occupational Therapy Department provides fortnightly in-services and many varied training opportunities to assist in the development of all staff. A staff supervision program is in place and all staff complete an Annual Development Plan; we offer a very competitive salary, free uniforms, salary packaging, free parking, and the potential for onsite accommodation. Successful interstate applicants can also be reimbursed for some of their relocation costs. If you are successful in your application, commencement dates are flexible.

Eligibility/Other Requirements: Candidates must have the relevant work rights. Applicants are expected to respond in writing and include the following: Respond to the selection criteria (The selection criteria can be found in the Position Description); a copy of their current resume; a cover letter outlining why they believe they are suitable for this role (maximum one page); names and contact details for two professional referees.

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

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

Canberra Institute of Technology

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

CIT Trade Skills and Vocational Learning

Automotive, Metals and Logistics

Auto - Light Vehicle Teacher

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 51954)

Gazetted: 10 June 2014

Closing Date: 24 June 2014

Details: An exciting position exists for someone with extensive experience in the Automotive Light Vehicle Industry. Teaching and mentoring tradespeople for our future, the position requires tuition on and off campus, liaising with industry and developing assessment tools and learning outcomes. Maintaining student records and progress in accordance with industry training packages for their qualifications including user choice, duties also include initiating and conducting innovative programs to meet specific commercial client needs. Maintain currency of relevant training and industry changes including professional development. Experience in light vehicle technology is preferable. Eligibility/Other Requirements: Mandatory Qualifications: All Teacher Band 1 teachers will hold: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment; and appropriate industry competencies demonstrated by the following qualifications: Certificate III in Automotive Light Vehicle. All Teacher Band 1.7 and Teacher Band 1.8 teachers, in addition to the above are required to hold an Advanced Diploma in Adult Vocational Education (or equivalent). Mandatory Industry Experience: All Teacher Band 1 teachers are required to have relevant Industry Experience.

Notes: This is a temporary position available for a period of 12 months with the possibility of extension (dependant on Department/Operational requirements). Temporary employment offered as a result of this advertisement may lead to permanent appointment under the ACT Public Service Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2011-2013

Contact Officer: Robert Sharp (02) 6207 3803 robert.sharp@cit.edu.au

CIT Trade Skills and Vocational Learning

Management Team

Director/s Support

Administrative Services Officer Class 2/3 \$48,462 - \$59,094, Canberra (PN: 55021)

Gazetted: 10 June 2014

Closing Date: 24 June 2014

Details: The duties of this position are to provide administrative support to the College Director/s in a range of capacities. Duties include: Attend to routine enquiries from staff, students, prospective students, community and industry, provision of general administrative support, apply guidelines, work practices and procedures to seek resolution of issues arising from general and/or complex inquires and work tasks. Provide quality customer service, maintain and interrogate local information management systems, files, databases and student enrolment system. Eligibility/Other Requirements: Desirable: Certificate IV in Business Administration or equivalent; understanding of User Choice/Apprenticeship requirements; evidence of quality customer service skills; effective communication skills; and knowledge of CIT Skills Recognition processes.

Contact Officer: Fiona Mitchell (02) 6207 3125 fionam.mitchell@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

Policy and Cabinet

Cabinet and Intergovernmental Relations

Cabinet Office

Cabinet Secretariat Coordinator

Senior Officer Grade C \$91,876 - \$98,899, Canberra (PN: 42180)

Gazetted: 05 June 2014

Closing Date: 12 June 2014

Details: The Chief Minister and Treasury Directorate is seeking a highly motivated and appropriately skilled person to undertake the role of the Cabinet Secretariat Coordinator. The successful applicant must be able to demonstrate a sound understanding of the Cabinet process, including skills in relationship building, communication and negotiation and be able to 'think on your feet', possessing both drive and a commitment to the delivery of high quality outputs. Eligibility/Other Requirements: The successful applicant will be required to gain and maintain a national security clearance, should the position be extended beyond six months.

Notes: This temporary position is available from 1 July 2014 until 13 February 2015 with the possibility of extension.

Selection for this position may be based on written application and referee reports only.

Contact Officer: Nardia Cassidy (02) 6207 5989 nardia.cassidy@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

Human Resources

Employee Relations

Investigator

Administrative Services Officer Class 6 \$73,003 - \$83,550, Canberra (PN: 08542, several)

Gazetted: 11 June 2014

Closing Date: 25 June 2014

Details: The successful applicant's will undertake and report on administrative/workplace investigations, including discipline, internal reviews and appeals. Undertake research, liaise with and provide advice to client Directorates/Agencies on a range of complex employment related matters. Assist with the development and implementation of employee relations programs and initiatives across the ACT Public Service; monitor individual work performance to meet Single Partnership Agreement (SPA) KPI targets. Represent Shared Services Employee Relations (SSER) in a range of forums, meetings, working groups and workshops relevant to SSER functions and whole of government initiatives and priorities.

