



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 04 September 2014**

## EXECUTIVE NOTICES

### Community Services

#### Contract Cessation

Leanne Power – Director, Quality and Systems, Office for Children, Youth and Family Support (E390) – 07.09.2014

### Health

#### Engagement

Alan Paul Carmody – Deputy Director-General Health Infrastructure and Planning (E748) Section 72 of the Public Sector Management Act 1994

### Justice and Community Safety

#### Contract Cessation

Note: The following Executive has been issued with a new contract as per below. The notification is in accordance with the provisions of section 81 of the Public Sector Management Act 1994.

Mark Doerty – Program Director, Station Upgrade and Relocation (E656) – 01.09.2014

#### Engagement

Mark Doerty – Program Director, Station Upgrade and Relocation (E656) Section 72 of the Public Sector Management Act 1994

## VACANCIES

### Calvary Health Care ACT (Public)

#### Nursing

##### Patient Flow Unit

##### Patient Flow Unit Manager

##### Registered Nurse Level 4 Grade 3 \$121,218, Canberra (PN: 7766)

Gazetted: 10 September 2014

Closing Date: 19 September 2014

Details: Calvary Health Care Bruce is seeking an experienced Patient Flow Unit (PFU) manager to join their dynamic multidisciplinary team, within a metropolitan hospital providing services in; general surgery, urology, general medicine (with all the major subspecialties represented) and O&G; the Patient Flow Unit manager position has professional and operational responsibility and accountability for Patient Flow Management within Calvary Health Care Bruce as well as; Health at Home services (nursing), Discharge Liaison nurses, GP Liaison nurse, Staff Health and Infection Control department (nursing), Discharge Liaison nurses and PFU specific Clerical Support; we highly encourage applications from experienced nurse managers with knowledge of efficient and effective hospital patient flow.

Eligibility/Other Requirements: To be considered for this role you must address the selection criteria and have current AHPRA registration; applicants are expected to respond in writing and include the following: Statement addressing the selection criteria (The selection criteria can be found in the Position Description; the response must be maximum 300 words per criteria); a copy of their current resume; names and contact details (including a contact phone number) for at least two professional referees.

Note: Applications close: 19 September 2014.

Please refer to the position description for further information or contact: Matt Luther A/g Nursing Director Patient flow Unit, Critical Care, Emergency Department and Mental Health (02) 6201 6111 [Matt.Luther@calvary-act.com.au](mailto:Matt.Luther@calvary-act.com.au)

Contact Officer: Hamish Jeffrey (02) 6264 6160 [Hamish.Jeffrey@calvary-act.com.au](mailto:Hamish.Jeffrey@calvary-act.com.au)

Applications can be forwarded to: [applications@calvary-act.com.au](mailto:applications@calvary-act.com.au)

## **Nursing**

### **4 West**

#### **Clinical Nurse Consultant**

##### **Registered Nurse Level 3 Grade 2 \$106,172, Canberra (PN: 8204)**

Gazetted: 10 September 2014

Closing Date: 18 September 2014

Details: An exciting opportunity exists within the Perioperative and Surgical Service of Calvary Health Care - Bruce for an enthusiastic and experienced Registered Nurse to lead and manage a core inpatient service within the organisation; the role is located in the dynamic Surgical Ward that consists of 24 beds and has an established and committed surgical nursing team providing high quality clinical care to the ACT community; the CNC will be responsible for the safe, efficient and effective management of day-to-day operations of the surgical ward; whilst this position has a predominantly clinical focus, the CNC is also accountable for the effective leadership and management of human and material resources allocated to the unit.

Eligibility/Other Requirements: To be considered for this role you must address the mandatory and desirable selection criteria and have registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse; applicants are expected to respond in writing and include the following: Statement addressing the selection criteria (The selection criteria can be found in the Position Description; the response must be maximum 300 words per criteria); a copy of their current resume; names and contact details (including a contact phone number) for at least two professional referees.

Note: Applications close: 18 September 2014. Please refer to the position description for further information or contact: Anne Eade Manager Surgical and Endoscopy Services (02) 6201 6851 [Anne.Eade@calvary-act.com.au](mailto:Anne.Eade@calvary-act.com.au) or Andrew Mead Nursing Director Perioperative and Surgical Services (02) 6201 6851 [Andrew.Mead@calvary-act.com.au](mailto:Andrew.Mead@calvary-act.com.au)

Contact Officer: Anne Eade (02) 6201 6851 [Anne.Eade@calvary-act.com.au](mailto:Anne.Eade@calvary-act.com.au)

Applications can be forwarded to: [applications@calvary-act.com.au](mailto:applications@calvary-act.com.au)

## **Nursing**

### **Zita Mary Clinic**

#### **Chemotherapy Clinic Nurse**

##### **Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 7116)**

Gazetted: 10 September 2014

Closing Date: 22 September 2014

Details: The opportunity exists for a Permanent Registered Nurse Level 2 position within the Zita Mary Clinic at Calvary Health Care ACT; Zita Mary is a Specialised Oncology and Haematology Unit which offers treatment to approx 90 patients per week; this clinic offers a friendly, intimate and supportive working environment; the successful applicant will have demonstrated skills and knowledge in the delivery of care for clients undergoing treatment, in particular, chemotherapy; graduate certificate in a relevant field is desirable.

Eligibility/Other Requirements: Applicants are expected to respond in writing and include the following: A cover letter (maximum one page); current curriculum vitae, including names and contact details of two professional referees; response against the selection criteria (maximum of half a page per criterion); TB Screening Evidence (Must be less than 6 months old).

Note: Applications close: 22 September 2014.

