



ACT Government Gazette

Gazetted Notices for the week beginning 19 September 2013

EXECUTIVE NOTICES

Chief Minister and Treasury

Engagements

Neil Bulless – Executive Director, Finance and Budget (E392) Section 72 of the Public Sector Management Act 1994

Russell Noud – Director, Public Sector Industrial Relations (E714) Section 72 of the Public Sector Management Act 1994

Economic Development

Engagements

Paul Lewis – Director, Urban Renewal, Land Development Agency (E333) Section 72 of the Public Sector Management Act 1994

Justice and Community Safety

Variation – Assignment

Alison Playford – Deputy Director-General, Community Safety (E725) Section 80A(1)(b) of the Public Sector Management Act 1994

Variation – Transfer

Alison Playford – Deputy Director-General, Community Safety (E722) Section 80A(1)(a) of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

Nutrition

Nutrition Assistant

Technical Officer Level 1 \$47,953- \$50,376, Canberra (PN: 7632)

Gazetted: 25 September 2013

Closing Date: 9 October 2013

Details: An exciting opportunity exists for Technical Officer Level 1, Nutrition Assistant.

This position works under the direction of the Dietitians and involves nutrition screening, reviewing patient compliance with their nutrition care plan, updating the nutrition therapy database, auditing, dispensing nutrition products, stock control and administrative duties.

Eligibility/Other Requirements: Certificate IV Nutrition Assistant or working towards qualification or equivalent.

Selection Criteria.

Contact Officer: Marie Smith (02) 6201 6072 marie.smith@calvary-act.com.au

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

Critical Care Unit

Intensive Care Unit

Critical Care Unit

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$91,684, Canberra (PN: 5892)

Gazetted: 20 September 2013

Closing Date: 8 October 2013

Looking for a career opportunity?

You have Critical Care Nursing qualifications and in excess of 5 years recent experience in Critical Care Nursing!

You are a dynamic Critical Care Nurse and focused on improving patient care!

Why not become the next Clinical Nurse Consultant at Calvary Public Hospital ACT.

Calvary Hospital-ACT is a fully accredited 250 bed public hospital located in the suburb of Bruce in north Canberra.

The hospital enjoys a reputation in the Canberra community for providing exemplary care.

Calvary Hospital offers services in Emergency Department, Critical Care Unit, Medical and Surgical wards,

Maternity Unit, Mental Health ward, Ambulatory care and outreach facilities and services.

It is a teaching hospital associated with The Australian Catholic University, the Australian National University, and the University of Canberra.

The Critical Care Unit is a 14-bed Level 4 facility providing Intensive Care, High Dependency, and Coronary Care Services.

The unit moved into a new space within the hospital in 2010 and has implemented a Critical Care Clinical Information System with great success. The unit is known for its high quality patient care and its supportive staff environment. The team has positions available for a Clinical Nurse Consultant full time.

What do you need to join our team: Registration with AHPRA as a Registered Nurse; Experience in Critical Care Nursing (a qualification in Critical Care Nursing is preferred); Experience in clinical nurse management in Critical Care (a qualification in Nursing Management or equivalent would be an advantage); Proven leadership and mentoring skills in a Critical Care environment; Advanced to expert skills in clinical critical care and a drive to improve care; Proven ability in managing change and innovation; Proven ability to clinically problem solve at an advanced level in a Critical Care Environment.

Eligibility/Other Requirements: Selection Criteria.

Contact Officer: Narelle Comer (02) 6201 6099 narelle.comer@calvary-act.com.au

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

Patient Safety and Quality

Policy Support Officer

Administrative Services Officer Level 6 \$70,913 - \$81,460, Canberra (PN: 8057)

Gazetted: 19 September 2013

Closing Date: 18 September 2013

The Patient Safety and Quality Unit at Calvary Hospital, Canberra is looking for a policy support officer to provide direct support and leadership in identification, planning, development, review and monitoring policy and procedure across the organisation. Calvary is seeking an officer with knowledge and experience in the area of clinical and corporate policy, writing skills of a high standard, knowledge of best practice and the ability to promote engagement with stakeholders to join the dynamic Patient Safety and Quality team. This is an exciting opportunity to work in a supportive team to accomplish great things and the successful applicant will assist with driving quality and safety across the organisation. A copy of the application kit and selection documentation is available on our website: <http://www.calvary-act.com.au/career-vacancies.html>

Eligibility/Other Requirements: Selection Criteria.

Contact Officer: Sheryl Harrison (02) 6201 6818 sheryl.harrison@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 Human Resources

HR Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 33019, expected vacancy)

Gazetted: 20 September 2013

Closing Date: 27 September 2013

Details: Using a variety of IT packages including Microsoft Excel, Access, and/or HR Information Management software, perform a supporting role in developing and implementing online HR reports and services using a project management approach. Provide administrative support to CIT HR, including document management, reporting and other administrative functions.

