



ACT Government Gazette

Gazetted Notices for the week beginning 11 April 2013

EXECUTIVE NOTICES

Chief Minister and Treasury

Engagements

Ranjini Navager – Chief Executive Officer, Independent Competition and Regulatory Commission (E643) Section 72 of the Public Sector Management Act 1994

Patricia Drury – Director, Budget Coordination and Reporting (E411) Section 72 of the Public Sector Management Act 1994

Michael Chisnall – Executive Director, Government Information Office (E663) Section 72 of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

Corporate

Human Resources

Work Health Safety

Work Health Safety Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 7747)

Gazetted: 11 April 2013

Closing Date: 18 April 2013

We are seeking an individual who fill the position of Work Health Safety Manager. The successful candidate will under limited supervision and guidance, undertake a wide variety of complex to very complex tasks related to the implementation of work health safety policies, programs, and procedures, and the management of related matters. This could include but is not limited to, the following: Manage and implement WHS related policies, procedures and practices that support Calvary Public Hospital consistent with the broader objectives of Little Company of Mary Health Care; Manage and implement changes as necessary to the hospital's WHS systems, including risk management processes, resourcing advice, training requirements, reporting and documentation. Prepare and submit documentation as the hospital's representative which assert and protect the hospital's legal interests in the context of complex rehabilitation claims including arranging and interpreting specialist's reports. Take direction from LCMHC National Office in the areas of Work Health Safety national policies, including stakeholder interaction with such third party providers as Accentor All applications must address the selection criteria.

Eligibility/Other Requirements: Selection Criteria.

Contact Officer: David Prior (02) 6201 6120 david.prior@calvary-act.com.au

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

Corporate

Finance

Performance

Clinical Costing

Administrative Services Officer Level 6 \$70,913 - \$81, 460, Canberra (PN: 7018)

Gazetted: 11 April 2013

Closing Date: 18 April 2013

The performance team are looking for an individual to fill the position of Clinical Costing Officer. This is a key position in the performance team as CHC-ACT moves toward Activity Based Funding. The successful applicant will have a strong costing background and well developed conceptual analytical and report writing skills. All applications must address the attached selection criteria.

Eligibility/Other Requirements: Selection Criteria.

Contact Officer: Catherine Shadbolt (02) 6201 6464 catherine.shadbolt@calvary-act.com.au

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

Corporate

Finance

Medical Records

Medical Records Clerk

Administrative Services Officer Level 2 \$46, 372 - \$51, 422, Canberra (PN: 7410)

Gazetted: 11 April 2013

Closing Date: 18 April 2013

The medical records department at Calvary Health Care ACT are seeking an individual to fill the position of Medical Records Clerk. This permanent part time position is for 44 hours per fortnight. The successful applicant will have: Demonstrated ability in the maintenance of both manual and computerised record systems - An understanding of the role and functions of the medical record service together with the aptitude and the physical ability to perform the functions of the position - Appreciation of the need to maintain and ensure patient confidentiality - Experience in the maintenance of quality activities to ensure a high level of accuracy in work performed and a commitment to continual improvement - Experience in a Hospital Medical Record Department environment All applications must address the selection criteria to be considered.

Eligibility/Other Requirements: Selection Criteria.

Contact Officer: Denise Crowe (02) 6201 6286 denise.crowe@calvary-act.com.au

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

Allied Health

Physiotherapy

Physiotherapy

Director of Physiotherapy

Health Professional Level 5 \$106, 086 - \$119, 426, Canberra (PN: PN 8444)