Eligibility/Other Requirements: Qualifications in conducting investigations and/or in a HR related discipline are desirable, however not essential.

Notes: This advertisement provides for two temporary vacancies. One vacancy is initially available for a period of 12 months. The second vacancy is initially available for a period of three to six months with the possibility of extension.

Successful applicants from this process may be eligible for appointment or promotion to these positions after 12 months.

Contact Officer: Moira Johnson (02) 6205 4550 moira.johnson@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.

Community Services

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

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

Policy and Organisational Services

People Management

Learning and Community Education

Training and Development Coordinator

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 04416)

Gazetted: 11 June 2014

Closing Date: 25 June 2014

Details: This position is responsible for delivering training to both government and non government service providers who work with children and their families about their responsibilities to report child abuse and neglect. We are looking for a person with a sound understanding of the *Children and Young Person Act 2008* who has experience in delivering training.

Eligibility/Other Requirements: Current Australian Health Practitioner Regulation Agency registration.

Note: This is a temporary part-time position available at three days a week until 31 December 2014. 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.

Contact Officer: Sally Markham (02) 6207 1344 sally.markham@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

Marketing

Marketing Coordinator

Administrative Services Officer Class 3 \$54,908 - \$59,094, Canberra (PN: 55255)

Gazetted: 10 June 2014

Closing Date: 1 July 2014

Details: The Canberra Theatre Centre is seeking a Marketing Coordinator to join their marketing department. If you're a self-motivated, organised professional with a background in marketing of arts/entertainment/live events, we'd like to hear from you. The role involves managing several elements of each event's campaign including social media, Google Ads, direct mail, postering/flyering, create eDMs, assist in website maintenance, data mining, Opening Night events and various other aspects of campaigns. You will assist the Marketing Manager with the administration of the department and support the Digital Marketer, Publicist and Media Buyer to ensure each event is successful.

Eligibility/Other Requirements: A marketing degree is highly desirable.

Note: This vacancy is a three year fixed term contract.

Contact Officer: Suzanne Hannema (02) 6243 5706 suzanne.hannema@act.gov.au

Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email trudy.collins@act.gov.au

Director of Public Prosecutions

**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**

Senior Advocate

Prosecutor Grade 5 \$142,964 - \$151,576, Canberra (PN: 27928)

Gazetted: 06 June 2014

Closing Date: 24 June 2014

Details: The Director of Public Prosecutions (DPP) is the independent prosecutions authority of and for the Territory and is seeking outstanding and highly motivated criminal lawyers with a high degree of advocacy and litigation management skills. The successful applicant will appear as counsel in complex litigation, including appeals, and give high level legal advice to the Director. Senior advocates also have a key role in mentoring and training junior prosecutors, and contributing to criminal justice issues.

Eligibility/Other Requirements: Applicants will either be admitted or eligible to practice as a Barrister and/or Solicitor in the ACT. The successful applicant will be required to undergo a criminal record check

Note: An order of merit will be created for filling temporary or permanent future positions at level within the next 12 months from this process.

Contact Officer: Jon White (02) 6207 5399 jon.white@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, Tourism, Events and Sport

Sport and Recreation Services

ACT Academy of Sport

Personal Excellence Adviser

Administrative Services Officer Class 6 \$73,003 - \$83,550, Canberra (PN: 43384)

Gazetted: 10 June 2014

Closing Date: 24 June 2014

Details: Sport and Recreation Services is seeking an enthusiastic and dynamic person to join our ACT Academy of Sport (ACTAS) team as the Personal Excellence Adviser. The successful applicant will coordinate and facilitate the delivery of Personal Excellence services, in partnership with Australian Institute of Sport Personal Excellence, to approximately 130 scholarship athletes across eight sport programs and an Individual Athlete Program. Personal Excellence services will include career and education guidance as well as addressing contemporary issues faced by high performance athletes including: mental health, social media, image, media/PR, interpersonal relationships, anti-doping and supplements, alcohol and illicit drugs, and career finance and life skills.

