



ACT Government Gazette

Gazetted Notices for the week beginning 14 August 2014

Executive Notices

Director of Public Prosecutions

Engagements

Margaret Jones – Deputy Director (E697) Section 72 of the Public Sector Management Act 1994

Neville Drumgold – Assistant Director (E698) Section 72 of the Public Sector Management Act 1994

VACANCIES

Capital Metro

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

Governance and Operations

Manager - Finance

Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 34433)

Gazetted: 15 August 2014

Closing Date: 29 August 2014

Details: The Capital Metro Agency has responsibility for the design, procurement and delivery of a light rail service between Gungahlin and the City. This position contributes significantly to the overall financial management of the Agency providing relevant financial reporting; ensuring financial processes meet internal business needs and external obligations, and managing relationships with key stakeholders within the Agency and with Shared Services. The successful applicant will be responsible for reviewing and monitoring internal controls to ensure compliance with policies; development and management of internal budget allocations; preparing budget pack and delivering ongoing monthly reforecast; build and maintain healthy relationships with internal stakeholders and external consultants/advisor's/service providers; providing financial reporting, analysis, and advice that meets the needs of the Agency; oversee the accounts payable/receivable; and ad hoc projects.

Eligibility/Other Requirements: Experience and/or qualifications in financial management would be an advantage.

Notes: Selection for this process may be based on written application only.

Contact Officer: Andrew Fleming (02) 6205 3325 andrew.s.fleming@act.gov.au

Chief Minister, Treasury and 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**

Shared Services ICT

Business Development

Online Systems

Online Systems Manager

Senior Information Technology Officer Grade B \$106,086 - \$119,426, Canberra (PN: 00440)

Gazetted: 20 August 2014

Closing Date: 11 September 2014

Details: The Online Systems Manager is responsible for ensuring the delivery of online service delivery systems. The successful candidate will be primarily involved in managing the design, build and maintaining the web site and associated software and hardware systems. Demonstrated experience providing strategic leadership and direction to improve efficiency and effectiveness is essential as this position is responsible for managing and leading a small team of up to three staff. This position reports directly to the Director, Business Development.

Eligibility/Other Requirements: Relevant tertiary/professional qualifications are desirable.

Notes: Please see position description for selection criteria. Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant.

Contact Officer: Jessica Ho (02) 6205 0048 jessica.ho@act.gov.au

Shared Services

Shared Services ICT

Business Application Development

ICT Support Officer

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 14904)

Gazetted: 19 August 2014

Closing Date: 27 August 2014

Details: Undertake and/or manage various ICT initiatives and other complex tasks relating to the delivery of ICT services to a range of clients in schools and the Education and Training Directorate and reporting on their status to management.

Note: This is a temporary position available until 30 June 2015.

Contact Officer: Christine McGaghey (02) 6207 6885 chris.mcgaghey@act.gov.au

Shared Services

Shared Services ICT

Business Application Development

ICT Support Officer

Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 17945, several)

Gazetted: 18 August 2014

Closing Date: 26 August 2014

Details: To undertake and/or manage various ICT initiatives and other complex tasks relating to the delivery of Information and Communication Technology (ICT) services for the Education and Training Directorate (ETD).

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment.

Notes: These temporary positions are available until 30 June 2015.

Contact Officer: Christine McGaghey (02) 6207 6885 chris.mcgaghey@act.gov.au

Shared Services

Shared Services ICT

Business Application Development

Access Rights Management Liaison Officer

Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 05233)

Gazetted: 18 August 2014

Closing Date: 1 September 2014

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

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

ACT Gambling and Racing Commission

Coordination and Revenue

Administrative Assistant

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 42499)

Gazetted: 20 August 2014

Closing Date: 27 August 2014

Details: The ACT Gambling and Racing Commission is looking for an energetic and reliable officer who can under limited direction/supervision undertake the accounts receivable and accounts payable function for the Commission. The officer will be required to undertake other administrative duties, this includes banking, filing, mail, answering and directing telephone inquiries and other duties as directed.

Note: This position is a temporary vacancy available from 29 September 2014 until 30 January 2015.

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

Applications should be sent to the contact officer.

Contact Officer: Robert Brasnett (02) 6207 0357 robert.brasnett@act.gov.au

Shared Services

Shared Services ICT

Business Application Development

ICT Support Officer

Information Technology Officer Class 1 \$57,004 - \$65,178, Canberra (PN: 15207, several)

Gazetted: 18 August 2014

Closing Date: 26 August 2014

Details: Under direction, work closely with Shared Services ICT teams, schools and suppliers to support ICT initiatives and provide advice on ICT related matters for Education and Training Directorate (ETD).

Notes: These are temporary positions available until 30 June 2015.

Contact Officer: Christine McGaghey (02) 6207 6885 chris.mcgaghey@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

Deputy Director-General

Executive Level 3.7 \$299,205 to \$315,363 depending on current superannuation arrangements, Canberra (PN: E601)

Gazetted: 15 August 2014

Closing Date: 22 August 2014

Details: The Community Services Directorate manages the human services responsibilities of the ACT Government. People who are assisted through the Directorates policies, services and programs include: People with disabilities, children with developmental delays; families, children and young people, including those who are at risk of neglect or abuse; culturally and linguistically diverse groups, migrants and refugees; Aboriginal and Torres Strait Islander peoples; people in need of housing support and assistance, those at risk of, or who are experiencing homelessness; people who receive concessions, rebates or community services; women, older people; and community groups and organisations. The Directorate works with thousands of Canberrans and manages services that assist the entire population. The Directorate's policy framework continues to be guided by the ACT Government's vision that Canberra becomes a place where all people reach their potential, make a contribution, and share the benefits of our community. A strong focus of the Directorate is assisting people who are disadvantaged or experiencing a crisis. They may be refugees and migrants, families afflicted by domestic violence, parents seeking help to look after children with disabilities, children with developmental delays or children and young people at risk. We also fund many community partners to help us deliver services and programs to improve peoples' lives. The Deputy Director-General is the primary source of key strategic service delivery advice, whole of Directorate risk management and key national and whole of government policy development and implementation. The Deputy Director-General has responsibility for all areas across the Department in conjunction with the Director-General. As part of this process, the role of the Deputy Director-General is to ensure that high level analysis, risk identification and advice on key policy, strategic and operational issues are provided to the Director-

General and Ministers. The Deputy Director-General exercises a high level of judgement around the full range of responsibilities: particularly identifying systemic and non-systemic risks; financial; assets; and policy and political
Note: This position is a temporary vacancy available from 4 September 2014 until 10 October 2014. The position attracts a remuneration package ranging from \$299,205 to \$315,363, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$248,589. The successful applicant will be engaged under a performance based contract. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

How to Apply: If you would like to be considered for this opportunity please send a two page expression of interest and curriculum vitae to Ms Natalie Howson Natalie.Howson@act.gov.au by the closing date.