Gazetted: 11 April 2013

Closing Date: 26 April 2013

This is an exciting opportunity to join a friendly department with high staff morale and a focus on providing exemplary services. The Physiotherapy department at Calvary Health Care ACT seeks staff who: Foster evidence-based best practice together with values-based practice care self-motivated and committed to risk management, continuous quality improvement and/or research; practice self-reflection with a genuine desire to continually learn; can work both independently and collaboratively as part of a multidisciplinary team. A full-time temporary position is immediately available as the Director of Physiotherapy at Calvary Health Care ACT. With an exceptional team of Senior Physiotherapists, the successful applicant will be responsible for the leadership and management of Physiotherapy services currently based at Calvary Hospital and Clare Holland House. Applicants are expected to respond in writing and include the following: Expression of interest (no more than 2 pages) explaining: 1. Why you would like the position; 2. What you plan to achieve if you were appointed to the position; and 3. How you meet each of the selection criteria. Applicants are also asked to include their current curriculum vitae with names and contact details of two referees. Selection may be based on application only.

Eligibility/Other Requirements: Selection Criteria.

Contact Officer: Christopher Hicks (02) 6264 7239 christopher.hicks@calvary-act.com.au

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

Canberra Institute of Technology

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

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

Centres

CIT Student Services

Assistant Team Leader

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 54930)

Gazetted: 15 April 2013

Closing Date: 29 April 2013

Details: Applicants are invited for the Assistant Team Leader position in the Canberra Institute of Technology (CIT) Student Services Shopfront. Duties include: assist in managing the day-to-day client service operations of a campus Student Services Shopfront, including: first-point-of-contact enquiries; all general counter services; enrolments and re-enrolments; specialist student services, including referrals to services and information sources; and use of student information systems.

Notes: This is a temporary position available from 29 April 2013 to 1 September 2014 with possibility of extension.

Contact Officer: Meena Divakaran (02) 6207 4200 meena.divakaran@cit.edu

Chief Minister and Treasury

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

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

Workforce Capability and Governance Division

Continuous Improvement and Workers' Compensation

Injury Management and Safety

Team Leader

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 08590, several)

Gazetted: 17 April 2013

Closing Date: 30 April 2013

Details: An opportunity exists to lead a small team of Case Managers within the Injury Management Team, Chief Minister and Treasury Directorate. The Team works collaboratively with Directorates across ACT Government to provide effective, targeted and holistic case management and successful return to work of injured and ill employees. Applicants should be resilient in nature, possess strong leadership characteristics and be able to demonstrate well developed communication and negotiation skills. The Team Leader is responsible for the delivery of high quality, timely and targeted case management services, providing leadership and effectively managing the case management team's overall skill development, work performance and achievement of key performance indicators. This is a demanding operational environment and the ability to work under pressure, meet tight deadlines and manage competing priorities is essential.

Eligibility/Other Requirements: Strong background in leading high performing teams and managing a multidisciplinary environment is highly desirable.

Notes: Temporary vacancies with the possibility of permanency.

Contact Officer: Petra Crowe (02) 6207 8322 petra.crowe@act.gov.au

Culture and Communications

Centenary of Canberra

Senior Marketing Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 31885)

Gazetted: 17 April 2013

Closing Date: 24 April 2013

Details: Join a dynamic and energetic team preparing to celebrate Canberra's Centenary in 2013 under the direction of Creative Director Robyn Archer AO. The Senior Marketing Officer's role is to manage the Centenary of Canberra website and social media tools as well as the production of high level publications.

Notes: This is a temporary position available from 10 July 2013 to 20 December 2013.

Contact Officer: Teresa Comacchio (02) 6205 8304 teresa.comacchio@act.gov.au

Community Services

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

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

Bimberi

Quality Assurance Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 32140)

Gazetted: 17 April 2013

Closing Date: 7 May 2013

Details: The Quality Assurance Officer is responsible for providing high level support to the Bimberi Management Team in the development, implementation and ongoing introduction of the Integrated Management System. The position is also responsible for the review and development of better practices, policies and procedures and ensuring the Centre's training plan is responsive, current and implemented. The Quality Assurance Officer will be responsible for ensuring quality assurance processes are met within a legislative compliance framework. The position will also work with training providers in the provision of quality training, support and welfare services to staff.