Any enquires please contact: Christopher Hatch Acting CNC Zita Mary Clinic and Ambulatory Care Manager Phone: 6201 6645 (or) 6201 6968 Email: [Christopher.Hatch@calvary-act.com.au](mailto:Christopher.Hatch@calvary-act.com.au)

Contact Officer: Christopher Hatch (02) 6201 6968 [Christopher.Hatch@calvary-act.com.au](mailto:Christopher.Hatch@calvary-act.com.au)

Applications can be forwarded to: [applications@calvary-act.com.au](mailto:applications@calvary-act.com.au)

## **Hospitality and Communications**

### **Administrative Services Officer - Switchboard/Reception**

#### **Administrative Services Officer Level 3 \$55,732 - \$59,890 (Full-Time Rate), Canberra (PN: C0085 Several)**

Gazetted: 04 September 2014

Closing Date: 16 September 2014

Details: The Hospitality and Communications Department at Calvary Health Care Bruce, is seeking an Administrative Officer who is highly organised, professional, personable and self motivated, this position requires someone who represents and upholds our organisational values; the successful candidates will be highly Customer Service driven, and demonstrate a strong work ethic, demonstrated resilience, a willingness to learn and the ability to work independently and in a team environment; Duties include; Reception work with a high degree of client/patient contact, Switchboard operator functions, and general administrative tasks; applicants must have high level communication skills, be computer literate, and able to use multiple computer systems simultaneously; training in Hospital specific computer systems will be provided; the Calvary Health Care ACT Switchboard is operated 24hrs per day, 365 days per year; availability to work Shift work, weekends and public holidays, and a willingness to be called on at short notice is a must; as these positions are casual, hours each fortnight are not guaranteed, but may be up to 73.5 hours per fortnight; as a casual at the ASO 3 level, there is an expectation that you may be trained to work in other ASO 3 positions throughout the Hospital to provide Administrative Support as required.

Eligibility/Other Requirements: To be considered for this role you must address the mandatory and desirable selection criteria and have relevant work rights; applicants are expected to respond in writing and include the following: Statement addressing the selection criteria (The selection criteria can be found in the Position Description; the response must be maximum 300 words per criteria); a copy of their current resume; names and contact details (including a contact phone number) for at least two professional referees.

Note: Applications Close: 16th September 2014.

Please refer to the Position description for further information, or contact Natalie Winslade, Hospitality Manager (02) 6201 6692 [Natalie.winslade@calvary-act.com.au](mailto:Natalie.winslade@calvary-act.com.au)

Contact Officer: Natalie Winslade (02) 6201 6692 [Natalie.winslade@calvary-act.com.au](mailto:Natalie.winslade@calvary-act.com.au)

Applications can be forwarded to: [applications@calvary-act.com.au](mailto:applications@calvary-act.com.au)

### **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](mailto:jobs@act.gov.au)**

#### **Director, Customer Experience and Operations**

**Executive Level 1.3 \$209,051 to \$219,976 depending on current superannuation arrangements, Canberra (PN: E755)**

Gazetted: 05 September 2014

Closing Date: 19 September 2014

Details: The Capital Metro Agency (CMA) leads the whole of government efforts in delivering the Capital Metro Project and is responsible for the design, procurement and delivery of a 12km light rail service between Gungahlin and the City. The Director, Customer Experience and Operations works collaboratively with the CMA Director-General/Project Director and Project Board, fellow CMA executives, and other key government and non-government stakeholders across the ACT. He/she provides leadership on network integration and operations design as well as ensuring operational and customer requirements are central to all decisions in the Project.

Remuneration: The position attracts a remuneration package ranging from \$209,051 to \$219,976, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$168,083.

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

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

Contact Officer: Matthew Smee - Hudson (02) 6229 1522 [matthew.smee@hudson.com](mailto:matthew.smee@hudson.com)

### **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](mailto:jobs@act.gov.au)**

**Shared Services**

**Human Resources**

**Employee Relations and Training**

**Client Manager**

**Senior Officer Grade A \$127,557, Canberra (PN: 08418)**

Gazetted: 09 September 2014

Closing Date: 17 September 2014

Details: Shared Services HR is seeking applications from enthusiastic, innovative and committed individuals to fill the role of Client Manager, Employee Relations and Training. As the Client Manager you will lead a dynamic team providing critical services to all ACT Government Directorates. This is a leadership role that needs to be innovative and collaborative to provide ACT Government Directorates and agencies with a range of services relating to employee relations and training. Key deliverables within these areas include the conduct of workplace investigations, internal reviews and appeals, in line with the ACTPS Employment Framework and the facilitation of whole of government training across a range of mediums through a panel of training providers.

Eligibility/Other Requirements: Tertiary qualifications in a HR related discipline and/or Certificate IV in Government Investigations are highly desirable though not essential. Educational and professional qualifications checks may be undertaken prior to employment. A criminal history record check will be conducted prior to employment.

Contact Officer: Michelle Tranda (02) 6205 3397 michelle.tranda@act.gov.au

**Economic and Financial Group**

**Economic and Financial Analysis**

**Economic Policy and Policy Regulation**

**Senior Policy Officer**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 34503)**

Gazetted: 05 September 2014

Closing Date: 11 September 2014

Details: The Branch is seeking a Manager to work independently for six months to develop the ACT submission to the Commonwealths Asset Recycling Initiative (ARI). The position will report directly to the Executive Director. To be successful you will have relevant tertiary qualifications, with demonstrated experience in leading economic analysis and policy development in a challenging environment. Applicants should also possess strong communication and management skills and have a track record of liaising effectively across Directorates.

Eligibility/Other Requirements: Degree qualified in Economics, or related field.

Notes: This position is a temporary vacancy available from asap for a period of six months. These positions may be filled by written application only.

How to Apply: All Applications, including application coversheet, your written response to selection criteria, resume and referee report (if required) must be submitted to the contact officer: Kathy Goth kathy.goth@act.gov.au or (02) 6205 0772.

Applications should be sent directly to the contact officer.

Contact Officer: Kathy Goth (02) 6205 0772 kathy.goth@act.gov.au

**Shared Services ICT**

**Business Application Management**

**Health ICT**

**Critical Systems Manager**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 21700)**

Gazetted: 10 September 2014

Closing Date: 25 September 2014

Details: This role provides application support and life-cycle management for a number of the Health Directorate's critical systems and their associated components. Required to liaise with vendors, users and other technical staff in relation to implementation, system support, maintenance and enhancements.

Eligibility/Other Requirements: The possession of, or the ability to attain, a Protected Security Clearance is a requirement. Educational and professional qualifications checks may be undertaken prior to employment.

Experience in and/or knowledge of the Health environment including an understanding of hospitals critical

systems are highly desirable. Education and/or professional qualifications in information technology are highly desirable.

Notes: This is a temporary position available from 29 September 2014 until 27 September 2015 with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Karen Chudleigh (02) 6174 8013 karen.chudleigh@act.gov.au

#### **Shared Services**

##### **Shared Services ICT**

##### **Business Application Management**

##### **Team Leader, Business Systems Support Specialist**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 14146)**

Gazetted: 05 September 2014

Closing Date: 12 September 2014

Details: The successful applicant will be a Team Leader responsible for the support of Oracle and Windows based business systems in the Community Services Directorate. The team is responsible for the system administration, security, Change Management process and vendor relationship for the support of those systems. The Team Leader will also have the technical lead responsibilities for the business system upgrades.