Eligibility/Other Requirements: Obtain (and maintain) a national membership with the Career Industry Council of Australia (CICA) and adhere to the elements within the Professional Standards for Australian Career Development Practitioners (see www.cica.org.au); Be a practising, or immediately enlist to become a Professional career development practitioner and/or an Associate Career Development Practitioner (see www.cica.org.au for list of endorsed courses); Have a broad understanding of education/vocational requirements of high performance athletes; Awareness of contemporary and business issues relating to high performance sport; Experience managing and delivering projects/education/vocational training for high performance athletes including; Current sports first aid qualifications; and, complete a Mental Health First Aid Course.

Notes: This is a temporary position available for a fixed term from 23 June 2014 to 22 June 2015. Position may be filled 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: Andrew Stainlay (02) 6207 4396 andrew.stainlay@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

Organisational Integrity

Human Resources

HR People Services

Senior Officer

Senior Officer Grade B \$108,208 - \$121,815, Canberra (PN: 33987)

Gazetted: 06 June 2014

Closing Date: 18 June 2014

Details: Opportunity exists to join a team delivering HR services in a contemporary education environment. The position requires a skilled practitioner with sound understanding of the education sector who can collaboratively plan and implement a reform agenda, co-ordinate complex projects, communicate effectively orally and in writing, build sustainable partnerships and underpin strategic advice with high level data analysis.

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

Contact Officer: Cathy Crook (02) 6205 9242 cathy.crook@act.gov.au

Office for Schools

Belconnen Network

University of Canberra Senior Secondary College, Lake Ginninderra

Executive Teacher-Mathematics

School Leader C \$104,319, Canberra (PN: 02011)

Gazetted: 10 June 2014

Closing Date: 24 June 2014

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

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

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

Contact Officer: Martin Watson (02) 6205 7099 martin.watson@ed.act.edu.au

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

Strategy and Coordination

Governance and Assurance

Executive Assistant

Administrative Services Officer Class 4 \$60,960 - \$66,007, Canberra (PN: 01821)

Gazetted: 06 June 2014

Closing Date: 13 June 2014

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

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

Contact Officer: Joanne Garrisson (02) 6205 9328 joanne.garrisson@act.gov.au

Office for Schools

Tuggeranong Network

Calwell High School

Classroom Teacher - Mathematics

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 08657)

Gazetted: 05 June 2014

Closing Date: 12 June 2014

Details: Develop and deliver quality learning programs to students in Mathematics and other subject areas according to the needs of the school and within the priorities of the school plan.

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

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

Contact Officer: Bruce McCourt (02) 6205 6833 bruce.mccourt@ed.act.edu.au

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

Office for Schools

Belconnen Network

Macgregor Primary School

Classroom Teacher

Classroom Teacher \$57,169-\$90,388, Canberra (PN: 05856)

Gazetted: 05 June 2014

Closing Date: 16 June 2014

Details: Classroom Teacher position in a dynamic, collaborative year 5/6 team, within a school committed to being a professional learning community.

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

Notes: This is a temporary position available from 21 July 2014 to 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: Lana Read (02) 6205 7511 lana.read@ed.act.edu.au

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

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 Services

Construction Services

Utilities, Land and Lease Regulation

Team Leader, Breach Management

Legal 2 \$121,218 - \$126,200, Canberra (PN: 34151)

Gazetted: 10 June 2014

Closing Date: 24 June 2014

Details: The Construction Services Branch is seeking a highly motivated officer to lead a small specialist team to enforce construction, land and lease laws. The team specialises in the making of, and enforcing major orders under legislation. The team also instructs on litigation and prepares prosecution briefs. The person in the position is expected to have a caseload of work as well as mentoring and assisting their staff with their workload. The position will hold an array of delegations and is expected to make high-level administrative decisions that are reviewable before the Australian Capital Territory Civil and Administrative Tribunal (ACAT) and the Supreme Court. The candidate must be prepared to give evidence if required and take on a diverse and challenging role.

Eligibility/Other Requirements: The occupant must have qualifications that would entitle the person to practice Law in the ACT.

Contact Officer: Sean Moysey (02) 6205 0873 sean.moysey@act.gov.au

Strategic Planning

Planning and Heritage

Heritage

Manager, Heritage

Senior Officer Grade B \$108,208 - \$121,815, Canberra (PN: 26444)

Gazetted: 10 June 2014

Closing Date: 24 June 2014

Details: The Strategic Planning Division is looking for a suitably qualified and experienced Manager to lead a team responsible for the registration, management and promotion of natural and cultural heritage places and objects, including Aboriginal places and objects. The position would suit a professional with strong experience in and knowledge of heritage conservation and management principles, and their application in a statutory context. Strong leadership and representation skills are required, as are excellent time management and communication skills.