Eligibility/Other Requirements: Current driver's licence. First Aid certificate. Applicants for the position will have at least four years' experience working within a youth justice environment. Completion of the Youth Worker Level 4 Certificate, and/or qualifications in the behavioural sciences is highly desirable. Relevant experience is desirable. 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: Greg Corben (02) 6207 3341 greg.corben@act.gov.au

Economic Development

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

Land Development

Land Development, Strategy and Finance

Strategic Finance

Finance Officer

Administrative Services Officer Class 4/5 \$58,870 - \$69,623, Canberra (PN: 18786)

Gazetted: 12 April 2013

Closing Date: 26 April 2013

Details: The occupant of the position will be required to provide timely, accurate, and high quality accounting support and information. Experience in either banking, general ledger journals, purchasing, accounts payable or accounts receivable is required. Highly developed customer services skills are required to liaise with clients, staff and other government agencies. Proficiency in the use of computerised information systems for financial processing, spreadsheets, word and data processing would be an advantage.

Note: This is a temporary position available asap to 12 September 2013.

Contact Officer: Jennifer Willson (02) 6207 6236 jennifer.willson@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>

Strategy and Corporate

People Strategy and Services

Staff Development

Educator

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 22372)

Gazetted: 18 April 2013

Closing Date: 25 April 2013

Details: This part-time position offers a challenging and an exciting opportunity to provide leadership in midwifery education and to participate in the development of ACT Health learning and development activities. Applications are invited from highly skilled midwives who have knowledge and practice in providing evidence based programs, including learning packages, workshops, seminars and study modules. The applicant will have highly developed interpersonal skills, with demonstrated evaluation proficiency, assessment expertise, and teaching competence.

Eligibility/other requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. It would be considered an advantage if applicants held an appropriate qualification in midwifery and holds or is working towards qualifications at masters level is highly desirable.

Note: This position is part-time at 16:00 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: Maureen Tolley (02) 6244 3429

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Mental Health Director of Clinical Services

Senior Health Project Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 30955)

Gazetted: 18 April 2013

Closing Date: 22 April 2013

Details: The Division of Mental Health, Justice Health, Alcohol and Drug Service seeks applications from experienced Events Managers to plan and co-ordinate the National Seclusion and Restraint Forum. The event will be in Canberra in late 2013. The successful applicant will have proven experience in setting up and running national events with over 150 delegates and be able to demonstrate managing the complexities and requirements of multiple stakeholders. The role also involves co-ordinating a Project Group with the clinical experience to develop and produce a contemporary program.

Eligibility/Other Requirements: Membership of appropriate professional organisations related to events management; such as the meetings Industry Association of Australia (AMIAA)

Note: This is a temporary position available from April 2013 to December 2013. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Selection maybe made on application only, CV and references. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Dr Peter Norrie (02) 6205 0687 peter.norrie@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Aged Care

Aged Care Assessor

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: C08700)

Gazetted: 18 April 2013

Closing Date: 25 April 2013

Details: Expressions of interest are sought from Registered Nurses who wish to work on a casual basis with the Aged Care Assessment team. The Aged Care Assessment Team provides comprehensive aged care assessments to the frail aged population of the ACT to facilitate access to care services appropriate to their care needs.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Post graduate qualifications or progression towards formal qualifications in Gerontology. Current driver's licence.

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

Contact Officer: Athalene Rosborough (02) 6205 1194 athalene.rosborough@act.gov.au

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

Justice Health Nurse - Chronic Diseases

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 29145, expected vacancy)

Gazetted: 18 April 2013

Closing Date: 2 May 2013

Details: Mental Health, Justice Health, Alcohol and Drug Services (MHJH&ADS) is a contemporary evidence based service providing high quality care. The Justice Health Service works within a collaborative primary health care model involving the consumer, their carers and other key service providers. You will provide a patient centered care approach for clients living with a Chronic Disease, which may include Cardiac disease, Respiratory disease, Diabetes, Hepatitis B and/or C infection, and Sexually Transmitted infections. This incorporates individualized care coordination across health settings including coordination between diagnostic tests, outpatient treatments, primary care appointments and other resources as required to achieve access to timely and appropriate referrals and appointments. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for patients. You will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Current registration with the Australian Health Practitioner Regulation Agency (AHPRA). Hold a current passenger vehicle driver's licence.