Contact Officer: Mick Sharp (02) 6207 1522 mick.sharp@act.gov.au

#### **Revenue Management**

##### **Advice and Assessments**

##### **Senior Advice and Assessments Officer**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 55153)**

Gazetted: 10 September 2014

Closing Date: 24 September 2014

Details: The successful applicant will be responsible for providing technical advice to key internal and external stakeholders on complex dutiable transactions and other tax related inquiries. The successful applicant will also be responsible for raising assessments arising from complex transactions, and providing guidance and supervision to other staff members to assist in the fulfilment of section requirements.

Eligibility/Other Requirements: Relevant tertiary qualifications in Law, Public Administration or another relevant discipline would be an advantage. Educational and professional qualifications checks may be undertaken prior to employment.

Contact Officer: Morgan Bryant (02) 6207 0066 morgan.bryant@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.

#### **Shared Services**

##### **Shared Services ICT**

##### **Business Application Development**

##### **ICT Support Officer**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 09325)**

Gazetted: 05 September 2014

Closing Date: 12 September 2014

Details: To deliver ICT initiatives to the Directorate and provide service offering advice on ICT related matters for the Education and Training Directorate (ETD).

Notes: This is a temporary position available for six months with the possibility of extension.

Contact Officer: Dawn Gillies (02) 6207 7378 dawn.gillies@act.gov.au

#### **Shared Services**

##### **Shared Services ICT**

##### **Contracts and Licensing**

##### **Contracts and Licensing Coordinator**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 00968)**

Gazetted: 05 September 2014

Closing Date: 19 September 2014

Details: The Contracts and Licensing Team in Infrastructure Services is currently seeking expressions of interest from a suitably experienced person to perform the role of Contracts and Licensing Coordinator. The successful applicant will be rewarded with a busy and diversely challenging role assisting in the management and day to day support of administrating software agreements for the whole of Government. You will be a self starter, ideally with an ITIL background, and have a sound practical knowledge of ACT Government software and purchasing procedures and financial management requirements in relation to software.

Contact Officer: Trevor Jinks (02) 6207 9697 trevor.jinks@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.

**Shared Services**

**Business Development**

**Enterprise Program Management Office**

**Project Officer**

**Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 11049)**

Gazetted: 04 September 2014

Closing Date: 11 September 2014

Details: The Enterprise Program Management Office (EPMO) is looking for a self starting and well organised project officer to support the project coordination of major projects, and other tasks as directed. The successful candidate will demonstrate strong oral and written communication skills, highly developed organisational skills, flexibility and initiative, ability to work to direction and effective use of technology in the support of project delivery.

Contact Officer: James Donnelly (02) 6207 7494 james.donnelly@act.gov.au

**Shared Services**

**Shared Services ICT**

**Contracts and Licensing**

**Software Officer Education**

**Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 31013)**

Gazetted: 05 September 2014

Closing Date: 12 September 2014

Details: The Contracts and Licensing Team in Infrastructure Services is currently seeking expressions of interest from a suitably experienced person to perform the role of Software Officer Education. The successful applicant will be rewarded with a busy and diversely challenging role assisting in the management and day to day support of administrating software installations and agreements for the Education and Training Directorate. You will be a self starter, ideally with an ITIL background, and have a sound practical knowledge of ACT Government software and purchasing procedures and financial management requirements in relation to software.

Note: This is a temporary position available from 1 October 2014 until 30 June 2015.

Contact Officer: Trevor Jinks (02) 6207 9697 trevor.jinks@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.

**Shared Services**

**Human Resources**

**Executive**

**Executive Assistant**

**Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 10203)**

Gazetted: 08 September 2014

Closing Date: 15 September 2014

Details: A position exists for an Executive Assistant to work as part of the Shared Services team. The position is a pivotal position in ACT Government working with the A/g Executive Director of Finance and Human Resource

Services. If you have great communication skills, well developed office administration and organisational ability, you are encouraged to apply. Previous experience in a similar role is essential.

Notes: This is a temporary position available until mid February 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 [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Calvin Robinson (02) 6205 3819 [calvin.robinson@act.gov.au](mailto:calvin.robinson@act.gov.au)

## **Shared Services**

### **Human Resources**

#### **Recruitment**

##### **Administrative Assistant**

##### **Administrative Services Officer Class 2 \$49,189 - \$54,315, Canberra (PN: 09665)**

Gazetted: 08 September 2014

Closing Date: 15 September 2014

Details: We have an opportunity for a motivated and well organised person to join our team. The successful applicant will possess strong customer service skills and will be required to contribute to the operations of the Recruitment Team by undertaking general administrative tasks as required by the Team. The successful applicant will also be experienced in computer skills including Excel, Word and Outlook.

Notes: This position is a temporary vacancy available until February 2015. Applications are to be sent to [craig.mcmillan@act.gov.au](mailto:craig.mcmillan@act.gov.au)

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: Craig McMillan (02) 6205 4551 [craig.mcmillan@act.gov.au](mailto:craig.mcmillan@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](mailto:jobs@act.gov.au)**

### **Service Strategy and Community Building**

#### **Service Reform and Governance**

##### **Project Management Office**

##### **Senior Project Advisor**

##### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 33508)**

Gazetted: 05 September 2014

Closing Date: 12 September 2014

Details: The Project Management Office in Community Services Directorate (CSD) is seeking a motivated person who has a demonstrated understanding of project management methodologies and practice to join their team from 1 October 2014 - 30 June 2015. As part of the Team, the position is responsible for the day to day project management support for strategic projects, Secretariat support for the Board of Management - Strategic Reform in relation to project oversight and project management capacity building support.

Eligibility/Other Requirements: Desirable: Project Management qualifications. An understanding and knowledge of the CSD and change in Human Services.

Notes: This is temporary position available from 1 October 2014 until 30 June 2015.