Eligibility/Other Requirements: Experience and/or tertiary qualifications in leadership and management are essential. Skills, experience and qualifications in a heritage related field are highly desirable. Heritage related fields include archaeology, architecture, engineering, history, landscape architecture, nature conservation, object conservation, town planning, urban design, cultural geography and conservation management.

Contact Officer: Alison Moore (02) 6207 2693 alisonm.moore@act.gov.au

Regulation Services

Construction Services

Utilities, Land and Lease Regulation

Investigation Region Team Leader

Senior Officer Grade C \$91,876 - \$98,899, Canberra (PN: 34152, several)

Gazetted: 10 June 2014

Closing Date: 24 June 2014

Details: The Construction Services Branch is advertising for two regional investigation team leaders. The positions are suitable for people who are highly motivated investigators prepared to take on challenging investigations into building, development and land breaches. Applicants must be able to demonstrate a high level of working knowledge of investigating to a criminal standard and administrative decision making. Successful candidates will be leading small teams of investigators and carry their own investigation workload as well as training and assisting team members.

Eligibility/Other Requirements: Experience or qualifications in administrative decision-making, investigation or administrative law desirable. Experience or qualifications in planning or building disciplines desirable.

Contact Officer: Sean Moysey (02) 6205 0873 sean.moysey@act.gov.au

Regulation and Services

Construction Services

Utilities, Land and Lease Regulation

Senior Enforcement Officers

Senior Officer Grade C \$91,876 - \$98,899, Canberra (PN: 24439, several)

Gazetted: 06 June 2014

Closing Date: 20 June 2014

Details: The Construction Services Branch is advertising for two Senior Enforcement Officers to join the Breach Management Team to make high level orders to rectify defective building work and non-complaint development. The position is suitable for people who are highly motivated and have experience in compliance and enforcement, investigation and administrative decision-making. Candidates would ideally have strong construction, investigation, legal or planning qualifications. Candidates must be prepared to take on a challenging enforcement role, including instructing on litigation before the Australian Capital Territory Civil and Administrative Tribunal (ACAT), and preparing prosecution briefs. Successful candidates will be expected to also provide evidence before courts and tribunals. Successful candidates will be part of a small, specialist team and report to a team leader.

Eligibility/Other Requirements: Eligibility/Other Requirements: Relevant experience or qualifications in Regulatory Compliance will be highly regarded.

Contact Officer: Sean Moysey (02) 6205 0873 sean.moysey@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

Surgery, Oral Health and Imaging

Shock Trauma Service

Deputy Director Shock Trauma Service

Senior Specialist \$199,231, Canberra (PN: 31804)

Gazetted: 12 June 2014

Closing Date: 26 June 2014

Remuneration and Conditions: 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.

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 College of Surgeons or equivalent qualification. EMST current, preferably an instructor. Completed DSTC (Definitive Surgical Trauma Care). Research interest. Certificate of Currency for Continuous Professional Development.

Note: This position is a permanent part time senior specialist position. The Deputy Director position is a three year tenure.

Contact Officer: Dr Ailene Fitzgerald, Director Shock Trauma Service (02) 6244 2727 ailene.fitzgerald@act.gov.au
Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

Director General Reports

Population Health

Health Improvement Branch

Senior Manager

Senior Officer Grade A \$125,672, Canberra (PN: 30691)

Gazetted: 12 June 2014

Closing Date: 3 July 2014

Details: ACT Health Directorate is seeking to attract a Senior Manager with extensive epidemiological, population health and management experience. The Senior Manager will provide leadership and management of the Epidemiology Section of the Health Improvement Branch, including the collection, analysis and dissemination of information on the health of the ACT Population. ACT Health is seeking a candidate who can lead the Epidemiology Section to improved means of analysing, using, presenting and managing data to ensure that policy and programs are informed by robust population health information. The Senior Manager will lead a change process to ensure the strategic direction of the section meets the needs of ACT Health and other relevant stakeholders. The position oversees the ACT Cancer Registry, ACT Cancer Registry, ACT Maternal Perinatal Data Collection, ACT Survey Program and production of the biennial Chief Health Officer's Report and Health Series publications.

Eligibility/Other Requirements: Tertiary qualifications and postgraduate experience in epidemiology, or public health are highly desirable. A management qualification is desirable.

Note: An attractive remuneration package will be negotiated with the successful applicant.