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

Contact Officer: Margaret Huff (02) 6207 2841

Strategy and Corporate
People Strategy and Services
Employment Services

SMO Recruitment Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 11195)

Gazetted: 18 April 2013

Closing Date: 25 April 2013

Details: Health Directorate has a temporary vacancy for an experienced Recruitment Officer with relevant knowledge and experience in medical recruitment. The position will be responsible for the management of employment contracts for both Senior Medical and Visiting Medical Officers within the Directorate.

Note: This is a temporary position available initially for 12 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. Selection may be made on written response to Selection Criteria and referee reports.

Contact Officer: Joel Madden (02) 6204 5652

Canberra Hospital and Health Services
Mental Health, Justice, Alcohol and Drug Services
Alcohol and Drug Program
Police and Court Diversion Service Clinician
Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 23280)

Gazetted: 18 April 2013

Closing Date: 2 May 2013

Details: The Police and Court Diversion Service is a service within the Alcohol and Drug Service that receives referrals from ACT Policing and ACT Courts with the aim to divert clients from the judicial system into health

system. Upon referral the Police and Court Diversion clinician will conduct thorough AOD assessment, develop appropriate and achievable treatment plans with clients and assist them with referral to treatment services. Provision of health education and promotion is a vital role of this position. Previous experience in AOD field is highly desirable.

Eligibility/Other Requirements: Certificate IV in Alcohol and Other Drug (AOD) studies, or Tertiary Qualification and successful completion of four core competencies in AOD studies or working towards the four core competencies.

All staff working in AOD sector in ACT will be required to have the minimum of four core competencies in AOD studies by 2013. Previous experience in AOD 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: Kate Gardner (02) 6205 8381

Canberra Hospital and Health Services

Medicine

Renal

Registered Nurse, Ward 8B

Registered Nurse Level 1 \$55,567 - \$75,084, Canberra (PN: 18406)

Gazetted: 18 April 2013

Closing Date: 25 April 2013

Details: An exciting opportunity has arisen for committed and enthusiastic Registered Nurses to work on Ward 8B. The ward will soon be expanding to 26 beds, predominantly specialising in the care of renal patients, but also offers a mix of other acute medical specialities. The care of these patients is both challenging and rewarding and requires close collaboration with other members of the multidisciplinary team. The ward provides a supportive environment with many professional development and learning opportunities.

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

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

Contact Officer: Bev Murtha (02) 6244 2949

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Allied Health

Physiotherapist - Community Care Program

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 24267)

Gazetted: 18 April 2013

Closing Date: 25 April 2013

Details: Community Care Program is seeking applications from experienced and enthusiastic physiotherapists. This position is based in a dynamic team that delivers services from Community Health Centre clinics and also domiciliary visits. The service delivers physiotherapy assessment and treatment of a broad range of musculoskeletal conditions to ACT residents. In this role you will work in a supportive environment in a multidisciplinary service environment.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy, or recognised equivalent qualifications.

Current registration with the Physiotherapy Board of Australia. Current driver's licence.

Note: This is a temporary vacancy until the end of December 2013 with the possibility of extension. Please provide a brief statement (up to two pages) supporting your application based on the duty statement/selection criteria for this position, and provide the names of two referees. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Selection may be based on written statements and referee reports only. Part-time applications will be considered. This position may be required to participate in an overtime, on call, and/or rotation roster. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Dominic Furphy (02) 6205 3808

Strategy and Corporate

Business and Infrastructure

Security and Emergency Preparation

Administration Officer, Records Management

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 24725)

Gazetted: 18 April 2013

Closing Date: 25 April 2013

Details: The Health Directorate Records Management has responsibility to ensure that corporate history is maintained permanently and is accessible. This includes documenting the business of the Health Directorate through the creation, maintenance, disposal and preservation of appropriate records on official Health Directorate paper files, which are created and maintained by Records Management.