Contact Officer: Kamal Jogia (02) 6207 8458 [kamal.jogia@act.gov.au](mailto:kamal.jogia@act.gov.au)

### **Office for Children, Youth and Family Support**

#### **Statutory Services**



### **Team Leader**

#### **Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 34296)**

Gazetted: 10 September 2014

Closing Date: 24 September 2014

Details: An Out of Home Care (OOHC) Taskforce has been established for 12 months to develop and implement a new five year OOHC Strategy for delivering services for children and young people placed in Out of Home Care (kinship, foster, residential care). It is anticipated services will commence in mid 2015. Major activity is required to achieve the anticipated deliverables of the new service offer. The position of Team Leader, Therapeutic Assessment and Planning will be located within the Taskforce. It will be responsible initially for the development of the service model to introduce therapeutic assessment and planning services for children and young people in care, in placement prevention services, being reunified back to their parents, placed in a permanent care arrangement or as they transition from care. The second phase of the project will require the occupant to lead a small team of assessors to trial the agreed service model through to 30 June 2015. The position will be responsible for selecting appropriate developmental and therapeutic assessment and planning tools and developing the job specifications for the staff to undertake this specialist role. The occupant will be required to demonstrate strong leadership, relationship management and stakeholder engagement skills and be able to develop, manage and deliver strategic activities and projects within tight timeframes.

Eligibility/Other Requirements: Social Work degree with eligibility for membership of the Australian Association of Social Workers and a minimum of five years practice experience working with children and young people and their carers or families. Experience in working with subject matter relating to out of home care and statutory services.

Note: This is a temporary position for a period of 12 months. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae. Previous applicants will be considered and need not reapply. 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](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Contact Officer: Christine Nolan (02) 6207 9653 christine.nolan@act.gov.au

### **Office for Children Youth and Family Support**

#### **Statutory Services**

#### **Care and Protection Worker**

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

Gazetted: 08 September 2014

Closing Date: 9 September 2015

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

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

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people). Current driver's licence.

Notes: Various positions available both permanent and temporary. Applications must be sent to cpsrecruitment@act.gov.au. Interviews will be held on a monthly basis. A merit list will be maintained for 12 months with permanent and temporary positions offered over this period. Successful applicants will be subject to a six month probation period.

Contact Officer: Nicole Eldridge (02) 6205 6002 cpsrecruitment@act.gov.au

### **Housing and Community Services**

#### **Housing ACT**

## **Housing Initiatives**

### **Trainee Housing Officer**

#### **Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 27084, several)**

Gazetted: 09 September 2014

Closing Date: 23 September 2014

Details: Housing ACT is looking for enthusiastic results driven people to join the Trainee Housing Officer Program. The program will provide a pathway for the successful candidates to undertake accredited training and work towards the completion of the Certificate IV in Social Housing. The Trainee Housing Officers will experience a supported work environment and a chance to work in a variety of Business Units within Housing ACT. The successful candidates will need to demonstrate a commitment to undertaking the responsibilities of the Traineeship Program. An information session regarding these positions will be held at 5:30pm on Wednesday, 17 September 2014 on the ground floor of Nature Conservation House, Corner of Emu Bank and Benjamin Way, Belconnen, ACT.

Eligibility/Other Requirements: Experience in using a range IT business and office applications. A current driver's licence.

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](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Contact Officer: Mark Williams (02) 6207 1509 mark.williams@act.gov.au

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

## **Office for Children Youth and Family Support**

### **Statutory Services**

#### **Care and Protection Caseworker**

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

Gazetted: 08 September 2014

Closing Date: 9 September 2015

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

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

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people). Current driver's licence.

Notes: Various positions available both permanent and temporary. Applications must be sent to cpsrecruitment@act.gov.au. Interviews will be held on a monthly basis. A merit list will be maintained for 12 months with permanent and temporary positions offered over this period. Successful applicants will be subject to a six month probation period.

Contact Officer: Nicole Eldridge (02) 6205 6002 cpsrecruitment@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](mailto:jobs@act.gov.au)**

### **Deputy Director General**

#### **Governance and Assurance**

#### **Governance and Legal Liaison**

#### **Executive Officer**

#### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 26550)**

Gazetted: 08 September 2014

Closing Date: 22 September 2014

Details: The Executive Officer will be part of a team which has a wide range of responsibilities including administrative law, policy development, legislative compliance and related activities. The role will include some responsibility for Freedom of Information and other legislation relevant to Directorate functions.

Note: This is a temporary position available until 29 May 2015.

Contact Officer: Anne Siripol (02) 6205 9151 [anne.siripol@act.gov.au](mailto:anne.siripol@act.gov.au)

## **Office for Schools**

### **Belconnen Network**

#### **Belconnen High School**

##### **Building Service Officer 2**

##### **General Service Officer Level 6 \$48,163 - \$50,446, Canberra (PN: 32141)**

Gazetted: 05 September 2014

Closing Date: 12 September 2014

Details: Belconnen High 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: Mandatory Training as required. Desirable: A current First Aid Certificate.

Note: Your application should address the selection criteria outlining relevant skills and experience and include a current curriculum vitae and coversheet. Please nominate at least two referees. Selection may be based on application and referee reports only. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

Contact Officer: Noella Mauch (02) 6205 6844 [noella.mauch@ed.act.edu.au](mailto:noella.mauch@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](mailto:jobs@act.gov.au)**

### **Environment**

#### **Catchment Management and Water Policy**

##### **Catchment Management Manager**

##### **Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 16691)**

Gazetted: 05 September 2014

Closing Date: 19 September 2014

Details: The Catchment Management and Water Policy Section of the Environment Division is seeking an experienced policy officer with a background in water policy, catchment management or related area. The Manager of the Catchment Management Section will: Provide high-level policy advice and briefing material across a broad range of catchment management and water resource issues; Provide secretariat support to catchment management and water policy governance arrangements; Demonstrate excellent communication, liaison, collaboration and representational skills when dealing with other ACT Government officials, with state/territory and Commonwealth governments and with relevant stakeholder groups; Demonstrated ability to lead and manage staff and the business of the section effectively, organise and plan work, track tasks and budget to achieving priorities and meet deadlines.

Eligibility/Other Requirements: Extensive management experience and tertiary qualifications in a relevant discipline is highly desirable.

Notes: This is a temporary position available until 28 August 2015 with the possibility of an extension for a further 12 months.

Contact Officer: Stewart Chapman (02) 6207 0290 [stewart.chapman@act.gov.au](mailto:stewart.chapman@act.gov.au)

## **Health**

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

**Apply online at <http://www.health.act.gov.au/employment>**

### **Canberra Hospital and Health Services**

#### **Cancer, Ambulatory and Community Health Support**

##### **Cancer Stream Administration**

##### **Senior Project Officer, Ambulatory Care Support Services**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 17545)**

Gazetted: 11 September 2014

Closing Date: 25 September 2014

Details: We are seeking a dynamic and experienced Senior Project Officer to manage the development and implementation of a new model of administration support for Ambulatory Care Services across Canberra Hospital and Health Services. This project will drive organisational wide change with a key objective of improving standardisation of systems and processes to support a more positive patient experience. Under the Direction of and in close collaboration with the Director, Ambulatory Care Support Services, the Senior Project Officer will be required to develop, implement and evaluate a model of Ambulatory Care Support Services in line with the recommendations of the Review of Ambulatory Care Support Services across Canberra Hospital and Health Services (CHHS). This includes project and change management of organisational redesign activities. To be successful in this role you will have extensive experience in managing complex organisational change and redesign projects. You will have strong stakeholder engagement skills and be able to negotiate successful outcomes across diverse groups of stakeholders. You will have a track record of identifying innovative solutions for complex problems, particularly in relation to business processes.