Contact Officer: Natalie Howson (02) 620 55334 Natalie.Howson@act.gov.au

Disability ACT

Operational

Executive

Executive Director, Disability ACT

Executive Level 2.6 \$287,894 to \$303,470 depending on current superannuation arrangements, Canberra (PN: E269)

Gazetted: 15 August 2014

Closing Date: 22 August 2014

Details: An exciting opportunity exists to further develop your executive and line management skills and experience in a high performing policy, funding and service delivery area of Disability ACT. Disability ACT plans, coordinates, funds, monitors and delivers a wide range of services and supports across the disability sector in the ACT. We are seeking an Executive Director to support our teams and contribute to the whole of Disability ACT governance responsibilities through the Community Services Directorate Executive team. The successful candidate will demonstrate success in managing diverse teams; building relationships with a wide range of stakeholders; achieving life opportunities for people with a disability, their families and carers who support them; and demonstrated ability in line with the ACT Government Executive Capabilities. The Executive Capabilities are available at www.cmd.act.gov.au/governance/public/publications.

Note: This position is a temporary vacancy available from 1 October 2014 until November 2014. The position attracts a remuneration package ranging from \$287,894 to \$303,470, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$239,629. Contract: The successful applicant will be engaged under a performance based contract. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

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

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

Therapy ACT

Age Based Teams

Social Worker

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 10300)

Gazetted: 18 August 2014

Closing Date: 25 August 2014

Details: The successful applicant, as a member of multidisciplinary team, will provide Social Work services to children, young people and/or adults with developmental delays and disabilities. Therapy ACT has a person/family centred practice philosophy and has an important role in assisting clients to maximise their participation in the community.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Social Work. Eligibility for full membership of the Australian Association of Social Workers. Experience in the provision of Social Work services for people with developmental delays and disabilities. Current driver's licence essential.

Notes: This is a temporary position available for up to 12 months with the possibility of extension. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background*

Checking) Act 2011 may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people.
Contact Officer: Lyndall Ellis (02) 6207 1361 lyndall.ellis@act.gov.au.

Therapy ACT

Age Based Teams

Social Worker

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 10305)

Gazetted: 19 August 2014

Closing Date: 26 August 2014

Details: The successful applicant, as a member of a multidisciplinary team will provide Social Work services to children, young people and/or adults with developmental delays and disabilities. Therapy ACT has a person/family centred philosophy and has important role in assisting clients to maximise their participation in the community.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Social Work. Eligibility for full membership of the Australian Association of Social Workers. Experience in the provision of Social Work services for people with developmental delays and disabilities. Current driver's licence essential. Current registration under *Working with Vulnerable People (Background checking) ACT 2011*.

Notes: The position is temporary for six months with the possibility of extension.

Contact Officer: Lyndall Ellis (02) 6207 1361 lyndall.ellis@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

Planning and Performance

Planning and Reporting

Project Officer

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 13383)

Gazetted: 14 August 2014

Closing Date: 21 August 2014

Details: The Education and Training Directorate is seeking a team member with strong analytical and communication skills to project manage the implementation of local and national assessment programs. The position involves liaison with schools, contractors and other organisations in the collection, analysis and the provision of reports to students, schools and the Directorate Executive.

Note: This is a temporary position available until 31 December 2015 with the possibility of extension.

Contact Officer: Ken Gordon (02) 6205 9498 ken.gordon@act.gov.au

Office of the Deputy Director-General

Training and Tertiary Education

Skills Reform

Data Analyst

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 31365)

Gazetted: 18 August 2014

Closing Date: 25 August 2014

Details: The Training and Tertiary Education Branch is seeking an experienced Data Analyst with expertise in the Vocational Education sector. As part of the ACT Vocational Education and Training Administration Records System (AVETARS) Project Team, the successful applicant will undertake work specifically around Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) submissions. The Data Analyst

will be required to prepare and interpret results for both internal and external stakeholders, have an ability to develop functional specifications and a deep understanding of the vocational education training sector. The successful applicant will have demonstrated high level communication skills and an ability to build and maintain effective internal and external working relationships.

Notes: This is a temporary position available until 30 June 2015 with the possibility of extension. Candidates may be assessed on application and referee reports only.

Contact Officer: Deborah Clayton-Baker (02) 6207 1339 deb.clayton-baker@act.gov.au

Office of the Deputy Director-General

Training and Tertiary Education

Training and Skills Development

Industry Liaison Unit Manager

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 02371)

Gazetted: 15 August 2014

Closing Date: 29 August 2014

Details: The Training and Tertiary Education branch is seeking an Industry Liaison Unit Manager within the Training and Skills Development Team. The successful applicant will lead the branch's communication and marketing strategy. The successful applicant will also be responsible for maintaining relationships with key stakeholders and develop and implement strategies for the development of new relationships and the strengthening of existing relationships.

Eligibility/Other Requirements: Relevant tertiary qualifications in Public Relations, Marketing and/or Communication desirable.

Notes: This is a temporary position available until 7 August 2015 with possibility of extension.

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

Office for Schools

South/Weston Network

Curtin Primary School

Administrative Support Officer

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 00559)

Gazetted: 18 August 2014

Closing Date: 1 September 2014

Details: Curtin Primary School is seeking a highly organised and energetic person with a broad set of skills to staff the Front Office and support the Business Manager and Principal in the day to day administration of the school. The successful candidate will happily work independently as well as in a team, and will demonstrate a warm client-centred approach.

Eligibility/Other Requirements: Qualifications and/or experience commensurate with the duties of the position would be desirable. First Aid qualification, or willingness to undertake appropriate training.

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: Merryn O'Dea (02) 6205 5622 merryn.o'dea@ed.act.edu.au

Office for Schools

Tuggeranong Network

Bonython Primary School

Building Services Officer 3

General Service Officer Level 8 \$56,611 - \$59,939, Canberra (PN: 34428)

Gazetted: 14 August 2014

Closing Date: 28 August 2014

Details: Bonython Primary School is seeking an energetic, organised and self-motivated person to undertake the duties of the Building Services Officer. In accordance with Directorate policies and under general/limited supervision, the successful applicant will assume responsibility for the security of the school buildings, furniture, fittings and equipment; and the maintenance of the school buildings and day to day grounds maintenance. The

successful applicant will monitor the schools' maintenance programs and contractors, undertake regular inspections to determine priorities, perform or organise and oversee emergency repairs and support the school's sustainability initiatives. The successful applicant will assist with stock takes and receipt of stores and equipment. Eligibility/Other Requirements: An industry recognised trade qualification or equivalent work experience and a current first aid certificate is desirable.