Contact Officer: Mike Connors (02) 6207 3380 michael.connors@cit.edu.au

Centres

Human Resource Centre

HR Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 33020)

Gazetted: 20 September 2013

Closing Date: 27 September 2013

Details: Provide administrative, organisational and event management support to CIT HR in the planning and implementation of a variety of programs including associated promotional activities, evaluation and maintaining accurate records. Provide administrative support to CIT HR, including document management, reporting and other administrative functions.

Contact Officer: Elena Bristot (02) 6207 3185 elena.bristot@cit.edu.au

Centres

Human Resource Centre

HR Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 54079, expected vacancy)

Gazetted: 25 September 2013

Closing Date: 2 October 2013

Details: Provide administrative support to the Director; administrative, organisational and event management support to CIT HR in the planning and implementation of a variety of programs including associated promotional activities and maintaining accurate records.

Contact Officer: Michel de Laine (02) 6207 3385 michele.delaine@cit.edu.au

Chief Minister and Treasury

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

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

Investment and Economic Division

Economics

Various

Senior Policy Officer

Administrative Services Officer Class 6/Senior Officer Grade C \$70,913 - \$96,809, Canberra (PN: 55129, several)

Gazetted: 20 September 2013

Closing Date: 7 October 2013

Details: The successful applicant(s) will be required to possess a demonstrated strong understanding of economics, strong analytical and computer skills and the ability to work within a clear conceptual framework. Under limited supervision, undertake applied research and be capable of writing relevant high quality policy papers. Provide high level advice and recommendations on economic and policy matters. Contribute to and lead small teams in the preparation of reports, briefings to Ministers, draft submissions to Cabinet, ministerial speeches, replies to parliamentary questions and other correspondence. Represent Treasury at meetings, interdepartmental committees, conferences and other forums.

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

Notes: These positions will be filled at either the Administrative Service Officer Level 6 or Senior Officer Grade C level, dependent on the skills and experience of the successful applicant(s).

Contact Officer: Brett Wilesmith (02) 6207 3949 brett.wilesmith@act.gov.au

Investment and Economic

Economics/Federal Financial Relations

Policy Officer

Administrative Services Officer Class 4/5 \$58,870 - \$69,623, Canberra (PN: 17485)

Gazetted: 24 September 2013

Closing Date: 8 October 2013

Details: The successful applicant will be required to possess a demonstrated understanding of economics, analytical and computer skills. Under supervision, undertake applied research and be capable of writing relevant quality policy papers. Provide advice and recommendations on economic and policy matters. Contribute to small teams in the preparation of reports and correspondence. Attend meetings, interdepartmental committees, conferences and other forums.

Eligibility/Other Requirements: Degree qualified in Economics, Commerce, Law or related field highly desirable or skills set suitable to position.

Notes: This position will be filled at either the Administrative Services Officer Class 4 or Administrative Services Officer Class 5 depending on the skills and experience of the successful candidate.

Contact Officer: Brett Wilesmith (02) 6207 3949 brett.wilesmith@act.gov.au

Commerce and Works

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

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

Shared Services

Shared Services ICT

Operations

Storage and Backup Team Member

Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 17424)

Gazetted: 19 September 2013

Closing Date: 4 October 2013

Details: Shared Services is seeking an appropriately skilled and experienced person to become a Storage and Backup Team Member. The successful applicant will be required to assist in the management, monitoring and maintenance of electronic data storage systems, data archive systems and data backup/retrieval for the ACT Whole Of Government (WhOG) environment.

Eligibility/Other Requirements: Advanced knowledge of and experience with EMC and Hitachi data storage arrays, Brocade based fibre channel storage area networks, IP network area storage, Hewlett Packard DataProtector Backup software, and general storage provisioning and backup and recovery procedures would be highly advantageous.

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

Contact Officer: Ash Rutledge (02) 6207 5293 ash.rutledge@act.gov.au

Shared Services ICT

Security

Physical Security Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 33062)

Gazetted: 23 September 2013

Closing Date: 7 October 2013

Details: Newly created position of Physical Security Officer. Position will be responsible for the administration of the Commerce and Works Personnel Security programme and to manage and administer the access control function in support of the ACT Government's major Data Centres.

Eligibility/Other Requirements: Certificate III in Personnel Security and other Security related certifications would be highly regarded.

Contact Officer: Adam Incher (02) 6205 3927 adam.incher@act.gov.au

Shared Services

Shared Services ICT

Business Development

Pathology Systems Support Officer

Information Technology Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 33036)

Gazetted: 19 September 2013

Closing Date: 4 October 2013

Details: To provide technical and administrative support for the Pathology Laboratory Information Systems. Also involved in implementing system changes and required to engage with a number of external vendors, users and other technical staff in relation to support and maintenance.