Eligibility/Other Requirements: Tertiary qualifications in project management, and/or a health related field are highly desirable.

Notes: This is a temporary position available for a period of six months. To apply for this position you must provide a statement of claims against the selection criteria and submit this together with a current copy of your resume and the names of two referees. 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: Karen Faichney (02) 6174 8544

### **Service and Capital Plan**

#### **Health Infrastructure Program**

##### **Manager HIP Communications and Engagement**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 16229)**

Gazetted: 11 September 2014

Closing Date: 25 September 2014

Details: The Health Infrastructure Program (HIP) is a response to the need to expand and develop facilities to meet the future health care needs of the ACT and regional population. The program links infrastructure development to changes in the way services are delivered, harnessing new technologies and planning the workforce of the future to deliver services planned around our patients and in the most safe and efficient way. The Health Infrastructure Program communication team focuses on inter and intra project communication and engagement of internal and external stakeholders, particularly at the planning and design milestones of each project. The position of Manager, HIP Communications and Engagement will be responsible for managing a small team that provides advice on strategic approaches to communication and stakeholder engagement for the Health Infrastructure Program, working with project groups to develop and implement project communication and engagement plans, and working with the ACT Health Communications and Marketing Unit on promoting key milestone events. To be

successful in this role you will have extensive experience in communications, be proactive, positive and be able to work well within a large diverse team. This position leads a team to support both ACT Health and dedicated officers from the Procurement and Capital Works (PCW) Directorate working on HIP projects. As the leader of the HIP communications team, you are an integral part of the overall HIP team and you will provide advice on strategic approaches to communication and stakeholder engagement for the HIP. You will implement a communication framework that enhances communication and the engagement of stakeholders within projects whilst working with the ACT Health Communications and Marketing Unit on promoting key milestone and other exciting project events.

Eligibility/Other Requirements: Relevant tertiary qualifications in either marketing, management or an appropriate business discipline are highly desirable.

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

Contact Officer: Carolyn Bartholomew (02) 6174 8034

## **Strategy and Corporate**

### **People Strategy and Services**

#### **Staff Development**

##### **Basic Life Support Educator**

##### **Registered Nurse Level 3.1 \$93,917 - \$97,782, Canberra (PN: 26546)**

Gazetted: 11 September 2014

Closing Date: 18 September 2014

Details: The Staff Development Unit has an exciting education position available for a Registered Nurse 3.1, with a critical care background for 12 months. The successful applicant will provide the coordination and delivery of basic adult life support programs for staff across the ACT Health. In this role you will also coordinate and provide tracheostomy, temporary cardiac pacing, intercostal catheter management, introduction to cardiothoracic nursing, neurology, and rhythm interpretation programs. Additional roles may include other programs as required. If you are reasonably new to an education role, you will be provided with additional support to undertake this role.

Eligibility/Other Requirements: Registered as a nurse or midwife with the Australian Health Practitioner Regulation Agency (AHPRA). Holds or is working towards a master's degree is highly desirable. A postgraduate qualification in critical care is highly desirable.

Note: This is a full-time position however part-time hours will be considered. This is a temporary position available for 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: Maureen Tolley (02) 6244 3429

## **Strategy and Corporate**

### **Policy and Government Relations**

#### **Drug and Alcohol Policy**

##### **Senior Policy Officer**

##### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 20665)**

Gazetted: 11 September 2014

Closing Date: 18 September 2014

Details: A person is sought to fill a temporary position. The person will work as part of a small team and provide strategic advice relating to alcohol and other drug policy.

Eligibility/Other Requirements: Relevant qualifications or experience in health and community services is desirable.

Notes: This is a temporary position available until 20 March 2015. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Helene Delany (02) 6205 0909

**Strategy and Corporate**

**Policy and Government Relations**

**Mental Health Policy**

**Mental Health Promotion, Prevention, Early Intervention and Suicide Prevention Senior Policy Officer  
Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 25961)**

Gazetted: 11 September 2014

Closing Date: 18 September 2014

Details: Expressions of interest are sought from suitably qualified and experienced candidates to fill a Senior Officer Grade C position within the Mental Health Policy Unit. The Mental Health Promotion, Prevention, Early Intervention and Suicide Prevention Senior Policy Officer position offers an opportunity to work at a population level towards the Territory's vision for mental health "For the people of the ACT to achieve and maintain mental health and wellbeing." The successful applicant must be self-motivated, possess highly developed communication skills, both written and verbal, strong liaison skills and demonstrate a proven ability to meet tight deadlines. The successful applicant will also demonstrate a good understanding of population and/or public health principles as related mental health and wellbeing and suicide prevention.

Eligibility/Other Requirements: Relevant qualifications and experience in a health related discipline are desirable. Demonstrated understanding of the principles of population and/or public health as related mental health and wellbeing and suicide prevention is highly desirable. Previous experience in or knowledge of the mental health sector is desirable.

Notes: This is a full-time temporary position available from as soon as possible until 24 February 2015 with a possibility of extension. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Applicants are required to submit a succinct application to the selection criteria, plus their CV with contact for two current referees. 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: Richard Bromhead (02) 6207 1066

**Strategy and Corporate**

**E-Health and Clinical Records**

**ISB Management and Strategy**

**Deputy Director for the Clinical Record Service**

**Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 28591)**

Gazetted: 11 September 2014

Closing Date: 25 September 2014

Details: The E-Health and Clinical Records Branch, ACT Health, is seeking a suitably qualified, skilled and dynamic, Health Information Manager, to fill the role of Deputy Director for the Clinical Record Service. The Deputy Director manages the day-to day operations of the Clinical Record Service at Canberra Hospital including workplace safety and staff recruitment, and is responsible for managing the Medico-Legal, Research and ACTPAS/PMI Data Quality teams. The Deputy Director role also assists the Director in policy development and oversees the quality assurance activities, management of ACT Health clinical record forms and the CRIS Scanning Team. The successful applicant will have effective team management and leadership experience within the Health Care Industry; possess strong analytical and reporting skills, strong written and verbal communication skills and have a thorough working knowledge of relevant Australian Standards and legislation in relation to health record and health information management. The Canberra Hospital has over 600 beds and is the ACT region's major public hospital, providing specialist and acute care to more than 500,000 people. The Canberra Hospital is a tertiary level health facility, and a teaching hospital of the Australian National University (ANU) Medical School. Canberra Hospital offers free parking, generous salary packaging provisions, a supportive working environment, ongoing training and education and flexible working arrangements. The ACT has a pleasant climate, good shopping, great restaurants, a large range of social and sporting activities and facilities and has the best of both worlds being just two hours from the snow fields or two hours from the coast.