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

Contact Officer: Sharyn Herold (02) 6205 6565 sharyn.herold@ed.act.edu.au

Office for Schools

Tuggeranong Network

Calwell Primary School

Building Service Officer 2

General Service Officer Level 6 \$48,163 - \$50,446, Canberra (PN: 34432)

Gazetted: 14 August 2014

Closing Date: 21 August 2014

Details: Calwell Primary school is seeking a highly enthusiastic and energetic person with a broad set of skills for the position of Building Services Officer. The successful applicant will maintain school buildings and grounds in a clean and tidy condition with a regard to safety and security hazards; complete emergency and other repairs to trade/industry standard and ensure this standard when organising and overseeing emergency repairs; undertake relevant administrative tasks as required; ensure compliance with risk management and safety documentation requirements. The successful applicant should demonstrate a willingness to work with the school community to achieve sustainability initiatives.

Eligibility/Other Requirements: A current First Aid Certificate desirable.

Notes: 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: Linda Neeson (02) 6205 6911 linda.neeson@ed.act.edu.au

Environment and Planning

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

Environment

Catchment Management and Water Policy

Program Manager

Senior Professional Officer Grade B \$106,086 - \$119,426, Canberra (PN: 34422)

Gazetted: 15 August 2014

Closing Date: 29 August 2014

Details: Suitably qualified and experienced applicants are sought for an exciting Program Manager position to supervise the delivery of the ACT Basin Priority Project. The successful candidate will supervise the hands-on delivery of the Project and a multi-disciplined team of Project Managers which will deliver water quality improvements to Canberra's lakes and waterways as part of the Commonwealth Government's \$85 million funding to improve the long term water quality in the ACT and Murrumbidgee River System. The successful candidate will have demonstrated program management experience, be able to lead and supervise a multi-disciplinary team and have sound understanding of the role and function of water quality infrastructure.

Eligibility/Other Requirements: Demonstrated program management experience and tertiary qualifications in civil engineering, or equivalent.

Notes: This is a temporary position available until 29 February 2016 with the possibility of extension for a further three years depending on ongoing funding.

Contact Officer: Ann Lyons Wright (02) 6207 6357 ann.lyonswright@act.gov.au

Environment

Nature Conservation Policy

Conservation Planning and Research

Senior Fauna Ecologist

Senior Professional Officer Grade C \$89,786 - \$96,809, Canberra (PN: 34436)

Gazetted: 20 August 2014

Closing Date: 9 September 2014

Details: The Conservation Research section in Environment and Planning Directorate (EPD) is seeking a highly motivated and skilled Ecologist with excellent communication and negotiation skills to manage the research and science coordination of fauna research in grassland and woodland ecosystems. The successful candidate will be part of a group of wildlife ecologists and conservation planners delivering quality scientific advice for nature conservation in the ACT. The primary focus of the position is to manage kangaroo and fauna projects and to manage and undertake ecological studies to assist the government in its conservation, planning and land management responsibilities.

Eligibility/Other Requirements: There are a number of requirements for this position that are outlined in the position description. These include: Tertiary qualifications in a field of Zoology, Environmental Management or Biological Science, preferably including studies in Ecology and conservation of terrestrial fauna and ecosystems. A current manual driver's licence. A willingness to work independently in the field, outside normal hours in remote locations and in adverse weather conditions.

Notes: This is a temporary position available from September 2014 to 30 June 2016, which may be extended beyond this period subject to funding availability. The successful candidate for this position may be determined from application and referee reports only.

Contact Officer: Margaret Kitchin (02) 6207 7623 margaret.kitchin@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

Mental Health, Justice Health and Alcohol and Drug Services

Mental Health Clinical Services

Consultant Psychiatrists

Staff Specialist Band 1-5 \$147,465-\$181,976, Canberra (PN: 23989, Several)

Gazetted: 21 August 2014

Closing Date: 11 September 2014

The Position: There are 2 permanent full time positions and 1 temporary position available in Adult Mental Health Services, and 1 position available in Child & Adolescent Mental Health Services. The Division provides Mental Health Services for Canberra and the South East region of New South Wales serving a population of about half a million. Mental Health Services is a major teaching service of the Australian National University (ANU) Medical School and has well-developed undergraduate and postgraduate teaching programs and a state-of-the-art medical library. There are excellent opportunities for collaborative research. Appointments to Mental Health Services may involve service provision in other Divisions of Health including Canberra and Calvary Hospitals. Salary,

Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$240,687 - \$292,953

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Psychiatrists or an equivalent higher specialist qualification.

Contact Officer: Dr Peter Norrie (02) 6205 0687 peter.norrie@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Community Care Program
Nurse Manager**

Registered Nurse Level 4.1 \$106,172, Canberra (PN: 20638)

Gazetted: 21 August 2014

Closing Date: 28 August 2014

Details: Applications are sought from Registered Nurses for temporary opportunity as a Nurse Manager within the Canberra Hospital and Health Services Rehabilitation, Aged, and Community Care, Community Care Program. This is a full time supervisory position managing the Tuggeranong Community Nursing team, which provides nursing services to patients with a broad range of clinical needs. Nurses interested in working as a Nurse Manager within the Community Care Program should have a demonstrated ability to provide effective leadership, promote high quality health outcomes in a complex nursing service and comprehensively manage financial, physical and human resources within a legislative and organisational policy framework. Previous community nursing experience would be advantageous.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Current driver's licence. Tertiary and/or post graduate qualifications and recent experience in clinical hospital and/or community health roles applicable to the position Highly Desirable.

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

Contact Officer: Elizabeth Crowhurst (02) 6207 1212

**Canberra Hospital and Health Services
Clinical Support Service
Allied Health Adviser
Allied Health Clinical Education Coordinator**

Health Professional Level 5 \$106,086 - \$119,426, Canberra (PN: 12402)

Gazetted: 21 August 2014

Closing Date: 28 August 2014

Details: An opportunity has become available for the permanent position of Health Professional Level 5, Allied Health Clinical Education Coordinator. This position reports to the Chief Allied Health Officer, and its primary function is to provide expertise and leadership in the area of Allied Health clinical education, including the facilitation, development and evaluation of clinical education activities across the organisation and to provide support for clinical educators, supervisors and managers. This position also includes the provision of education support, operational management and strategic direction to the Allied Health Clinical Education Unit, including allocation and monitoring of resources. This position partners with Workforce Policy and Planning and the Student Clinical Placement Unit to address clinical education matters that affect workforce planning and service delivery. It also supports the management of the Clinical Training and Development cost centre, which is part of the Chief Allied Health Office. The position leads and supports the Allied Health Clinical Educators' Network and represents the ACT on the National Allied Health Clinical Educators' Network. Other functions include Allied Health-specific input into the creation of Deeds and Schedules between ACT Health and Educational Institutions, administering the Graduate Certificate in Tertiary Education Scholarship Program, leading clinical education policy development and procedures, and any other duties as appropriate to support the Chief Allied Health Officer with key clinical education and workforce matters. This is an exciting opportunity for someone who is passionate about the allied health clinical education agenda, has good interpersonal skills, allied health education experience as well as some policy and/or project management experience. Data base literacy is an advantage.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA), and/or eligibility for professional membership of the relevant association.