Contact Officer: Joanne Greenfield (02) 6205 9440

Canberra Hospital and Health Services

Mental, Justice, Alcohol and Drug Services

Child and Adolescent Mental Health

Cottage Adolescent Day Program

Registered Nurse Level 2 \$80,707 - \$85,540, Canberra (PN: 17461)

Gazetted: 12 June 2014

Closing Date: 19 June 2014

Details: The Child and Adolescent Mental Health Service (CAMHS) have a vacancy for a permanent full-time Registered Nurse, Level 2 at the Cottage Adolescent Day Program. The Cottage comprises a multidisciplinary team of mental health professionals who provide intensive individual and group therapeutic services for young people with mental health issues. The Cottage has a recovery focus that aims to reduce the severity of mental health symptoms and to achieve functional gain in the areas of schooling, social functioning and fostering life skills.

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

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

Contact Officer: Elloise Barry (02) 6205 1128

Canberra Hospital and Health Services

Women, Youth and Children

Children, Youth and Women's Health Program

School Youth Health Nurse

Registered Nurse Level 2 \$80,707 - \$85,540, Canberra (PN: 17045, several)

Gazetted: 12 June 2014

Closing Date: 26 June 2014

Details: You might be just the person we are looking for. Do you have a background in a primary health care area such as mental health, sexual health or drug and alcohol? Do you have experience as a Youth Health Nurse in another state or territory? The ACT School Youth Health Nurse (SYHN) program needs Registered Nurses who have a broad clinical skill base particularly in primary health care as well as a depth of experience working in a community setting. This is a unique opportunity for you to utilise your diverse skills in this challenging but very rewarding role. The position is well supported by a Clinical Nurse Consultant and you will be part of a very friendly and experienced team. The SYHN works under Schedule 4 of the Nursing and Midwifery Agreement (page 151). This is a form of purchased leave and has the unique advantage in that you are not required to work during school holidays. If you would like more information regarding this position we encourage you to phone either of the contact officers.

Eligibility/Other Requirements: Registered with the Australian Health Practitioner Regulation Agency (AHPRA) or eligible for registration. Holds a current driver's licence. Experience and/or qualifications in Youth Health, Mental Health and/or Adolescent Health is highly desirable.

Note: We have one position working part-time three days (24:00 hours) a week (either end of the week) and one full-time position available. The position is mostly based at high schools with some scheduled time in the office at 1 Moore Street Civic. Part-time staff work at one school while full-time staff work across two schools. The successful applicants may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Carolyn Thomas (02) 6205 1575 or Narelle O'Connor (02) 6205 5059

Canberra Hospital and Health Services

Clinical Support Services

Director Acute Support Service

Senior Occupational Therapist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 20504)

Gazetted: 12 June 2014

Closing Date: 26 June 2014

Details: We are looking for a skilled senior Occupational Therapist to fill a key position in our acute services team in a part-time capacity for six months. You will ideally have skills in orthopaedics and acute occupational therapy and experience in the supervision of occupational therapy staff. If being a part of a fresh and dynamic team that is building its presence in acute service delivery in a changing environment sounds like fun then this could be the job you always wanted.

Eligibility/Other Requirements: Degree or diploma in Occupational Therapy from an Australian Health Practitioner Regulation Agency recognised Institution. Current registration to practice as an Occupational Therapist with Australian Health Practitioner Regulation Agency. Eligibility for full membership of Occupational Therapy Australia. Current driver's licence.

Note: This is a part-time temporary position available for a period of six months at 18:22 hours per week. This position maybe required to participate in overtime, on call and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position. 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: Domenico Tripodi (02) 6244 3286

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

ACT Wide Mental Health Services

Psychologist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 22131)

Gazetted: 12 June 2014

Closing Date: 19 June 2014

Details: Mental Health Service for People with Intellectual Disability (MHS-ID) is a cross-agency, specialist, consult/liaison service that provides comprehensive clinical assessment and psychiatric treatment to consumers with an intellectual disability and a mental illness/mental dysfunction. In addition, the team is co-located with Disability ACT and provides mental health expertise, training and education to a range of stakeholders and external agencies. This is a senior Psychologist clinical position. It encompasses clinical assessment, administrative responsibilities and a need to be able to represent the service and consumer group confidently at a cross-agency level. Demonstrated experience working with this complex consumer group, and demonstrated ability to undertake mental health assessments with dual disability consumers is required. Communication skills (verbal and written) must be of a high standard and demonstrated experience working effectively across agencies is also essential.