Eligibility/Other Requirements: Tertiary qualifications in Health Information Management (or equivalent) with eligibility for full membership of the Health Information Management Association of Australia (HIMAA). A thorough knowledge of Australian Standards in relation to paper-based and/or digitised (scanned) health record system requirements is highly desirable. You must be an Australian Citizen or Permanent Resident to apply for this position.

Note: Applicants are strongly advised to speak with the Contact Officer prior to submitting their application. The successful applicant will be required to be registered under *the Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must submit a CV and covering letter and prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Jennifer Elliott (02) 6244 3326

**Canberra Hospital and Health Services  
Mental Health, Justice Health, Alcohol and Drug Services  
Child and Adolescent Mental Health  
Dialectical Behaviour Therapy Clinician**

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 23775)**

Gazetted: 11 September 2014

Closing Date: 25 September 2014

Details: The Child and Adolescent Mental Health Service (CAMHS), Dialectical Behaviour Therapy (DBT) Program is seeking a suitably trained Clinician with demonstrated experience in DBT, to participate in the CAMHS DBT Program. The program involves the implementation of a comprehensive DBT adolescent program, as well as active participation in evaluating outcomes for consumers and their parents. A suitable Clinician will have attended DBT training, and have a thorough understanding and ability to apply the theoretical underpinnings and functions of DBT. They will have an interest and ability to provide individual therapy and skills group facilitation and a demonstrated commitment to working within the DBT model, and will actively participate in the CAMHS DBT consult group.

Eligibility/Other Requirements: Tertiary qualification or equivalent in Psychology, Occupational Therapy or Social Work with current Australian Health Practitioner Regulation Agency (AHPRA) registration and/or eligibility for membership of the appropriate professional organisation.

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 elloise.j.barry@act.gov.au

**Canberra Hospital and Health Services  
Cancer, Ambulatory and Community Health  
CACHS Executive  
Palliative Care Counsellor**

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 18945)**

Gazetted: 11 September 2014

Closing Date: 18 September 2014

Details: The Cancer Psychosocial Service are looking for a dynamic and progressive thinking Social Worker or Psychologist with a strong grief counselling background to fill this full-time position. The Palliative Care Counsellor works within a Multidisciplinary Team environment at the Canberra Hospital to provide contemporary evidence based Palliative Care service provision to palliative care patients, their family and carers throughout Canberra Hospital. The Palliative Care Counsellor will also be engaged in delivering palliative care education to staff and students of different disciplines within the hospital. This position is managed by the Cancer Psychosocial Service and works very closely with the nursing and medical staff in the Palliative and Supportive Care Services Department.

Eligibility/Other Requirements: Mandatory Qualifications for Social Work: Tertiary qualifications in Social Work. Current membership of the Australian Association of Social Workers. Five years experience post bachelor degree qualification in Social Work. Mandatory Qualifications for Psychology: At least a 4- or 5- year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1). General Psychology registration with AHPRA. Three years experience post Masters degree qualification in Psychology. Mandatory registration requirements for Psychology: AHPRA Psychology Board approved Principal and Secondary supervisor for 4+2 Internship and 5+1 program. Highly desirable: Previous experience/qualifications in grief and bereavement counselling. Previous experience / qualifications in group facilitation.

Note: Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Please also include two referee reports. Selection may be made on written applications alone.

Contact Officer: Toni Ashmore (02) 6244 3420

**Director General Reports**

**Population Health**

**Health Protection Service**

**Customer Service Officer**

**Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 34462)**

Gazetted: 11 September 2014

Closing Date: 25 September 2014

Details: The Health Protection Service has a Customer Service Officer position available within the Environmental Health team. The position is responsible for providing high level customer service and management regarding public health legislation and requirements within the Australian Capital Territory. The position is also responsible for quality assurance and management of public health complaints within the Environmental Health section. The Australian Capital Territory provides a modern lifestyle with extensive career development potential. Canberra is a dynamic multicultural environment with excellent facilities and unique lifestyle choices that are without equal.

Further information about living in Canberra is available from <http://www.liveincanberra.com.au/>.

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: Lyndell Hudson (02) 6205 1700

**Canberra Hospital and Health Services**

**Pathology**

**Pathology Administration**

**Administrative Support Officer**

**Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 34456)**

Gazetted: 11 September 2014

Closing Date: 18 September 2014

Details: ACT Pathology is a division of Canberra Hospital and Health Services and is looking for an enthusiastic team player to provide administrative assistance to various Directors and Chief Scientists of the division.

Eligibility/Other Requirements: High level typing skills and use of Dictaphone are essential for this position.

Experience in using Microsoft Suite and TRIM document management system are desirable. Secretariat and word processing skills highly desirable.

Note: This is a temporary part-time position at 29:24 hours per week for a period of six months with the possibility of extension. 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 does NOT attract Typing Allowance.

Contact Officer: Charmaine Gray (02) 6244 2893

**Canberra Hospital and Health Services**

**Mental Health, Justice Health, Alcohol and Drug Services**

**ACT Wide Mental Health Services**

**Health Professional**

**Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 29227)**

Gazetted: 11 September 2014

Closing Date: 18 September 2014

Details: Applications are invited from enthusiastic Psychologists, Social Workers or Occupational Therapists who wish to work with the Crisis Assessment and Treatment Team (CATT). CATT provides 24 hour mental health care for residents of the ACT. CATT is a multidisciplinary team staffed by nursing, allied health and medical



professionals. The applicant will possess high-level clinical skills in the assessment and management of individuals with mental disorders and in acute distress.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy with current unconditional ACT registration where applicable and/or eligibility for membership of the appropriate professional organisation. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence.