Notes: This is a temporary position available from 2 May 2013 to 30 June 2014. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Jacqueline Williams (02) 6244 2091

Strategy and Corporate

Business and Infrastructure

Security and Emergency Preparation

Administrative Services Officer

Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 24730)

Gazetted: 18 April 2013

Closing Date: 25 April 2013

Details: The Health Directorate Records Management has responsibility to ensure that corporate history is maintained permanently and is accessible. This includes documenting the business of the Health Directorate through the creation, maintenance, disposal and preservation of appropriate records on official Health Directorate paper files, which are created and maintained by Records Management.

Note: This is a temporary position available from 2 May 2013 until 30 June 2014. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Jacqueline Williams (02) 6244 2091

Director General Reports

Office of Director General

Organ and Tissue Donation

Donation Specialist Nurse Coordinator

Registered Nurse Level 3.2 \$101,556, Canberra (PN: 18309)

Gazetted: 18 April 2013

Closing Date: 25 April 2013

Details: A vacancy exists for a Donation Specialist Nurse Coordinator to join the dynamic team of Donate Life ACT. The successful applicant will work in collaboration with the Agency Manager and State Medical Director of Donate Life ACT and other Donate Life ACT team members to coordinate, facilitate and promote organ and tissue donation in the ACT. The Donation Specialist Nurse Coordinator will work in a range of clinical processes, education and awareness raising activities, in accordance with nationally consistent programs and protocols to optimise organ and tissue donation in the ACT.

Eligibility/Other Requirements: Registered or eligible to register with the Australian Health Practitioner Regulation Agency. Post-registration qualifications in a critical care specialty or a minimum of two years post-graduate experience in a critical care area; experience as a donation specialist preferred but not desirable. Current class C unrestricted driver's licence; and ability to work on call after hours and weekends as required.

Note: This is a part-time position available at 24:00 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: Kylie Downes (02) 6174 5275 kylie.downes@act.gov.au

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

Human Rights Commission

Office of Disability and Community Services Commissioner

Senior Disability Adviser

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 11395)

Gazetted: 17 April 2013

Closing Date: 1 May 2013

Details: The Disability and Community Services Commissioner is seeking a highly motivated, organised and committed person with a knowledge of the disability sector to provide expert advice on disability issues. This position focuses on policy advice and development, consideration and investigation of complex complaints and negotiation with relevant parties. The ideal applicant will be aware of current issues, have a strong knowledge of government, non-government and consumer agencies working in the disability sector and understand relevant legislation and service standards.

Eligibility/Other Requirements: Knowledge and understanding of and commitment to disability issues are highly desirable; tertiary or other qualifications in law or a related field is desirable.

Notes: This is a temporary position available until April 2015. People with a disability are encouraged to apply. 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: Kelly Swan (02) 6205 2222 kelly.swan@act.gov.au

Office of Regulatory Services

Transport Regulation

Parking Review

Team Leader

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 02498)

Gazetted: 16 April 2013

Closing Date: 23 April 2013

Details: Under general direction of the Manager, Compliance, manage the Parking Review Unit, including the supervision of staff, set and achieve priorities, monitor work flow, manage staffing resources to meet objectives. Identify training requirements of staff and assist or organise training for career development, respond to the more complex customer situations including responding to ministerials, carry out delegated functions under the *Road Transport (General) Act 1999*, represent the Unit at meetings, liaise with representatives of government, industry and members of the public in various contexts Ensure that a high-level of customer service and advice is provided in accordance with the functions and responsibilities of the unit, advise on the impact and implementation of proposed policies, strategies, systems and procedures, maintain and ensure procedures are in place to ensure a high level of data integrity and accuracy, maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Current driver's licence.

Notes: This is a temporary position available from May 2013 for 12 months.