Eligibility/Other Requirements: Participation in the afterhours on-call roster for application support is mandatory. The possession of, or the ability to attain, a Protected security clearance is a requirement. Awareness of privacy and confidentiality when working with health business applications and information would be an advantage. Educational and professional qualifications checks may be undertaken prior to employment. Qualifications in IT applications training would be an advantage.

Note: This is a temporary position available until 30 March 2014 with the possibility of a three month extension.

Contact Officer: Devand Arsavilli (02) 6244 3607 dev.arsavilli@act.gov.au

Business Services

Strategic Finance

Voice Services

Team Leader Voice Services

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 14269)

Gazetted: 19 September 2013

Closing Date: 26 September 2013

Details: The Commerce and Works Strategic Finance Branch is seeking expressions of interest from a suitably experienced person to perform the role of Team Leader, Voice Services for a period of six months located at Callam Offices in Woden. The successful applicant will be responsible for a range of tasks associated with management of whole of government voice billing and will supervise up to four staff. The successful applicant will be an established communicator, have demonstrated team supervisory skills, well developed ICT skills and a good understanding of billing and account management generally. Tasks amongst others will include managing Marval queues for Voice services including for issues relating to desktop phones, mobiles and iOS (Apple), managing the monthly bill run and associated tasks, managing billing enquiries, ad-hoc Voice requests, preparing standard and non standard billing/phone reports, running authorised phone usage reports, representing the Directorate in meetings with Carriers and weekly management reporting.

Note: This is a temporary position available from 7 October 2013 to 4 April 2014. Expressions of interest should include a supporting statement of no more than two pages outlining experience and/or ability against the Selection Criteria, contact details of at least two referees and a current curriculum vitae. Applicants wanting to work part-time are encouraged to apply.

Contact Officer: Greg Tong (02) 6205 2947 greg.tong@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

Senior Director, Statutory Services

Executive Level 2.4 \$230,406 to \$243,066 depending on current superannuation arrangements, Canberra (PN: E603)

Gazetted: 20 September 2013

Closing Date: 27 September 2013

Details: The Directorate is seeking to attract an experienced Executive who will be responsible for the provision of statutory services to ACT children and young people and their families. The Executive will lead the delivery of child protection and youth justice services for the ACT community and lead the integration of a major change management process to amalgamate the current branches of Care and Protection Services and Youth Services into one streamlined and responsive integrated statutory service for children, young people and their families.

Note: This position attracts a remuneration package ranging from \$230,406 to \$243,066, depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$187,557. The successful applicant will be engaged under a performance based executive contract for a period of up to five years. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Christine Nolan (02) 6205 1938 christine.nolan@act.gov.au

Disability ACT

Operational

Policy and Program Development

Policy Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 09043)

Gazetted: 25 September 2013

Closing Date: 9 October 2013

Details: As the ACT prepares for the commencement of the National Disability Insurance Scheme on 1 July 2014, Disability ACT is seeking a highly skilled person who will be responsible for identifying current national and territorial operational policies, standards and guidelines that Disability ACT is required to meet in relation to the planning and delivery of services to people with a disability and the families who care for them and provide advice to management and the Executive on how they can be best implemented.

Eligibility/Other Requirements: Tertiary qualifications in a Human Services' discipline are highly desirable and experience in Policy Development is essential.

Notes: This is a temporary position available until 28 March 2014 with the possibility of extension.

Contact Officer: Amanda Charles (02) 6207 5323 amanda.charles@act.gov.au

Office for Children, Youth and Family Support

Youth Services Branch

Youth Justice Case Management

Team Leader

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 32470, several)

Gazetted: 25 September 2013

Closing Date: 15 October 2013

Details: In accordance with legal requirements, relevant policy and procedures the occupant of this position may be required to undertake one or more of the following: Undertake a range of projects of relevance to Youth Justice; and/or using an evidence based approach undertake assessments and provide case management and supervision of a caseload of young people subject to justice orders; and/or assist in leadership and supervision of staff including case managers and/or other Youth Justice Case Management staff; and/or represent the Director General in court proceedings relating to youth justice matters and provide support to Youth Justice and Care and Protection staff in advice and the preparation of court documentation and reporting of court outcomes.

Eligibility/Other Requirements: Relevant tertiary qualifications. At least two years experience in a case management role. Current driver's licence is required. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable people registrations refer to: www.legislation.act.gov.au/a/2011-44/default.asp and http://www.ors.act.gov.au/community/working_with_vulnerable_people

Note: There are two permanent positions and one temporary position available from this process. The positions maybe filled based on written applications and referee reports only.