Notes: The position is based at The Canberra Hospital campus, however, this is an ACT Health portfolio wide position. The successful applicant may be required to be registered under the *Working with Vulnerable People*

(Background Checking) Act 2011. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Applications must include two written referee reports, including one from a current supervisor. Selection may be based on written application and two referee reports alone.

Contact Officer: Sally Goodyear (02) 6174 7959 or Karen Murphy (02) 6205 0893

Canberra Hospital and Health Services

Medicine

Rheumatology

Rheumatology Advanced Practice Nurse

Registered Nurse Level 3.1 \$93,917 - \$97,782, Canberra (PN: 18483)

Gazetted: 21 August 2014

Closing Date: 28 August 2014

Details: An exciting new opportunity has arisen for an interested and motivated Registered Nurse to work in an Advanced Practice Nurse role within the clinical service delivery, use of innovative biological therapies, teaching and education and research domains of the Rheumatology Department Canberra Hospital and Health Services. This clinical group provides leadership in rheumatology (autoimmune diseases, inflammatory and noninflammatory arthritis, musculoskeletal medicine) promotes evidence-based clinical practice and conducts clinical research with an emphasis on education, supports and therapies to achieve improved rheumatology patient outcomes.

Eligibility/Other Requirements: Current registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) is essential. It is desirable that the successful applicant has clinical experience and skills in Rheumatology. Current experience in chronic disease management and ambulatory care and or general medicine will be considered. Current relevant clinical experience, skills in research and project management, demonstrated excellent verbal and written communication skills, experience/knowledge of research and data collection methodologies in chronic diseases with a focus on patient outcomes and competencies in standard computer packages (i.e. Microsoft Office Suite) and possession of a current driver's licence are required.

Notes: This is a full-time permanent position within the Division of Medicine, suitable for a highly motivated individual with a demonstrated interest in Clinical Rheumatology, looking for an exciting new career pathway. Requests for part-time work may be considered. All applicants will need to provide a cover letter, address the selection criteria and supply the names of two current referees as part of the application. The successful applicant maybe 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: Chandi Perera (02) 6244 2222

Strategy and Corporate

Performance Information

Business Intelligence Corporate

Senior Contract and Reporting Officer

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 34194)

Gazetted: 21 August 2014

Closing Date: 4 September 2014

Details: The Performance Information Branch, ACT Health, is seeking a dynamic and skilled person to fill the role of Senior Contract and Reporting Officer, Business Intelligence Unit. The Business Intelligence Unit is a new unit which will have the responsibility for producing information on the performance of ACT Health services for the Minister for Health, senior managers, clinicians and the public. In this branch a great opportunity exists for a permanent full-time Senior Contract and Reporting Officer with experience in data processing and data analysis. This position is part of a small team that is responsible for Activity Based Funding (ABF), health cost and Casemix reporting, as well as analysis related to various national and state initiatives and agreements - for the ACT Health Directorate. As the Senior Contract and Reporting Officer in the Unit, the successful applicant will be required to develop, and seek agreement on service level agreements and hospital contracts, as well as review and report on health performance in relation to service level agreements and contracts, providing recommendations to Senior Executive. The role will require evidence of technical, analytical and contract management skills. To be successful within this role will require the ability to work independently and within a team communicating and

liaising within the branch and senior managers, clinicians and other staff about information needs, team performance and other relevant issues.

Eligibility/Other Requirements: Graduate level qualifications in Business/Finance, Information Technology, Systems Development and/or Data Reporting, with a focus on (but not necessarily experience in) health data systems are desirable.

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

Contact Officer: Andrew Bailey (02) 6207 2129 andrew.bailey@act.gov.au

**Strategy and Corporate
Performance Information
National Health Reform
Senior Policy Analyst**

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 34191)

Gazetted: 21 August 2014

Closing Date: 4 September 2014

Details: The Performance Information Branch, ACT Health, is seeking a dynamic and skilled person to fill the role of Senior Policy Analyst, Health Economics Unit. The Health Economics Unit within ACT Health is responsible for managing health cross-border and Department of Veterans' Affairs (DVA) funding agreements and related financial reconciliation of hospital patient data. The Unit is also responsible for managing reporting and governance arrangements relating to National Health Reform, and the funding model for Commonwealth Government payments to the ACT. Staff in the Unit are required to participate in jurisdictional meetings dealing with the National Health Reform agenda and other high level policy matters. As the Senior Analyst in the Unit, the successful applicant will be required to provide high level policy and financial advice to Executive staff on matters relating to cross border, DVA agreements and National Health Reform. The role will require expertise in policy analysis, written and oral communication skills and experience with DVA, cross border agreements and National Health Reform policy. To be successful within this role will require the ability to work independently and within a team communicating and liaising within the branch and senior managers, clinicians and other staff about information needs, team performance and other relevant issues.

Eligibility/Other Requirements: Relevant tertiary qualification in Finance and or Economics is highly desirable.

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

Contact Officer: Mohan Singh (02) 6207 1065

**Strategy and Corporate
Performance and Innovation
Information Support Unit
Senior Systems Integration Developer**

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 34182)

Gazetted: 21 August 2014

Closing Date: 4 September 2014

Details: The Performance Information Branch, ACT Health, is seeking a dynamic and skilled person to fill the role of Senior Systems Integration Developer (Senior Officer Grade C), within the Information Support Unit. The Information Support Unit is a new unit which will have the responsibility for managing the further development of the ACT Health Data Warehouse including the development, enhancement and evaluation of standards, policies and processes which underpin the repository. The unit will undertake development of data processes that provide improved transparency of data quality, security, privacy, collection, extraction, storage and use. As the Senior System Integration Developer, the successful applicant will have exceptional organisational and time management skills coupled with attention to detail, and be able to work autonomously and within a team. The role requires high level technical skills and understanding of data warehousing processes and will be responsible for leading the design, development and testing of data integration processes from source systems into the data warehouse.

Eligibility/Other Requirements: Graduate level qualifications in Business/Finance, Information Technology, Systems Development and/or Data reporting, with a focus on health data systems are desirable. Experience with Microsoft SQL Server data tools in a data warehouse environment will be highly regarded.

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: Philip Crawford (02) 6205 4380 philip.crawford@act.gov.au

Strategy and Corporate

Performance Information

Business Intelligence Corporate

Senior Analyst

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 34195)

Gazetted: 21 August 2014

Closing Date: 4 September 2014

Details: The Performance Information Branch, ACT Health, is seeking a dynamic and skilled person to fill the role of Senior Analyst, Business Intelligence Unit. The Business Intelligence Unit is a new unit which will have the responsibility for producing information on the performance of ACT Health services for the Minister for Health, senior management, service managers, clinicians and the public. As the Senior Analyst in the Unit, the successful applicant will be required to analyse various areas of the ACT Health system, identify barriers to service delivery and provide recommendations to Senior Executive on your findings and how service provision could be improved. The role will require high level evidence of technical, statistical, and process improvement skills. To be successful within this role will require the ability to work independently and within a team communicating and liaising within the branch and senior managers, clinicians and other staff about information needs, team performance and other relevant issues.