Contact Officer: Rebecca Wilson (02) 6207 9279 rebecca.wilson@act.gov.au

Office of the Legislative Assembly

Hansard, Technology and Library Projects Officer - Information

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: SPP604)

Gazetted: 17 April 2013

Closing Date: 1 May 2013

Details: The Project Officer position has been established to conduct a client needs analysis in relation to the Library and information needs of Members and staff of the ACT Legislative Assembly and the ACT Public Service. The Project Officer is accountable to coordinate and undertake the development of a detailed project plan, questions suitable to the project's purpose and clientele and the compilation of a detailed analytical report which will include all findings and feedback.

Notes: This is a temporary position available from May 2013 to July 2013.

Contact Officer: Jan Bordoni (02) 6205 0395 OLARecruitment@parliament.act.gov.au

Governance and Communication

Public Affairs Officer (part time)

ASO Class 6 \$70,913 - \$81,460 (pro rata), Canberra (PN: 605)

Gazetted: 11 April 2013

Closing Date: 25 April 2013

Reporting to the Director, Governance and Communications, the Public Affairs Officer will provide marketing and communication advice to support the delivery of public information programs on behalf of the Office of the Legislative Assembly (OLA).

Note: 25 hours per week.

Contact Officer: David Skinner (02) 6205 0018 OLARecruitment@parliament.act.gov.au

Applications can be forwarded to: Office of the Legislative Assembly C/-Recruitment - Corporate Services GPO Box 1020 Canberra ACT 2601

Hansard, Technology and Library Records and Information Manager

Administrative Services Officer 6 \$70,913 - \$81,460, Canberra (PN: 513)

Gazetted: 16 April 2013

Closing Date: 30 April 2013

Under direction from the Director, Hansard, Technology and Library, the Records and Information Manager is responsible for the day-to-day coordination of records and information resources across the Office of the Legislative Assembly (OLA). Information resources include information in physical and digital formats.

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

Applications can be forwarded to: Office of the Legislative Assembly C/-Recruitment - Corporate Services GPO Box 1020 Canberra ACT 2601

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

Governance

Security and Risk

Learning and Development Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 28941)

Gazetted: 17 April 2013

Closing Date: 24 April 2013

Details: Under limited direction from the Manager, Security and Emergency Preparedness the successful applicant will coordinate and facilitate awareness and training sessions for Directorate personnel involving topics such as security, fraud, and ethical conduct.

Eligibility/Other Requirements: A current unencumbered ACT driver's licence (or equivalent) is essential as well as experience in creating and delivering training packages. Possession of a Certificate IV in Training and Assessment (TAE40110) would be highly desirable. Knowledge of ACT Government processes in relation to security, fraud, ethical conduct and anti-corruption would be advantageous.

Note: This is a temporary position available from 29 April 2013 to 30 August 2013.

Contact Officer: John Ludvigson (02) 6207 6993 john.ludvigson@act.gov.au

Business Enterprises

ACT NoWaste

Contract Management

Senior Contracts Manager Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 10805)

Gazetted: 12 April 2013

Closing Date: 30 April 2013

Details: This position is responsible for provide high-level contract administration and management services for waste related operational and service contracts within the business unit. The position has the role to assist the Manager Contracts to ensure contractor performance and compliance so that service delivery is to the highest standard.

Eligibility/Other Requirements: Current ACT or equivalent driver's licence.

Notes: Formal tertiary qualifications in a relevant field are highly desirable. Selection may be based on a application and referee reports only.

Contact Officer: Zoran Ekmescic (02) 6205 9880 zoran.ekmescic@act.gov.au

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

Business Enterprise

ACT NOWaste

Operational Support

Data Management and Audit Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 00332)

Gazetted: 15 April 2013

Closing Date: 30 April 2013

Details: The Data Management and Audit Officer role is responsible for providing data management and auditing services to ACT NOWaste. The position will gather, analyse and report on waste and recycling related data; manage relevant business systems; undertake a range of auditing activities; and undertake related project and asset management work.