Contact Officer: Christina Towns (02) 6205 4369 christina.towns@act.gov.au

Office for Children, Youth and Family Support

Early Intervention and Prevention Services

Child and Family Centres

Australian Early Development Index (AEDI) Project Officer

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 19566)

Gazetted: 19 September 2013

Closing Date: 3 October 2013

Details: An exciting opportunity exists for a suitable applicant to join Early Intervention and Prevention Services to undertake project work related to the Australian Early Development Index (AEDI). The AEDI is a population measure of children's development in communities across Australia. The AEDI results pinpoint strengths in the community as well as what can be improved. The position will work within a small team and be responsible for liaising with and supporting government and non-government schools and the community to understand the AEDI results and engage with communities to identify strategies to address areas of developmental vulnerability identified by the AEDI. The position will also work alongside the existing programs of the Early Intervention and Prevention Unit in undertaking associated policy and project work. Early Intervention and Prevention Services is responsible for range of programs that assist children aged birth - 8 years and their families within the ACT. These include Child and Family Centres, Parentlink, Parents as Teachers, the Australian Early Development Index and the ACT Children's Plan.

Eligibility/Other Requirements: Bachelor Degree in a relevant human services or education qualifications including Social Work, Psychology, Community Development, Early Childhood Education and minimum three years relevant work experience.

Notes: This is a temporary position available until 30 June 2014. 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: Jodie Robinson (02) 6207 1983 jodie.robinson@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

Office for Schools

Belconnen Network

Giralang Primary School

Principal

School Leader A \$129,000 - \$156,274 (from 1 October 2013), Canberra (PN: 04080)

Gazetted: 23 September 2013

Closing Date: 21 October 2013

Details: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

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

Note: Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 may be required. For further information on Working With Vulnerable people registration refer to -

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

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

Contact Officer: Anne Huard (02) 6205 5479 anne.huard@act.gov.au

Office for Schools

North and Gungahlin Network

Franklin Early Childhood School

Community Coordinator

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 31535)

Gazetted: 20 September 2013

Closing Date: 27 September 2013

Details: Franklin Early Childhood School is seeking a Community Coordinator who is able to provide analytical and strategic advice and support to the Principal and with the ability to build community development opportunities, work in partnership with families, foster relationships across government and community sectors and work collaboratively with external agencies to provide support to children and their families.

Eligibility/Other Requirements: Desirable: Minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised qualification including Social Work, Psychology, Community Development, Health and or Education.

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

Contact Officer: Julie Cooper (02) 6142 1110 julie.cooper@ed.act.edu.au

Office for Schools

Tuggeranong Network

Lake Tuggeranong College

Senior Library Technician

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 22662)

Gazetted: 19 September 2013

Closing Date: 3 October 2013

Details: Lake Tuggeranong College is seeking a highly motivated senior library technician. The successful applicant will be required to carry out high level library management functions, manage the college digital video library and provide high level multi-media and ICT related library services to all staff and students and in-service training to college staff. The successful applicant will possess excellent communication and customer service skills and have the ability to work within a busy environment that has competing demands, including liaison with Libraries ACT staff relating to Joint Use Library operations.

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

Contact Officer: Margaret Price (02) 6205 6244 margaret.price@ed.act.edu.au

Office for Schools

North and Gungahlin Network

Franklin Early Childhood School

Business Manager

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 30670)

Gazetted: 23 September 2013

Closing Date: 7 October 2013

Details: An exciting opportunity exists to join the collaborative educational team at Franklin Early Childhood School. The successful applicant will be required to manage and administer the school's financial and student records, other budgetary and operational tasks, oversee management of a newly constructed facility and provide administrative support to the Principal and School Board. The position includes supervision of administrative staff, liaising with a diverse client group including students, parents, members of the public, teaching staff, contractors, Child Care Director and staff of ANGLICARE and Central Office personnel ensuring a high quality customer service is

delivered. The successful applicant will possess excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands.

Eligibility/Other Requirements: Desirable: First aid qualifications, or willingness to undertake appropriate training.

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

Contact Officer: Julie Cooper (02) 6142 1110 julie.cooper@ed.act.edu.au

Office for Schools

South/Weston Network

Alfred Deakin High

Staffing Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 31592)

Gazetted: 25 September 2013

Closing Date: 9 October 2013

Details: Alfred Deakin High is seeking an enthusiastic Staffing Officer to manage all of the school's staffing, reporting and timetabling systems. The successful applicant will develop advice and maintain staffing and administrative systems for the school using computerised systems including Accelerus, Timetabler, MAZE and CRS. Assist in student enrolments, elective selections, preparation of student reports, unit outlines and assessment schedules. Collect and analyse data and prepare reports.

Eligibility/Other Requirements: Competency in the use of IT programs such as Accelerus, Timetabler and MAZE is desirable.