Eligibility/Other Requirements: Graduate level qualifications in Business/Finance, Information Technology, Systems Development and/or Data reporting, with a focus on (but not necessarily experience in) health data systems are desirable.

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

Contact Officer: Andrew Bailey (02) 6207 2129 andrew.bailey@act.gov.au

Strategy and Corporate

Performance Information

Information Support Unit

Solution Architect

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 34181)

Gazetted: 21 August 2014

Closing Date: 4 September 2014

Details: The Performance Information Branch, ACT Health, is seeking a dynamic and skilled person to fill the role of Solution Architect (Senior Officer Grade C), within the Information Support Unit. The Information Support Unit is a new unit which will have the responsibility for managing the further development of the ACT Health Data Warehouse including the development, enhancement and evaluation of standards, policies and processes which underpin the repository. The unit will undertake development of data processes that provide improved transparency of data quality, security, privacy, collection, extraction, storage and use. As the Solution Architect, the successful applicant will have exceptional organisational and time management skills coupled with attention to detail, and be able to work autonomously and within a team. The role requires high level technical skills and understanding of data warehouse design and architecture and will be responsible for leading the design and development of data models, security and access models and change management.

Eligibility/Other Requirements: A Bachelor degree or higher in Information Technology or Information/Computer Science is highly desirable. Experience with Microsoft SQL Server data tools in a data warehouse environment will be highly regarded.

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

Contact Officer: Phil Crawford (02) 6205 4380

Canberra Hospital and Health Services

Medicine

Gastroenterology and Hepatology

Registered Nurse

Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 16703)

Gazetted: 21 August 2014

Closing Date: 28 August 2014

Details: An opportunity exists for an enthusiastic and suitably qualified Registered Nurse to work in the Liver Clinic in the Department of Gastroenterology and Hepatology. The successful applicant will work closely with members of the multidisciplinary team, to provide a patient-centered service for patients with chronic liver disease, with a focus on viral hepatitis.

Eligibility/Other Requirements: Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Authority (AHPRA).

Note: This is a part-time position of 32 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: Anne Blunn (02) 6244 4106

Canberra Hospital and Health Services

Medicine

Clinical

Registered Nurse

Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 16502, several)

Gazetted: 21 August 2014

Closing Date: 28 August 2014

Details: Ward 7A is seeking applications from dynamic, motivated Registered Nurses for the position of Registered Nurse Level 2. Ward 7A is a general medical ward covering specialties of Neurology, Infectious diseases and Acute Stroke. There are 28 ward beds and 4 acute stroke beds.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). A minimum of three (3) years full-time equivalent (FTE) post registration experience in acute care, or a post-basic qualification eligible for recognition through remuneration of a qualification allowance, and 12 months FTE experience in acute care are desirable.

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

Contact Officer: Zivai Maburuse (02) 6244 2657

Canberra Hospital and Health Services

Medicine

Cardiology

Registered Nurse - Coronary Care Unit

Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 23920)

Gazetted: 21 August 2014

Closing Date: 28 August 2014

Details: An exciting opportunity exists for dynamic, enthusiastic and suitably qualified registered nurses to fulfil the role of Registered Nurse Level 2 in the Coronary Care Unit.

Eligibility/Other Requirements: Registered or eligible for registration as a Registered Nurse/Midwife with the Australian Health Practitioners Regulation Agency (AHPRA). Minimum of three years full-time equivalent post

registration experience in the relevant field, or holds a post-basic qualification eligible for recognition through remuneration of a qualification allowance, and 12 months full-time experience in the relevant field is highly desirable.

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

Contact Officer: Cathy Clift (02) 6244 2265

**Canberra Hospital and Health Services
Pathology**

Anatomical Pathology

Health Professional, Histology

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 21277)

Gazetted: 21 August 2014

Closing Date: 28 August 2014

Details: ACT Pathology is a public pathology laboratory located at the Canberra Hospital, providing comprehensive diagnostic pathology services to the Canberra Hospital, Calvary Hospital and medical practitioners of the ACT and surrounding region including links to the ANU Medical School. The laboratory operates extended hours five days per week offering a wide range of routine and specialized procedures in Anatomical Pathology. The successful applicant will be required to be part of the management team of the Histology sub-section of Anatomical Pathology. Extensive experience and knowledge in histopathology laboratory techniques and supervision is essential.

Eligibility/Other Requirements: A Degree in Science or equivalent relevant qualification.

Notes: Applicants may be short listed on the basis of written applications and referee reports, which should address the Selection Criteria. A current CV should also be submitted. Please attach referee reports addressing the Selection Criteria to your application. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Narelle Brodie (02) 6244 2879

Strategy and Corporate

Performance Information

Information Support Unit

Data Quality Officer - Metadata

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 34177)

Gazetted: 21 August 2014

Closing Date: 4 September 2014

Details: The Performance Information Branch, ACT Health, is seeking a dynamic and skilled person to fill the role of Data Quality Officer (Metadata and Masterdata Services) within the Information Support Unit. The Information Support Unit is a new unit which will have the responsibility for managing the further development of the ACT Health Data Warehouse. The Data Quality Management section will principally undertake development of data quality initiatives and processes which underpin the repository and provide improved transparency of data security, privacy, collection, extraction, storage and use. As the Data Quality Officer, the successful applicant will have exceptional organisational and time management skills coupled with attention to detail, and be able to work autonomously and within a team. In addition, this role will have the necessary technical skills and understanding to facilitate and support the application of meta and master data standards within ACT Health.

Eligibility/Other Requirements: Knowledge and experience in the use of data systems in the health care sector and associated business processes. Experience and knowledge of information management principles and its application to data systems in the health care sector is desirable.

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

Contact Officer: Julie Searle (02) 6205 5249

**Canberra Hospital and Health Services
Cancer, Ambulatory and Community Health
Cancer Stream Administration
Administration Team Leader**

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 22941)

Gazetted: 21 August 2014

Closing Date: 28 August 2014

Details: The Canberra Region Cancer Centre (CRCC) is a new facility located on the campus of Canberra Hospital. Opening in mid August, the centre will provide an integrated approach to the delivery of treatments across the specialties of Haematology, Immunology, Medical Oncology and Radiation Oncology. CRCC is looking for an enthusiastic and innovative Administration Team Leader who will assist the integrated Administration Team in providing a high quality service and be responsible for a team of Administration Officers. This position will also be a key leader for the oversight of administration to support Haematology services within the Centre. This is an exciting opportunity for the successful applicant to be part of leading and building an integrated team of administration officers within the new centre.