Eligibility/Other Requirements: Current driver's licence.

Contact Officer: Dennis Skerry (02) 6205 5341 dennis.skerry@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 7 \$52,078 - \$55,114, Canberra (PN: 26320)

Gazetted: 12 April 2013

Closing Date: 30 April 2013

Details: Road Maintenance Services is seeking a suitable candidate who, under general direction from the Works Supervisor, will lead road maintenance crew members and contractors carrying out general road maintenance duties, with accountability for administration, productivity and efficiency, quality standards and OH&S and

environmental requirements. Road maintenance duties include, sign maintenance, pothole repair, street sweeping, asphalt patching and operation of a range of road maintenance plant and equipment.

Contact Officer: Shane Holden (02) 6213 0754 shane.holden@act.gov.au

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

Parks and City Services Division

City Services

Asset and Data Integration

Manager, Operation Assets and Data Integration

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 18320)

Gazetted: 17 April 2013

Closing Date: 7 May 2013

Details: The Assets and Data Integration team is responsible for coordinating asset management planning and data management for Parks and City Services and is also responsible for the management of information and communications technology matters for the division. Duties of the position include: Co-ordinate data management across Parks and City Services (PACS); co-ordinate asset management planning across PACS; provide leadership and management of the Assets and Data Integration Team; provide advanced technical support and specialist advice to PACS managers and staff; build and promote effective relationships with internal and external data and asset stakeholders, including coordination with TAMS Operational Support Branch and Asset Management representatives within TAMS Strategic Finance. Contribute to PACS wide initiatives and business development programs.

Contact Officer: Fleur Flanery (02) 6207 5486 fleur.flanery@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)

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

Payal Ghetiya 1611942 Section (68) 11 April 2013

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

Lucy Goodwin 1612417 Section (68) 11 April 2013

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

Kay Cook 1612388 Section (68) 19 February 2013

Education and Training

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

Jennifer Mardel 821-23468, Section 68(1), 12 April 2013

Health

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

Subha Antony 825-49506, Section 68(1), 28 March 2013

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

Allannah Catalinac 836-00879, Section 68(1), 2 April 2013

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

Taiju Punnoose 825-49370, Section 68(1), 11 April 2013

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

Bryan Walker 834-52511, Section 68(1), 9 April 2013

Health Service Officer Level 4 \$43,599 - \$45,346

Peter Washington 836-01337, Section 68(1), 12 April 2013

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

Helen Worth 836-00596, Section 68(1), 15 April 2013

Justice and Community Safety

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

Michael De Marco 827-32490, Section 68(1), 15 April 2013

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

Stuart MacNab 835-99492, Section 68(1), 8 April 2013

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

Jennifer Muller 827-46112, Section 68(1), 11 April 2013

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

Kayla Rummukainen 836-00828, Section 68(1), 15 April 2013

Territory and Municipal Services

TGSO 6.1 - TGSO 6.4 \$63,297 - \$66,041

Scott Teys 836-00473, Section 68(1), 15 April 2013

TRANSFERS

Justice and Community Safety

Katrina Fleck: 820-70941

From: Administrative Services Officer Class 6 \$70,913 - \$81,460
Justice and Community Safety

To: Administrative Services Officer Class 6 \$70,913 - \$81,460
Justice and Community Safety, Canberra (PN. 42689) (Gazetted 20 February 2013)

Rachel Niehus: 713-76814

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

To: Administrative Services Officer Class 6 \$70,913 - \$81,460
Justice and Community Safety, Canberra (PN. 42953) (Gazetted 20 February 2013)

PROMOTIONS

Calvary Health Care ACT (Public)

Calvary Health Care ACT

Allied Health

Physiotherapy

Catherine Murray

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

To: Health Professional Level 3 \$77,710 - \$86, 165

Calvary Health Care ACT, Canberra PN 8033 (Gazette 28 February 2013)