Eligibility/Other Requirements: Minimum four or five year accredited tertiary sequence of study in Psychology followed by one/ two year Board approved internship (i.e. 4+2 or 5+1) or Masters / Doctoral degree in Psychology. Minimum of 18 months direct mental health work experience. General Psychology registration with Australian Health Practitioners Regulation Authority

Note: Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Bruno Aloisi (02) 6205 1062

Canberra Hospital and Health Services

Medicine

Gastroenterology and Hepatology

Endoscopy Nurse

Registered Nurse Level 1 \$58,117 - \$77,634, Canberra (PN: 26796)

Gazetted: 12 June 2014

Closing Date: 19 June 2014

Details: Applications are invited from motivated and flexible Registered Nurses to work in the Endoscopy Service of the Gastroenterology and Hepatology Unit (GEHU) at Canberra Hospital. This position provides clinical nursing care to the inpatient and outpatient population and is an ideal opportunity for nurses that are keen to expand their knowledge base, are able to work within a team environment and have good communication skills.

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

Note: The position is full time (part time applications will be considered), Monday to Friday with the expectation of participating in the on call roster once trained. An order of merit will be created to fill future vacancies at level that may occur in the next 12 months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Ramon Carsula/Sharon Chambers (02) 6244 3488

Canberra Hospital and Health Services

Clinical Support Service

Director Acute Support Service

Social Worker

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 21509, several)

Gazetted: 12 June 2014

Closing Date: 26 June 2014

Details: If you are an energetic and enthusiastic Social Worker interested in working in an ever-changing and challenging acute hospital setting, this is the job for you. Social Workers work in multidisciplinary and social work teams to provide service to adult, maternity and paediatric inpatient and outpatient clinical areas. You will be encouraged and supported to participate in quality improvement activities; supervision, professional development activities and post graduate education programs and rotate areas of clinical responsibility.

Eligibility/Other Requirements: A degree in Social Work with eligibility for membership of the Australian Association of Social Workers is essential. Previous hospital experience is desirable but not essential.

Note: There is both a permanent position and a temporary full-time position available. These positions may be required to participate in overtime, on call and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position. 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: Madeline Clark (02) 6244 2155

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

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 31846)

Gazetted: 12 June 2014

Closing Date: 26 June 2014

Details: The Adult Mental Health Unit (AMHU) is a contemporary evidence based service providing high quality professional mental health care that is guided by principles of recovery. The service aims to provide collaborative, consumer and family centred care, and other key government and non government community services. The successful applicant will join a dynamic, professional, creative, innovative and supportive multidisciplinary team providing therapeutic services to individuals, groups and families.

Eligibility/Other Requirements: Four to five year accredited tertiary sequence of study in Psychology followed by a one/two year Board approved internship (i.e. 4+2 or 5+1).

General Psychology registration with Australian Health Practitioners Regulatory Authority (AHPRA). Current driver's licence.

Note: Special Employment Arrangements may be negotiated dependant on qualification, skills and experience of the successful applicants. 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. This position may be required to participate in overtime, on call, and/or rotation roster.

Contact Officer: Fiona Keddie (02) 6174 5406 fiona.keddie@act.gov.au

Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Community Care Program
Occupational Therapist
Health Professional Level 1 \$50,899 - \$65,424, Canberra (PN: 32186, several)

Gazetted: 12 June 2014

Closing Date: 19 June 2014

Details: An exciting opportunity exists for a number of New Graduate Occupational Therapists to join the Rehabilitation and Aged Care, Community Care and Acute Support Occupational Therapy teams within ACT Health. Successful applicants will join clinical rotations within the teams and will spend time working with different clinical caseloads under the supervision of Senior Occupational Therapists and also have access to the new graduate support programs offered by Canberra Hospital and Health Services.

Eligibility/Other Requirements: Appropriate Degree in Occupational Therapy. Registration, or lodgement of an application for registration with the Australian Health Practitioner Regulation Agency (AHPRA) – please note, employment depends on successful registration. A current driver's licence.

Note: These are temporary positions available for a period of 12 months. These positions may be required to participate in an overtime, on call, and/or rotation roster. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Michelle Bennett (02) 6244 2904 or 0408 695 174

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

ACT Ambulance Service

Deputy Chief Officer ACT Ambulance Service

Executive Level 1.1 \$177,647 to \$186,709 depending on current superannuation arrangements, Canberra (PN: E373)

Gazetted: 05 June 2014

Closing Date: 19 June 2014

Details: The ACT Ambulance Service (ACTAS) is one of Emergency Services Agency's (ESA) four operational services and is responsible for providing emergency and non-emergency ambulance services to the ACT community. ACTAS, in partnership with the Ambulance Service of NSW, also provides aeromedical rescue and retrieval services to the ACT and south eastern New South Wales. ESA is seeking an experienced, innovative and motivated senior executive to fill the position of Deputy Chief Officer for a period of six months. The successful applicant would be responsible for leading and managing the Operational Services branch to provide emergency and non-emergency ambulance services to the ACT community.