Eligibility/Other Requirements: A sound knowledge of Medical Terminology and experience in a health sector environment is highly desirable though not essential.

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

Contact Officer: Narelle Aldridge (02) 6174 7163

**Strategy and Corporate
Business and Infrastructure
Infrastructure Support
Plans and Manual Coordinator**

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 33546)

Gazetted: 21 August 2014

Closing Date: 4 September 2014

Details: The Plans and Manual Coordinator is responsible for maintaining the Technical Library of plans, manuals and related documentation. Ensuring currency and accessibility of a number of hard copy records and various electronic systems and databases, this role reports directly to the Asset Manager and Data Maintenance Officer.

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

Contact Officer: Andrew Steele 0419 015 838

**Canberra Hospital and Health Services
Medicine
Resources
Sleep Scientist**

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 31662)

Gazetted: 21 August 2014

Closing Date: 28 August 2014

Details: The Department of Respiratory and Sleep Medicine is seeking a suitably qualified individual to work in a multidisciplinary team within the Sleep Disorders Unit (SDU). The role involves performing diagnostic and treatment sleep polysomnography with analysis of these studies. In addition, the individual will assist in education of treatment strategies as part of clinical care. The successful applicant will also contribute to various quality assurance programmes and show willingness towards professional development. For employees in most ACT Health positions, salary packaging with fringe benefits tax-free threshold up to \$9,095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items. Additional salary packaging benefits are also available for meal and accommodation expenses.

Eligibility/Other Requirements: Bachelor of Science or equivalent (Physiology, Allied Health, Health Sciences).

Previous experience working in a Sleep Laboratory is essential. A minimum of 12 months experience working in a

sleep laboratory. Post-graduate qualifications in Sleep Medicine and/or professional credential from the Board of Registered Polysomnographic Technologists is desirable.

Note: The successful applicant must be able to work a 12 hour overnight shift on a regular basis. Please note the position will have a six month probation period. 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: Derek Figurski (02) 6244 2066

Director General Reports

Population Health

Health Protection Service

Forensic Chemist

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 26164)

Gazetted: 21 August 2014

Closing Date: 4 September 2014

Details: The Toxicology and Forensic Chemistry Unit of the laboratory carries out toxicological and chemical investigations to support ACT legislation. The successful applicant will need to be highly motivated with an interest in the conduct of forensic investigations into drugs and poisons.

Eligibility/Other Requirements: Bachelor Degree in Science with a Major in Chemistry, or other approved qualification. Strong qualifications in Chemistry and Honours or a postgraduate degree would be an advantage.

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: Ian Whittall (02) 6205 8738

Justice and Community Safety

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

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

Office of Regulatory Services

WorkSafe ACT

Workers Compensation

WorkCover Officer

WorkCover Officer 6 \$70,913 - \$81,460, Canberra (PN: 05546, several)

Gazetted: 20 August 2014

Closing Date: 3 September 2014

Details: Perform the functions of an authorised Inspector under relevant legislation as delegated: Conducting inspections of workplaces and providing advice in accordance with relevant legislation, including: Advising duty holders on requirements of the legislation and related technical issues; Investigating injuries, incidents and complaints; Ensuring understanding of and compliance by duty holders with legislation; Preparing reports and briefs for prosecutions as required; and Receiving and coordinating/drafting responses to incoming enquiries and complaints in accordance with procedures. Promoting health and safety awareness and practices within workplaces to help minimise work-related injuries and illness. Drafting reports, briefing notes, correspondence and other written material relating to major or more complex work health and safety issues. Participate in compliance activities and provide advice to ACT Business and Industry clients and stakeholders in accordance with relevant legislation: Liaising with industry, unions, employers, other Government Departments and work health and safety providers. Representing ORS at forums within the ACT and interstate where required. Drafting and preparing guidance materials and articles on work health and safety issues. Contribute to the day-to-day operations in the Section. Contributing to the strategic direction of WorkSafe ACT and ORS and the development of operational policy, procedures and practices to achieve best practice within the ACT. contributing to the development and achievement of targets and objectives of the WorkSafe ACT Strategic/Business Plans and team work plans. Facilitating a culture of performance and continuous improvement within the Office of Regulatory Services.

Contribute to efficient work practices and sound corporate governance. Positively participating in team meetings, planning and training activities to achieve corporate goals and targets. Contributing effectively to workplace diversity, participative practices and promotion of work health and safety principles. Maintaining records in accordance with the *Territory Records Act 2002*. Working cooperatively with managers and staff in WorkSafe ACT and ORS more broadly. Educate the community on their rights, safety provisions and how these provisions effectively apply to their everyday working life; Actively participating in the development and application of relevant WorkSafe ACT promotional and educational materials. Actively promote relevant WorkSafe ACT promotional and educational materials to industry. Present at training, workshops, roadshows and other such appropriate activities.

Eligibility/Other Requirements: A Certificate IV level qualification in Government Inspection/Investigations or related discipline, or progress towards such a qualification is desirable. Current driver's licence mandatory. Willingness to wear a uniform when representing the Office of Regulatory Services on inspections. Willingness to undertake competency based training relevant to performing the duties of this position. Participation in an after hours on-call and telephone roster. Participation in programmed after hours compliance activities.

Notes: These are temporary positions available for a period of 12 months with a possibility of extension or permanency from this process.

Contact Officer: Arthur Reilly (02) 6205 3463 arthur.reilly@act.gov.au

Office of the Legislative Assembly

Hansard, Library and Technology

Technical Officer

Technical Officer Level 4 \$74,098 - \$84,803, Canberra (PN: 503)

Gazetted: 15 August 2014

Closing Date: 5 September 2014

Details: Under the direction of the Director, Hansard, Technology and Library, this role will be responsible for the technical operation of the Legislative Assembly's analogue and computer based broadcasting and television systems. The nature of the Assembly's operations means that workloads can be high and can fluctuate without warning. To be successful in this role, you will have demonstrated experience in and/or knowledge of the installation, operation, maintenance and inter-operability of analogue, digital and web based audio visual systems in a changing environment.

Eligibility/Other Requirements: Permanent employees must either be an Australian citizen, or have permanent resident status in Australia.

Contact Officer: Val Barrett (02) 6205 0126 Val.Barrett@parliament.act.gov.au

Applications can be forwarded to: OLARecruitment@parliament.act.gov.au

Territory and Municipal Services

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

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

Directorate Services

Human Resources

Executive

Deputy Director Human Resources

Senior Officer Grade A \$127,557, Canberra (PN: 25135)

Gazetted: 18 August 2014

Closing Date: 1 September 2014

Details: The Deputy Director forms part of the Human Resources leadership team and works collaboratively with other managers and executive staff to achieve organisational and team outcomes. The Employee Relations and Organisational Development teams report directly to the Deputy Director.