Calvary Health Care ACT

Nursing and Midwifery

Ward 2N

Anita Mansfield

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

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

Calvary Health Care ACT, Canberra PN 8302 Gazetted 6 December 2012

Commerce and Works

Shared Services

Shared Services ICT

Customer Relations

Richard French: 821-15169

From: Information Technology Officer Class 1 \$57,004 - \$65,178

Commerce and Works

To: Information Technology Officer Class 2 \$70,913 - \$81,460

Commerce and Works, Canberra (PN. 05428) (Gazetted 29 January 2013)

Shared Services

Shared Services ICT

Operations

Bradley John Gollasch: 737-70727

From: Information Technology Officer Class 2 \$70,913 - \$81,460

Commerce and Works

To: †Senior Information Technology Officer Grade C \$89,786 - \$96,809

Commerce and Works, Canberra (PN: 30604) (Gazetted 20 February 2013)

Community Services

Housing and Community Services

Housing ACT

Gateway and Operational Services

Glenys Chapman: 757-52442

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

Community Services

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

Community Services, Canberra (PN. 26836) (Gazetted 25 January 2013)

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

Economic Development

Economic Development, Policy and Governance

Business Development

Migration and Information Services

Samantha Willimott: 791-32056

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

Economic Development

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

Economic Development, Canberra (PN. 14070) (Gazetted 25 March 2013)

Education and Training

Office for Schools

North/Gungahlin School

Harrison School

Allison Edmonds: 755-72767

From: School Leader C \$100,271

Education and Training

To: †School Leader B \$116,751

Education and Training, Canberra (PN. 11946) (Gazetted 1 March 2013)

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

Tertiary Education and Performance

Office of the Board of Senior Secondary Studies (BSSS)

Lynette Shirley Mernagh: 742-38732

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

Education and Training

To: †School Leader B \$116,751

Education and Training, Canberra (PN. 30452) (Gazetted 25 March 2013)

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

Office for Schools

Belconnen Network

Charnwood Dunlop Primary School

Deborah Irene Vivian-Martens: 027-54762

From: School Leader B \$116,751

Education and Training

To: †School Leader A \$128,225

Education and Training, Canberra (PN. 04141) (Gazetted 7 February 2013)

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

Health

Director General Reports

Office of Director General

Canberra Hospital Foundation

Elizabeth Harris: 762-84353

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

Health

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

Health, Canberra (PN. 32008) (Gazetted 28 March 2013)

Strategy and Corporate

Danielle Kingston: 816-82268

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

To: Administrative Services Officer Class 3 \$52,818 - \$57,004
Health, Canberra (PN. 26276) (Gazetted 28 February 2013)

Canberra Hospital and Health Services

Yolanda Kol: 799-92718

From: Administrative Services Officer Class 2 \$46,372 - \$51,422
Health

To: Administrative Services Officer Class 3 \$52,818 - \$57,004
Health, Canberra (PN. 28738) (Gazetted 14 March 2013)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Mental Health Director Nursing

Peta Mercieca Lima: 793-38513

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

To: †Senior Officer Grade C \$89,786 - \$96,809
Health, Canberra (PN. 14200) (Gazetted 28 February 2013)

Canberra Hospital and Health Services

Operational Support

Acute Care

Kylie Ann Stephenson: 825-47455

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. 28330) (Gazetted 17 May 2013)

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Walk In Centre

Lucy Taylor: 830-79358

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

To: †Registered Nurse Level 3.1 \$89,834 - \$93,531
Health, Canberra (PN. 19169) (Gazetted 7 February 2013)

Justice and Community Safety

ACT Corrective Services

Custodial Operations

Custodial Operations

Mathew Brown: 835-70382

From: Administrative Services Officer Class 2 \$46,372 - \$51,422
Justice and Community Safety

To: †Correctional Officer Class 1 \$53,417 - \$64,102

Justice and Community Safety, Canberra (PN. 11340) (Gazetted 15 May 2012)

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.