Remuneration: The position attracts a remuneration package ranging from \$177,647 to \$186,709, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$139,404.

Note: The salary amounts are effective from 1 July 2014.

Contract: The successful applicant will be engaged under a performance based contract for six months from 1 August 2014 to 1 February 2015. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: David Foot (02) 6207 8474 david.foot@act.gov.au

Emergency Services Agency

Emergency Media and Digital Services

Digital Services

Co-ordinator, Digital Services

Senior Officer Grade C \$91,876 - \$98,899, Canberra (PN: 15238)

Gazetted: 11 June 2014

Closing Date: 25 June 2014

Details: The ACT Justice and Community Safety (JACS) Directorate is seeking a suitably qualified person to fill the role of Co-ordinator, Digital Services. The person we are seeking would ideally have demonstrated experience with a variety of digital media platforms from website and intranet systems to a range of social media sites and internally developed business apps. The key focus of this role is to maintain and create JACS Directorate internal and external online sites so they meet the needs of the ACT community including the use of relevant social media capabilities, emerging technologies and other digital platforms. The position is also responsible for ACT Emergency Services Agency

(ESA) website, social media accounts and internal applications and ACT Government digital communications platforms during major emergencies and disasters.

Eligibility/Other Requirements: The holder of this position could be required to perform the role of ESA Duty Public Information Coordination Centre Officer after hours as requested by the Manager, Emergency Media and Digital Services.

Contact Officer: Darren Cutrupi (02) 6207 8667 darren.cutrupi@act.gov.au

**Office of Regulatory Services
Registrations and Fair Trading
Advice and Complaints
Case Manager**

Administrative Services Officer Class 4 \$60,960 - \$66,007, Canberra (PN: 02148)

Gazetted: 06 June 2014

Closing Date: 13 June 2014

Details: Under general direction of the Team Leader and as a member of a team advise consumers of their rights and traders/businesses of their obligations under the legislation administered by the Office with particular emphasis on; Access and equity principles; Promoting self help where possible; Identifying issues for educational, compliance or legislative action. Investigate complaints received by the Office and prepare reports on complaints. Prepare correspondence arising from investigations of complaints including, where necessary, recommendations for further action. Participate in major investigations/complaints audits as required. Where required, conduct investigations, either individually, or as a team member, under various pieces of legislation administered by the Office. Where appointed, exercise the functions of an inspector/investigator/authorised person under several pieces of legislation. Undertake such other duties as directed within the Advice and Complaints unit. Maintain records in accordance with the *Territory Records Act 2002*.

Note: This is a temporary position available until 30 June 2015 with the possibility of extension.

Contact Officer: Narelle Bramwell (02) 6205 3706 narelle.bramwell@act.gov.au

Transport and Infrastructure

Road User Services

Traffic Camera Office

Traffic Camera Operator

Administrative Services Officer Class 2 \$48,462 - \$53,512, Canberra (PN: 33450, several)

Gazetted: 06 June 2014

Closing Date: 20 June 2014

Details: Under the general direction of the Manager, Traffic Camera Office, effectively operate traffic offence detection devices in accordance with legislation and operating procedures. Perform delegated responsibilities according to legislation pursuant to the *Road Transport Act 1999* and/or any subsequent legislative changes that may take effect. Maintain records in accordance with the *Territory Records Act 2002*.

Notes: This temporary position is available July 2014 until July 2015.