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

Contact Officer: Belinda Bartlett (02) 6205 5566 belinda.bartlett@ed.act.edu.au

Environment and Sustainable Development

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

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

Planning Delivery

Territory Plan Review and Implementation

Planning Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 15429)

Gazetted: 23 September 2013

Closing Date: 30 September 2013

Details: The Territory Plan Review and Implementation Team is seeking a motivated and responsible person to assist with the preparation of Territory Plan variations. This would be a great opportunity for an experienced planner to develop his/her understanding of statutory planning in the ACT. The occupant of this position will be required to provide advice on the process of varying the Territory Plan, assess proposals to vary the Territory Plan, prepare reports and consult the community on plan variations in accordance with the *Planning and Development Act 2007*.

Eligibility/Other Requirements: Qualifications in urban and regional planning or related field would be desirable.

Notes: This is a temporary position available until the 30 May 2014 with possible short-term extension. Selection for this position may be based by application only.

Contact Officer: Alix Kaucz (02) 6205 0864 alix.kaucz@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

Division of Medicine

Department of Medical

Gastroenterologist

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

Senior Specialist \$199,231, Canberra (PN: 33018)

Gazetted: 26 September 2013

Closing Date: 31 October 2013

Conjoint Appointment: Canberra Hospital and the Australian National University Medical School.

The Position: The Gastroenterology and Hepatology Unit is well-established with 14 consultant medical staff and Advanced Trainees. It is intended that with this appointment there will also be the option of offering 3rd year training in endoscopy. Canberra Hospital provides secondary and tertiary referral services for gastroenterology and liver disease, and is the hub for continuing medical education, quality assurance, teaching and research in these specialities within the ACT and southern NSW regions. Canberra Hospital is the major teaching hospital of the ANU Medical School and has well-developed postgraduate teaching programs and a state-of-the-art medical library. There are excellent opportunities for collaborative research.

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976

Senior Specialist: \$199,231 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries.

Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$240,687 - \$319,085

Eligibility/Other Requirements: Be registered or eligible for registration as a medical practitioner with the Australian Health Practitioner Regulation Agency (AHPRA). Fellowship of the Royal Australasian College of Physicians (FRACP) in Gastroenterology. Gastrointestinal endoscopy certification in upper and lower GI endoscopy, ERCP and EUS or advanced progress towards certification essential.

Note: This is a permanent part time position at 20 hours per week.

Contact Officer: Prof Walter Abhayaratna, Director of Medicine (walter.abhayaratna@act.gov.au) or Ms Rosemary O'Donnell, Executive Director Medicine (02) 6244 3603.

For academic enquiries, please contact: Professor Nicholas Glasgow, Dean, ANU Medical School on (02) 6125 2622 dean.medical.school@anu.edu.au

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

Strategy and Corporate

Professional Leadership Research and Education

Allied Health Adviser

Extended Scope Physiotherapist

Health Professional Level 5 \$106,086 - \$119,426, Canberra (PN: 32647, several)

Gazetted: 26 September 2013

Closing Date: 3 October 2013

Details: This role requires a Physiotherapist to provide expert musculoskeletal assessment, diagnosis and appropriate onward management for patients presenting with chronic and/or acute pain to an Outpatient clinic and or Emergency Department. Included in this role will be extended scope physiotherapy tasks, such as, but not limited to, independent management of fractures, independent management of complex Orthopaedic patients, independent review of radiology and interpretation of investigations. The Office of the Allied Health Adviser has been exploring extended scope roles for the last two years in collaboration with the International Centre for Allied Health Evidence – as such the process has followed a strict evidence-based approach in the development of models of care and role definitions.

Eligibility/Other Requirements: Degree or equivalent qualification in Physiotherapy. Registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Masters level qualification in a

relevant clinical field. Completion of a recognised postgraduate qualification and advanced training in the relevant specialist area (e.g. graduate diploma in Extended Scope Physiotherapy or a substantial equivalent). Minimum five years clinical experience post entry-level qualification and minimum three years experience in the relevant specialist area.

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. Selection may be based on written application and referee reports only. Full time and part time applicants will be considered. This position(s) may be required to participate in overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

Contact Officer: Karen Murphy (02) 6205 0893 Lisa Gilmore (02) 6244 2154 karen.murphy@act.gov.au
lisa.gilmore@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Children, Youth and Women's Health Program

ACT Core of Life Coordinator - Midwife

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 25391)

Gazetted: 26 September 2013

Closing Date: 3 October 2013

Details: The Aboriginal and Torres Strait Islander Health Unit of the Policy and Government Relations Branch is seeking an enthusiastic Midwife to continue implementation of information, education and training activities with a focus on Aboriginal and Torres Strait Islander youth, their families and community. The successful applicant will have experience in delivering the Core of Life Education Program. Knowledge and understanding of Aboriginal and/or Torres Strait Islander people's societies, cultures and diversity, and an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people in contemporary Australian society is important. Willingness and ability to work with Aboriginal and Torres Strait Islander community members and community organisations is key to the success of this position.