Note: This is a temporary position for a period of six months with the possibility of extension. This position will participate in a seven day 24 hour roster with on call duties.

Contact Officer: Rachael McMahon (02) 6205 1979

### **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](mailto:jobs@act.gov.au)**

#### **Office of Regulatory Services**

##### **WorkSafe ACT**

##### **AIMS**

##### **AIMS Manager**

##### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 05775)**

Gazetted: 04 September 2014

Closing Date: 11 September 2014

Details: Undertake complex data manipulation and supervise the loading of data supplied by ACT approved insurers and self-insuring Territory employers, including performing manual fixes/alteration of incomplete or incorrect data, to enable it to be loaded into the AIMS Oracle database system; participate in the AIMS Database replacement project; develop, enhance and prepare more complex AIMS reports using SQL for both internal and external stakeholders, whilst ensuring the accuracy and consistency of the data with other reports in the existing suite of AIMS reports; periodically extract and assess AIMS data for the Comparative Performance Monitoring (CPM) project and co-ordinate the provision of the CPM/NDS data to the national body each year; undertake best practice data management activities in a timely fashion in completion of tasks and scheduling and organising workload in accordance with database procedures. Maintain and provide advice on the AIMS infrastructure; supervise, train and mentor data loading staff within the AIMS Database Team as part of the process of providing information and advice to all stakeholders and ensuring the efficient delivery of workers' compensation services; create and develop more complex procedures, guidelines and publication material in relation to customer service so as to maintain and improve service standards; extract data, investigate and prepare information for discussion at data forums held regularly for ACT approved insurers and self-insurers; maintain records in accordance with the *Territory Records Act 2002*.

Notes: Relevant tertiary qualifications and/or relevant experience are highly desirable.

Contact Officer: Mary Kary (02) 6205 0456 [mary.kary@act.gov.au](mailto:mary.kary@act.gov.au)

#### **Office of Regulatory Services**

##### **Transport Regulation**

##### **Executive**

##### **Client Services Officer**

##### **Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 01897)**

Gazetted: 05 September 2014

Closing Date: 12 September 2014

Details: Provide office management and administrative support to the Senior Director including: organise and prioritise the Senior Director's workflow; provide reception and telephone services for the Senior Director's office and resolve or direct enquiries as appropriate; maintain diary; record, prepare and distribute minutes of meetings; record and monitor Ministerial, Cabinet and correspondence, reports and submissions; provide word processing services; undertake research tasks as required by the Senior Director; arrange meetings and appointments for the Senior Director as required. Monitor and direct the flow of incoming correspondence and other documentation

and allocate these to the attention of appropriate Unit Managers. Assist in a range of administrative matters. Other duties as directed by the Senior Director.

Eligibility/Other Requirements: Well-developed keyboard skills with a typing speed in excess of 50 words per minute and experience in using a Dictaphone is essential.

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

Contact Officer: David Snowden (02) 6207 9828 david.snowden@act.gov.au

### **ACT Emergency Services Agency**

#### **Fleet and Procurement**

#### **Workshop**

#### **Mechanic**

#### **General Service Officer Level 7 \$52,078 - \$55,114, Canberra (PN: 07992)**

Gazetted: 04 September 2014

Closing Date: 23 September 2014

Details: Undertake routine and complex maintenance, servicing and repair activities on ACT Emergency Services Agency vehicles and equipment. Diagnose and repair problems in complex electrical, pneumatic and hydraulic systems. Within a team environment promote a high standard of repair and maintenance services, ensuring that safe working practices are adhered to.

Eligibility/Other Requirements: Appropriate and relevant trade and post trade qualifications. Unrestricted ACT HR driver's licence or equivalent preferred.

Notes: Applicants will be required to participate in an out-of-hours roster and undertake some duties outside normal business hours.

Contact Officer: Anthony Mallia (02) 6207 8671 anthony.mallia@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.

### **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](mailto:jobs@act.gov.au)**

#### **Directorate Services Division**

#### **Governance**

#### **Communications**

#### **Communications Officer**

#### **Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 33232)**

Gazetted: 04 September 2014

Closing Date: 11 September 2014

Details: The Territory and Municipal Services (TAMS) Directorate plans, develops and ensures delivery of a range of government services and commercial enterprises for the people of the ACT. The Communications team supports the TAMS Director-General and provides services to the Directorate across a range of activities. The team is responsible for media and issues management, marketing campaigns, communication strategies, publication approvals, community engagement strategies, customer research and internal communication strategies. The Communications Officer works with the Senior Manager to implement the team's array of activities to ensure the Directorate's communication and engagement activities are appropriate and accurate. The position is responsible for internal communication activities, media relations, issues management, marketing campaigns, communication strategies, social media, community engagement campaigns and general communication activities. The position is responsible for liaising daily with the Minister's office, senior management within the Directorate and key stakeholder groups. The position is expected to be on close call for routine media in a roster arrangement with other members of the team.

Eligibility/Other Requirements: Degree or Diploma in communications, public relations, journalism or related discipline and/or demonstrated experience in a public relations, newspaper, television or public affairs environment is highly desirable. A current driver's licence is required.

Notes: This is a temporary position available for a period of six months with the possibility of extension.  
Contact Officer: Geoff Virtue (02) 6205 0312 geoff.virtue@act.gov.au  
Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