Contact Officer: Gordon Stone (02) 6207 5770 gordon.stone@act.gov.au

APPOINTMENTS

Commerce and Works

Administrative Services Officer Class 3 \$54,908 - \$59,094

Patricia Coric 836-04431, Section 68(1), 6 June 2014

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

Garry MacGregor 843-99716, Section 68(1), 10 June 2014

Administrative Services Officer Class 3 \$54,908 - \$59,094

Bernada McDonald 836-11914, Section 68(1), 6 June 2014

Health

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

Julie Chalmers 838-52419, Section 68(1), 3 June 2014

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

Cassandra Heffernan 827-33661, Section 68(1), 16 June 2014

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

Binoj Kallampillil 844-00959, Section 68(1), 12 June 2014

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

Shanty Mathew 834-44423, Section 68(1), 5 June 2014

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

George Nonas 840-49492, Section 68(1), 3 June 2014

Administrative Services Officer Class 3 \$54,908 - \$59,094

Jennifer Ogilvy 835-95280, Section 68(1), 2 June 2014

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

Dileep Ravi 834-45127, Section 68(1), 5 June 2014

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

Dilsha Seethilal 834-45004, Section 68(1), 5 June 2014

Justice and Community Safety

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

Joseph William Denyer 844-00676, Section 68(1), 2 June 2014

Territory and Municipal Services

Bus Operator \$67,171

Gary Levien 129-496, Section 68(1), 7 June 2014

Administrative Services Officer Class 6 \$73,003 - \$83,550

Kathryn Meere 844-00641, Section 68(1), 10 June 2014

General Service Officer Level 5/6 \$45,647 - \$50,446

Mark Smith 836-04300, Section 68(1), 4 June 2014

PROMOTIONS

Economic Development

Land Development

Sales, Marketing and Land Management

Marketing

Chantelle Lustri: 789-36335

From: Administrative Services Officer Class 6 \$73,003 - \$83,550

Economic Development

To: †Senior Officer Grade C \$91,876 - \$98,899

Economic Development, Canberra (PN. 08020) (Gazetted 6 May 2014)

Education and Training

Organisational Integrity

Human Resources

HR People Services

Rachel Amy Burton: 817-43649

From: Administrative Services Officer Class 3 \$54,908 - \$59,094

Education and Training Directorate

To: Administrative Services Officer Class 4 \$60,960 - \$66,007

Education and Training, Canberra (PN. 26922) (Gazetted 29 May 2013)

Office of Schools

South and Weston Network

Forrest Primary School

Patrick Dockery: 824-57839

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

Education and Training

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

Education and Training, Canberra (PN. 01537) (Gazetted 4 February 2014)

Office for Schools

South and Weston Network

Garran Primary School

Kim Knight: 817-52166

From: School Assistant 2 \$41,208 - \$45,505

Education and Training

To: Administrative Services Officer Class 5 \$67,750 - \$71,713

Education and Training, Canberra (PN. 33390) (Gazetted 4 February 2014)

Office for Schools

North and Gungahlin Network

Lyneham High School

Barbara Grace Monsma: 755-80513

From: School Leader C \$104,319

Education and Training

To: †School Leader B \$121,464

Education and Training, Canberra (PN. 04121) (Gazetted 29 April 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

Tuggeranong Network

Wanniassa School

Cara-Jane Shipp: 756-65971

From: Classroom Teacher \$57,169 - \$90,388

Education and Training

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 02810) (Gazetted 13 May 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.

Environment and Sustainable Development

Regulation and Services

Construction Occupations

Construction Audit Team

Tamara Lyn Blissenden: 827-0909

From: Administrative Services Officer Class 4 \$60,960 - \$66,007

Environment and Sustainable Development

To: †Administrative Services Officer Class 6 \$73,003 - \$83,550

Environment and Sustainable Development, Canberra (PN. 17433) (Gazetted 6 March 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 Drug Services

Adult Mental Health Services

Kenneth William Bailey: 786-49205

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

Health

To: †Registered Nurse Level 3.2 \$104,603

Health, Canberra (PN. 18375) (Gazetted 23 January 2014)

Canberra Hospital and Health Services

Operational Support

Acute Support

Keryn Cordell: 827-20908

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)
Health, Canberra (PN. 26061) (Gazetted 15 May 2014)

Canberra Hospital and Health Services

Pathology

Customer Services

Michelle Mitchell: 831-24964

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

Health

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

Health, Canberra (PN. 28496) (Gazetted 17 April 2014)

Canberra Hospital and Health Services

Women, Youth and Children

Women and Babies

Judith Smith: 817-43884

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

Health

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

Health, Canberra (PN. 13542) (Gazetted 1 May 2014)

Strategy and Corporate

Business and Infrastructure

Infrastructure Support

Charles Steele: 711-71798

From: Senior Officer Grade C \$91,876 - \$98,899

Health

To: †Senior Officer Grade B \$108,208 - \$121,815

Health, Canberra (PN. 3539) (Gazetted 17 April 2014)

Director General Reports

Population Health

Health Protection Service

Xue Tu: 741-11440

From: Administrative Services Officer Class 3 \$54,908 - \$59,094

Health

To: Administrative Services Officer Class 5 \$67,750 - \$71,713

Health, Canberra (PN. 33727) (Gazetted 3 April 2014)