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

Note: This is a temporary part-time position available at 25:00 hours per week (0.7 Full-time Equivalent) until 30 June 2014 with the possibility for extension should funding be continued. The position is based in the 11 Moore Street, Canberra City, ACT Health building. Please note that the successful applicant may be selected based on written application and referee reports only. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria, along with a resume including contact details for two referee's as a document to be uploaded and included with your application.

Contact Officer: Josephine Smith (02) 6207 9172 josephine.smith@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community and Older Persons

Clinical Manager

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 28859)

Gazetted: 26 September 2013

Closing Date: 10 October 2013

Details: Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a contemporary evidence based service providing high quality mental health care that is guided by principles of recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will be required under minimal supervision, to provide high quality care to achieve sound outcomes for consumers. You will be required to undertake professional development and clinical supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Tertiary qualification or equivalent in Nursing with current Australian Health Practitioner Regulation Agency registration. Current driver's licence. Post graduate qualifications in Mental Health Nursing, extensive post registration experience working in mental health desirable.

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

Contact Officer: Peter Sheils (02) 6205 1110

Strategy and Corporate

Performance and Innovation

Performance and Innovation Executive

National Project Officer – Emergency Department Outcome Indicators

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 33071)

Gazetted: 26 September 2013

Closing Date: 10 October 2013

Details: An exciting opportunity is available to lead the development of new National Outcome Based Indicators for Emergency Department performance. The position will be responsible for working with a wide range of key stakeholders across all jurisdictions, undertake research, and provide written recommendations to the Australian Health Ministers Advisory Council on proposed implementation of national indicators.

Note: This is a temporary position available for a period of 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: Phil Ghiradello (02) 6205 0549

Canberra Hospital and Health Services

Medicine

Infectious Diseases

Registered Nurse - Infection Prevention and Control Unit

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 15076)

Gazetted: 26 September 2013

Closing Date: 3 October 2013

Details: Infection Prevention and Control Unit (IPCU) Team is seeking an enthusiastic Registered Nurse to work part-time, four days per week (32 hours) at the Canberra Hospital and Health Services. The successful applicant will work within a dynamic team and be actively involved in the prevention of healthcare acquired infections with an emphasis on surgical site infections. IPCU Registered Nurses are committed to improving patient outcomes by minimising the risk of infection related to healthcare by providing evidence based prevention, monitoring and management strategies for infection control. The Registered Nurse's role within the IPCU team includes education and policy development and review related to infection control.

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

Note: This is a part-time position working 32 hours per week. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. All applicants please submit a maximum of five pages addressing the selection criteria, a recent CV, and the name and contact details of two professional referees.

Contact Officer: Wendy Beckingham (02) 6244 3695

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drugs

Adult Community and Older Persons

Mental Health Care Nurse

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 19762)

Gazetted: 26 September 2013

Closing Date: 10 October 2013

Details: Mental Health, Justice Health, Alcohol and Drugs is a contemporary evidence based service providing high quality mental health care that is guided by principles of recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will be required under minimal supervision, to provide high quality care to achieve sound outcomes for consumers. You will be required to undertake professional development and clinical supervision participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Minimum of two years post registration experience working in mental health desirable.

Current driver's licence.

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

Contact Officer: Peter Sheils (02) 6205 1110 peter.j.sheils@act.gov.au

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

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 22031)

Gazetted: 26 September 2013

Closing Date: 17 October 2013

Details: The Alcohol and Drug Service is a multidisciplinary service within ACT Health, providing a range of specialist services for people affected by alcohol and other drug use. This position will work with a multi skilled team of health professionals to provide a range of psychotherapeutic supports and services to the community. The successful applicant will be required to have recent demonstrated experience in the provision of comprehensive assessments, counselling and group work. This position will require a preparedness and capacity to provide throughcare support and psychosocial interventions to adults who are involved in the criminal justice system. Eligibility/Other Requirements: Psychologist or Clinical Psychologist with full registration, or Social Worker with eligibility for accredited membership with the Australian Association of Social Workers. Previous clinical experience is essential. Preparedness to attain alcohol and other drug competencies as required by the Minimum Qualifications Strategy. Current driver's licence.