## **APPOINTMENTS**

### **Chief Minister, Treasury and Economic Development**

#### **Professional Officer Class 2 \$70,913 - \$81,460**

Natalie Barisic 827-36133, Section 68(1), 11 September 2014

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

Steven Hayden 835-80708, Section 68(1), 11 September 2014

#### **Senior Officer Grade B \$109,831 - \$123,642**

Richard Hooper 835-84506, Section 68(1), 11 September 2014

#### **Information Technology Officer Class 1 \$57,004 - \$65,178**

Ananya Narendranath 836-00545, Section 68(1), 8 September 2014

#### **Senior Information Technology Officer Grade C \$89,786 - \$96,809**

Sandra O'Rourke 835-80716, Section 68(1), 5 September 2014

### **Commerce and Works**

#### **Information Technology Officer Class 1 \$57,004 - \$65,178**

Margaret Ryan 844-77067, Section 68(1), 30 September 2014

### **Director of Public Prosecutions**

#### **Prosecutor Grade 3 \$105,878 - \$117,079**

Jane Campbell 844-76363, Section 68(1), 8 September 2014

### **Environment and Planning**

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

Yongjian (Jian) Vun 844-75969, Section 68(1), 8 September 2014

### **Health**

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

Anne Dolan 843-89112, Section 68(1), 10 September 2014

#### **Registered Nurse Level 3.1 \$93,917 - \$97,782**

Jennifer Harland 844-75416, Section 68(1), 8 September 2014

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

Anna Hutchens 844-76961, Section 68(1), 4 September 2014

**Radiation Therapist Grade 2 \$56,797 - \$79,302**

Nathan Hyde 843-91220, Section 68(1), 9 September 2014

**Radiation Therapist Grade 2 \$56,797 - \$79,302**

Christopher Lee 844-32088, Section 68(1), 1 September 2014

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

Xiao Liu 840-49396, Section 68(1), 5 September 2014

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

Esther Prior 840-48908, Section 68(1), 3 September 2014

**Justice and Community Safety**

**Senior Officer Grade A \$127,557**

Jeremy Boland 836-13506, Section 68(1), 4 September 2014

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

Alicia Curtis-Cocks 844-76312, Section 68(1), 8 September 2014

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

Janelle Rogers 844-76291, Section 68(1), 1 September 2014

**Territory and Municipal Services**

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

Joshua Berryman 835-86915, Section 68(1), 3 September 2014

**Bus Operator - Training \$61,461**

Simon Christian 844-76777, Section 68(1), 5 September 2014

**Bus Operator - Training \$61,461**

Vikram Pal Marar 844-76734, Section 68(1), 5 September 2014

**Bus Operator - Training \$61,461**

Leonard McLachlan 844-76785, Section 68(1), 5 September 2014

**Bus Operator - Training \$61,461**

Craig Newson 844-76769, Section 68(1), 5 September 2014

**Bus Operator - Training \$61,461**

Michael Rijsenbrij 844-76697, Section 68(1), 5 September 2014

**Bus Operator - Training \$61,461**

Darren Sheppard 844-76793, Section 68(1), 5 September 2014

**Bus Operator - Training \$61,461**

Tejinder Singh 844-76750, Section 68(1), 5 September 2014

## TRANSFERS

### Director of Public Prosecutions

**Susan Claire Little: 827-19448**

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

Justice and Community Safety

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

Director of Public Prosecutions, Canberra (PN. 33528) (Gazetted 30 June 2014)

### Health

**Angela Bradshaw: 834-54007**

From: Registered Nurse Level 3.1 \$93,917 - \$97,782

Health

To: Registered Nurse Level 3.1 \$93,917 - \$97,782

Health, Canberra (PN. 23557) (Gazetted 14 November 2013)

**Liam Dooley: 840-50418**

From: Health Care Assistant 3 \$47,764 - \$48,861

Health

To: Health Care Assistant 3 \$47,764 - \$48,861

Health, Canberra (PN. 32767) (Gazetted 24 July 2014)

## PROMOTIONS

### Chief Minister, Treasury and Economic Development

#### **Finance and Budget**

**Catherine-Therese Dal Cin: 827-34760**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 34303) (Gazetted 14 July 2014)

#### **Revenue Management Division**

##### **Revenue Accounts**

**Maki Okano: 817-44115**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 33910) (Gazetted 17 July 2014)

### Community Services

#### **Housing and Community Services**

##### **Housing ACT**

**Jessica Baker: 833-47076**

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

Community Services

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

Community Services, Canberra (PN. 10007)

This promotion to a non-advertised position has been made under Section Q3, Housing ACT Traineeship Program, ACT Public Service Administrative and Related Classifications Enterprise Agreement 2013-2017.

**Office for Children, Youth and Family Support**

**Business Support**

**Alice Campbell: 833-46356**

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

Community Services

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

Community Services, Canberra (PN. 00060) (Gazetted 1 August 2014)

**Housing and Community Services**

**Housing ACT**

**Raymond Fatafehi: 835-98219**

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

Community Services

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

Community Services, Canberra (PN. 09058)

This promotion to a non-advertised position has been made under Section Q3, Housing ACT Traineeship Program, ACT Public Service Administrative and Related Classifications Enterprise Agreement 2013-2017.

**Office for Children, Youth and Family Support**

**Care and Protection Services**

**Various**

**Soja Mathew: 820-90133**

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

Community Services

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

Community Services, Canberra (PN. 16537) (Gazetted 12 February 2014)

**Office for Children, Youth and Family Support**

**Care and Protection Services**

**Various**

**Tara Roulston: 824-52626**

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

Community Services

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

Community Services, Canberra (PN. 03134) (Gazetted 12 February 2014)

**Office for Children, Youth and Family Support**

**Care and Protection Services**

**Various**

**Andrew Stead: 835-70593**

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

Community Services

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

Community Services, Canberra (PN. 32250) (Gazetted 12 February 2014)

**Office for Children, Youth and Family Support**

**Care and Protection Services**

**Various**

**Emma Stewart: 787-43779**

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

Community Services

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

Community Services, Canberra (PN. 07840) (Gazetted 12 February 2014)

**Housing and Community Services**

**Housing ACT**

**Tenancy Operations**

**Ruta Ulia: 817-45310**

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

Community Services

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

Community Services, Canberra (PN. 09064)

This promotion to a non-advertised position has been made under Section Q3, Housing ACT Traineeship Program, ACT Public Service Administrative and Related Classifications Enterprise Agreement 2013-2017.

**Education and Training**

**Office for Schools**

**South Canberra/Weston Network**

**Canberra College**

Judy Ann Bolton: 729-04711

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

Education and Training

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 02723) (Gazetted 22 July 2014)

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

**Office for Schools**

**North Canberra/Gungahlin Network**

**Turner School**

**Samuel Andrew Hardwicke: 798-32941**

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

Education and Training

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 33394) (Gazetted 23 July 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**

**Belconnen Network**

**Canberra High School**

**Margaret Morris: 601-05509**

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

Education and Training

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

Education and Training, Canberra (PN. 18149) (Gazetted 4 June 2014)

**Health**

**Canberra Hospital and Health Services**

**Lorna Wilkinson: 844-76822**

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

Calvary Health Care ACT (Public)

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

Health, Canberra (PN. 23682) (Gazetted 3 July 2014)

**Director General Reports**

**Financial Management**

**Financial Operations Support**

**Guojun Zhu: 820-84649**

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

Health

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

Health, Canberra (PN. 01874) (Gazetted 3 July 2014)

**Territory and Municipal Services**

**Directorate Services**

**Governance**

**Ministerial and Cabinet Services**

**Sarah Bourne: 735-35778**

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

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 00498) (Gazetted 1 July 2014)