Contact Officer: Steven Wright (02) 6207 3943 steven.wright@act.gov.au

Roads and Public Transport

Public Transport

Network Planning and Business Development

Transport Scheduler and Timetable Implementation Coordinator

Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 32499)

Gazetted: 15 August 2014

Closing Date: 29 August 2014

Details: The Network Planning and Development team within Public Transport are seeking the services of a Transport Scheduler and Timetable Implementation Coordinator to provide project management services and public transport expertise to deliver public transport network upgrades that improve public transport services across the ACT.

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

Contact Officer: Ian McGlenn (02) 6207 8567 ian.mcglinn@act.gov.au

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

Roads and Public Transport

Public Transport

Network Planning and Business Development

Transport Vehicle and Crew Scheduler

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: A20164, expected vacancy)

Gazetted: 18 August 2014

Closing Date: 1 September 2014

Details: The Network Planning and Development team within Public Transport are seeking the services of a Transport Vehicle and Crew Scheduler to provide project management services and public transport expertise to deliver public transport network upgrades that improve public transport services across the ACT.

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

Contact Officer: Ian McGlenn (02) 6207 8567 ian.mcglinn@act.gov.au

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

Roads and Public Transport

Public Transport

Governance

Procurement and Contracts Officer

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 30974)

Gazetted: 14 August 2014

Closing Date: 28 August 2014

Details: Public Transport are seeking a Procurement and Contracts Officer who will be responsible for undertaking procurement activities, including preparation of all relevant paperwork, on behalf of the branch.

Eligibility/Other Requirements: A qualification in government procurement and contracting would be highly regarded.

Contact Officer: Penelope Hucker (02) 6207 1097 penelope.hucker@act.gov.au

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

Canberra Connect

Shopfront Services

Administrative Assistant

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 00497)

Gazetted: 15 August 2014

Closing Date: 22 August 2014

Details: Applications are sought from a suitably experienced and motivated person to perform the role of Administrative Assistant within the Canberra Connect Shopfront Services team.

Eligibility/Other Requirements: Knowledge of Canberra Connect Shopfront operations is desirable.

Notes: This is a temporary vacancy available from 1 September 2014 for a period of six months with the possibility of extension and/or permanency from this process. Selection may be based on application and referee reports only.

Contact Officer: Jennie Gannon (02) 6207 5137 jennie.gannon@act.gov.au

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

Canberra Connect

Contact Centre

Customer Service Officer

Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 26112, several)

Gazetted: 14 August 2014

Closing Date: 28 August 2014

Details: Two Customer Service Officer positions in the Canberra Connect Contact Centre are available for permanent filling.

Eligibility/Other Requirements: This position requires that applicants are available to work shifts on a rotating roster to ensure there is coverage for lines of business over a seven day week. A Certificate II or III (Contact Centre) and a minimum of 12 months experience in a call or contact centre environment is preferred. A good understanding of and ability to use the rego.act system, well-developed keyboard skills and computer literacy including Internet access and general knowledge of the MS Office suite of applications is an advantage.

Notes: An order of merit may be determined from this process for filling temporary or permanent future positions at level within the next 12 months. Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Contact Officer: Kevin Bell (02) 6205 3860 kevin.bell@act.gov.au

Parks and City Services

Parks and Conservation Service

Natural Resource Protection and Programs

Vertebrate Pest Technical Officer

Technical Officer Level 2 \$52,078 - \$59,939, Canberra (PN: 43772)

Gazetted: 18 August 2014

Closing Date: 25 August 2014

Details: The Parks and Conservation Service is a Branch within the Planning and Land Management Network responsible for planning and management of parks, reserves and rural lands. It protects and conserves the natural resources of the ACT and promotes appropriate recreational, educational and scientific uses of our parks, reserves and rural lands. The Natural Resource Protection and Programs section has a vacancy in the Vertebrate Pest Management team to provide operational, technical and administrative support for a range of Vertebrate Pest Management programs in urban rural and natural areas. A portion of this position's time will be allocated to support the wild dog management programs in conjunction with the Government wild dog trapper. Applicants for this position should have a demonstrated understanding of a strategic approach to pest animal control and have experience in the on ground delivery of integrated vertebrate pest management programs. The successful applicant will be required to work a shift of ten days on and four days off on a shift roster arrangement.

Eligibility/Other Requirements: Willingness to undertake after hour's duties and incident management duties (Non-Fire related); current driver's licence, with 4wd experience; chemical Application AQF3 and ability to obtain a corporate firearms licence are all mandatory requirements. Restricted Pesticide Handling Course (NSW DPI), or equivalent and completion of Vertebrate Pest Management course (NSW DPI) or equivalent are desirable qualifications.

Notes: This is a temporary position available 1 October 2014 for nine months with the possibility of extension. Selection may be based on written 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.

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

Contact Officer: Oliver Orgill (02) 6207 2135 oliver.orgill@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

Road Maintenance

Road Worker

General Service Officer Level 5/6 \$45,647 - \$50,446, Canberra (PN: 26349, several)

Gazetted: 14 August 2014

Closing Date: 28 August 2014

Details: Road Maintenance Services is seeking suitable candidates who, under general direction from the Works Supervisor, will carry out general road maintenance duties within a road maintenance crew. Duties include pavement marking, sign maintenance, pothole repair, traffic control, street sweeping and operation of a range of road maintenance plant and equipment. These positions will include a compulsory component of shift work on average two weeks a month

Eligibility/Other Requirements: Current heavy rigid vehicle licence, RTA Traffic Control Certificate and Occupational Health and Safety Industry induction, or progress towards attainment of these.

Note: Position may be filled on application and referee reports only. These are temporary positions available for the period August 2014 to August 2015 with the possibility of permanent filling from this process.

Contact Officer: Ross Schofield 0417 434 977 ross.schofield@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

Calvary Health Care ACT (Public)