Note: This position(s) maybe required to participate in an overtime, on call and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position. 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: Carmel McBride (02) 6205 1609 carmel.mcbride@act.gov.au

Director General Reports
Population Health
Health Protection Service
Pharmaceutical Inspector

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 19569)

Gazetted: 26 September 2013

Closing Date: 10 October 2013

Details: The Pharmaceutical Services Section of the Health Protection Service is seeking a dynamic, experienced pharmacist for the role of Pharmaceutical Inspector. This is a permanent part-time position available at 29:30 hours per week (0.8 Full-Time Equivalent). The Pharmaceutical Services Section is responsible for conducting a range of regulatory and policy activities in connection with relevant medicines and poisons, or pharmacy legislation. The primary role of the Pharmaceutical Inspector is to perform a range of operational functions within the section, including licensing tasks, inspections, monitoring and investigations.

Eligibility/Other Requirements: Applicants should ideally possess experience from a variety of sectors within the pharmacy profession. Experience in, or an interest in public health or regulatory matters is also highly desirable. Be registered or have applied for registration as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA). Current unrestricted driver's licence.

Note: This is a part-time permanent position available at 29:30 hours per week (0.8 Full-Time Equivalent). A Special Employment Agreement salary rate also applies to all pharmacists employed in ACT Health. 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. Applicants should also provide at least one (maximum of two) written referee reports with their application addressing the Selection Criteria using the standard ACT Health referee template. Verbal referee reports may be arranged by contacting the Contact Officer if required.

Contact Officer: Michael Fitzsimons (02) 6205 9483

Strategy and Corporate

Professional Leadership, Research and Education

Clinical School

Finance Support Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 18368)

Gazetted: 26 September 2013

Closing Date: 10 October 2013

Details: Applications are invited from suitably experienced candidates for the position of Finance Support Officer within the Clinical Trials Unit. This position provides key support to a growing clinical research program undertaken at Canberra Hospital under the supervision of the Clinical Trials Unit. The main responsibilities of the Finance Support Officer will be to provide timely, accurate, high quality accounting information. Responsibilities will also include assistance with human resource management activities within the various clinical trials units managed by the Clinical Trials Unit.

Eligibility/Other Requirements: The successful applicant will show proficiency in the use of computerised information systems for financial processing, spreadsheets, word and data processing. A key attribute for the successful candidate will be perseverance and attention to detail.

Note: The position is a temporary 12 month renewable position and is to be filled as soon as possible. The option to work part-time will be considered and hours of work are flexible. 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: Katherine Johnson (02) 6244 2811 katherine.johnson@act.gov.au

Canberra Hospital and Health Services

Capital Region Cancer Services

Cancer Stream Administration

Orthoptist

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 34070)

Gazetted: 26 September 2013

Closing Date: 10 October 2013

Details: We have an exciting position within the Canberra Hospital Eye Clinic. This is an area that offers challenges and opportunity. The Eye Clinic provides a supportive, nurturing and learning environment to enable Orthoptists to deliver high quality care. If you are motivated, able to demonstrate well developed interpersonal skills and have an ability to work collaboratively with a multidisciplinary team, this is an opportunity not to be missed.

Eligibility/Other Requirements: Recognised Orthoptic Degree and have practiced working as an Orthoptist for a minimum of one year.

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: Irene Upton (02) 6244 4019

Canberra Hospital and Health Services

Capital Region Cancer Service

Cancer Stream Administration

Outpatient Services Team Leader

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 16334)

Gazetted: 26 September 2013

Closing Date: 3 October 2013

Details: We have an exciting position within the Outpatient Services Administration Team. This is an area that offers challenges and opportunity. The Outpatient Services provides a supportive, nurturing and learning environment to enable administrative staff to deliver high quality customer service. If you are motivated, able to demonstrate well-developed interpersonal skills and have an ability to work collaboratively with a multidisciplinary team, this is an opportunity not to be missed.

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: Kali Aiesi (02) 6244 2394

Canberra Hospital and Health Services

Women, Youth and Children

Children, Youth and Women's Health Program

Paediatric Administration

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 16112)

Gazetted: 26 September 2013

Closing Date: 3 October 2013

Details: The successful applicant will provide administrative support two days per week to the busy Community Paediatric and Child Health Service. The applicant will undertake routine administrative duties, maintain stores and equipment, liaise with both external and internal clients and undertake Dictaphone report typing including medical reports.

Eligibility/Other Requirements: Current driver's licence.

Note: This is a part-time position available at 14:42 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: Cassandra Tinning (02) 6244 2712

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation

Allied Health Assistant

Health Care Assistant 3 \$47,764 - \$48,861, Canberra (PN: 20728)

Gazetted: 26 September 2013

Closing Date: 3 October 2013

Details: Are you looking for an opportunity to support adults through their rehabilitation journey? An exciting opportunity is available for an energetic and enthusiastic person to join the Rehabilitation and Aged Care Occupational Therapy team as an Allied Health Assistant. This is a full-time permanent position. The successful candidate will play an important role in assisting with delivering individual and group based therapeutic activities to patients within an inpatient and community setting. They will receive guidance and support from experienced Occupational Therapists, and work as part of dynamic multi-disciplinary rehabilitation teams. Activities will include hands on therapy provision as well as administrative and support tasks.