Administrative Services Officer Level 3 \$55,732 - \$59,980

Anne Ryan 1612803, Section 68 of Act, 13 August 2014

Health Services Officer Level 6 \$48,412 - \$50,583

Dinesh Naidu 1612796, Section 68 of Act, 18 August 2014

Registered Nurse Level 1 \$58,989 - \$78,799

Eliza Simms 1612802, Section 68 of Act, 14 August 2014

Health Professional 2 \$58,989 - \$ 78,799

Elizabeth Hughes 1612819, Section 68 of Act, 01 September 2014

Health Professional 2 \$58,989 - \$ 78,799

Leanne Ruben 1612531, Section 68 of Act, 03 September 2014

Capital Metro

Administrative Services Officer Class 5 \$68,766 - \$72,789

Nicole Stevens 844-75475, Section 68(1), 18 August 2014

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 6 \$74,098 - \$84,803

Erin Howe 835-90623, Section 68(1), 1 September 2014

Administrative Services Officer Class 6 \$74,098 - \$84,803

Nicole Ioppi 827-56521, Section 68(1), 14 August 2014

Administrative Services Officer Class 6 \$74,098 - \$84,803

Oi Yong 835-81831, Section 68(1), 15 August 2014

Community Services

Senior Officer Grade C \$93,254 - \$100,382

Llewella Grillo 844-01062, Section 68(1), 20 August 2014

Education and Training

Senior Officer Grade C \$93,254 - \$100,382

Sybilla Rose Meeth 844-75395, Section 68(1), 13 August 2014

School Assistant 2 \$41,826 - \$46,188

Kate Munk 835-45232, Section 68(1), 21 August 2014

Environment and Planning

Administrative Services Officer Class 4 \$61,874 - \$66,997

Jane Louise MacCulloch 836-13653, Section 68(1), 21 August 2014

Senior Officer Grade C \$93,254 - \$100,382

Lisa Van Vucht 844-75790, Section 68(1), 18 August 2014

Health

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

Maree Bouterakos 843-88814, Section 68(1), 13 August 2014

Registered Nurse Level 1 \$58,989 - \$78,799

Mariam Cobson-Cobbold 844-02719, Section 68(1), 14 August 2014

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

Karina Dunn 843-90754, Section 68(1), 18 August 2014

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

Nadishani Fernando 842-90243, Section 68(1), 16 August 2014

Enrolled Nurse Level 1 \$53,501 - \$57,161

Sarah Gilbert-Moore 836-09443, Section 68(1), 1 September 2014

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

Lauren Hargraves 835-84784, Section 68(1), 18 August 2014

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

Jodie Morton 830-80906, Section 68(1), 13 August 2014

Registered Nurse Level 1 \$58,989 - \$78,799

Erica Riley 843-89673, Section 68(1), 14 August 2014

Registered Nurse Level 1 \$58,989 - \$78,799

Shiela Sander 843-89446, Section 68(1), 14 August 2014

Senior Specialist, \$199,231

Glenn Mckay: 829-56849, Section 68(1), 11 August 2014

Territory and Municipal Services

Bus Operator - Training \$61,461

David Briggs 141-065, Section 68(1), 15 August 2014

Bus Operator - Training \$61,461

Matthew Busuttil 141-017, Section 68(1), 15 August 2014

Bus Operator - Training \$61,461

John Harris 141-033, Section 68(1), 15 August 2014

Bus Operator - Training \$61,461

Tanya King 141-060, Section 68(1), 15 August 2014

Bus Operator - Training \$61,461

Paul Pearce 141-063, Section 68(1), 15 August 2014

Bus Operator - Training \$61,461

Rudolf Reicheneder 141-015, Section 68(1), 15 August 2014

Bus Operator - Training \$61,461

Thomas Rolke 141-057, Section 68(1), 15 August 2014

Bus Operator - Training \$61,461

Navjot Singh 141-031, Section 68(1), 15 August 2014

PROMOTIONS

Calvary Health Care ACT (Public)

Nursing

ICU/CCU

Lisa Evans: 161300

From: Registered Nurse Level 1 \$58,989-\$78,799

Calvary Health Care ACT

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

Calvary Health Care ACT, Canberra (PN.8246) (Gazetted 15 May 2014)

Nursing

ICU/CCU

Laura Mew: 1610966

From: Registered Nurse Level 1 \$58,989-\$78,799

Calvary Health Care ACT

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

Calvary Health Care ACT, Canberra (PN.8082) (Gazetted 15 May 2014)

Capital Metro

Governance and Operations

Corporate Services

Nadine Cumming: 827-21652

From: Senior Officer Grade C \$93,254 - \$100,382

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$109,831 - \$123,642

Capital Metro, Canberra (PN. 34312) (Gazetted 17 July 2014)

Director of Public Prosecutions

Phoebe Elizabeth Burgoyne-Scutts: 821-07492

From: Prosecutor Grade 2 \$82,962 - \$101,399

Director of Public Prosecutions

To: †Prosecutor Grade 3 \$105,878 - \$117,079

Director of Public Prosecutions, Canberra (PN. 04208) (Gazetted 21 May 2014)

Keegan Lee: 827-29224

From: Prosecutor Grade 2 \$82,962 - \$101,399

Director of Public Prosecutions

To: †Prosecutor Grade 3 \$105,878 - \$117,079

Director of Public Prosecutions, Canberra (PN. 04343) (Gazetted 21 May 2014)

Michael Reardon: 835-80089

From: Prosecutor Grade 1 \$64,113 - \$72,999

Director of Public Prosecutions

To: †Prosecutor Grade 3 \$105,878 - \$117,079

Director of Public Prosecutions, Canberra (PN. 07319) (Gazetted 21 May 2014)

Education and Training

Office for Schools

South Weston Network

Mount Stromlo High School

Melissa Wales: 710-52748

From: Administrative Services Officer Class 3 \$55,732 - \$59,980

Education and Training

To: Administrative Services Officer Class 4 \$61,874 - \$66,997

Education and Training, Canberra (PN. 32377) (Gazetted 24 June 2014)

Environment and Planning

Regulation and Services

Construction Services

Utilities, Land and Lease Regulation

Joshua Turk: 817-49127

From: Administrative Services Officer Class 6 \$74,098 - \$84,803

Environment and Planning

To: †Senior Officer Grade C \$93,254 - \$100,382

Environment and Planning, Canberra (PN. 24439) (Gazetted 6 June 2014)

Regulation and Services

Construction Services

Utilities, Land and Lease Regulation

Samuel Herbert Zeller: 827-50904

From: Administrative Services Officer Class 6 \$74,098 - \$84,803

Environment and Planning

To: †Senior Officer Grade C \$93,254 - \$100,382

Environment and Planning, Canberra (PN. 43599) (Gazetted 6 June 2014)

Health

Canberra Hospital and Health Services

Edda Koina: 816-76423

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. 33063) (Gazetted 26 June 2014)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

ACT Wide Mental Health Services

Teall McQueen: 834-54138

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. 33953) (Gazetted 19 June 2014)

Canberra Hospital and Health Services

Women, Youth and Children

Women and Babies

Maya Wilkinson: 835-91941

From: Registered Nurse Level 1 \$58,989 - \$78,799

Health

To: Registered Nurse Level 2 \$81,918 - \$86,823

Health, Canberra (PN. 22458) (Gazetted 3 July 2014)

Justice and Community Safety

ACT Corrective Services

Community Based Corrections

Probation and Parole

Dianna Wallace: 844-02065

From: Administrative Services Officer Class 4 \$61,874 - \$66,997

Justice and Community Safety

To: Administrative Services Officer Class 6 \$74,098 - \$84,803

Justice and Community Safety, Canberra (PN. 48985) (Gazetted 22 May 2014)