Eligibility/Other Requirements: Certificate IV in Allied Health Assistance or equivalent qualification. 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 and provide two details of two referees who can be contacted to discuss your suitability to the position. This recruitment round may be used to fill future

full-time and part-time physiotherapy assistant vacancies at this level across the Division of Rehabilitation, Aged and Community Care. This position(s) may be required to participate in an overtime, on call, and/or rotation roster.

Contact Officer: Michelle Bennett (02) 6244 3286 or 0408 695 174

Canberra Hospital and Health Services

Capital Region Cancer Services

Cancer Stream Administration

Administration Support

Administrative Services Officer Class 2 \$46,372 - \$51,422, Canberra (PN: 16214)

Gazetted: 26 September 2013

Closing Date: 3 October 2013

Details: We have an exciting position within the Outpatient Services Administration Team. This is an area that offers challenges and opportunity. The Outpatient Services provides a supportive, nurturing and learning environment to enable administrative staff to deliver high quality customer service. If you are motivated, able to demonstrate well-developed interpersonal skills and have an ability to work collaboratively with a multidisciplinary team, this is an opportunity not to be missed.

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: Kali Aiesi (02) 6244 2394

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

ACT Emergency Services Agency

Support Services

Fleet and Procurement

Group Manager - Fleet and Procurement

Senior Officer Grade A \$123,208, Canberra (PN: 14946)

Gazetted: 20 September 2013

Closing Date: 4 October 2013

Details: The ACT Emergency Services Agency owns and manages a diverse fleet of specialised response and support vehicles and a number of support facilities strategically located across Canberra. The position of Group Manager, Fleet and Procurement is responsible for the management, coordination and development of the specification, design, construction and commissioning of new emergency vehicles, equipment and clothing, including oversight of procurement processes and contract administration.

Eligibility/Other Requirements: Eligible applicants will undergo a police record check. The occupant of this position will be required to undertake parts of the duties outside normal business hours in emergencies. Extensive knowledge and experience in public sector procurement policies, guidelines and practice, including tendering, contract formation and administration and demonstrated experience in the management of a large mixed fleet of heavy, commercial and passenger vehicles will be highly regarded.

Contact Officer: Andrew Baker (02) 6207 6835 andrew.baker@act.gov.au

ACT Corrective Services

Community Corrections

Probation and Parole

Probation and Parole Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 11558, several)

Gazetted: 25 September 2013

Closing Date: 8 October 2013

Details: The Probation and Parole Unit aims to reduce offending by the use of empirically sound risk assessment tools and a brokerage case management model, which targets criminogenic needs. The duties and responsibilities of a Probation and Parole Officer includes: provide professional case management, supervision and monitoring for people on court and parole orders with the objectives of reducing the risk of further criminal conduct, maintaining community safety and administering court orders; provide professional advice and services, including written reports to the Courts, releasing authorities and other statutory bodies in relation to offender management, risk and intervention outcomes; promote and apply the principles of contemporary best practices in relation to offender management; facilitation of offender management programs and other specialist offender programs including, Community Service Orders, to maximise correctional/rehabilitative opportunities so that the impacts of crime on the community are reduced; assist senior members with other work in the Unit to ensure the objectives of the Probation and Parole Unit are achieved; and maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Experience working with offenders and relevant tertiary qualifications are highly desirable. Eligible candidates will be required to undergo a criminal history check. A Certificate IV in Correctional Practice or the ability to achieve this qualification within 12 months of commencing employment. Must complete designated ACTCS PPO suite of training programs within 12 months of commencing employment. Applicants may be required to undertake psychological aptitude testing as part of the assessment process. A current driver's licence, and a willingness/ability to drive within ACT, is essential. Eligible applicants may be required to maintain a current working with vulnerable people check.

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

Contact Officer: Simone Fowlie (02) 6207 0355 simone.fowlie@act.gov.au

ACT Law Courts and Tribunal

Registry Operations

Court Services

Technology Support Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 12976)

Gazetted: 24 September 2013

Closing Date: 8 October 2013

Details: The ACT Law Courts and Tribunal Administration is seeking an experienced and qualified person to undertake the role of Technology Support Officer. The Court Services Section provides in-court support including assistance with audio-visual equipment to facilitate court proceedings. The successful applicant will be responsible for managing the video-recording system for the Sexual Assault Reform Program (SARP), as well as for other proceedings requiring video conferencing or teleconferencing facilities, in accordance with legislative requirements. The Technology Support Officer is responsible for the operation, testing, maintenance of audio-visual equipment and training for other staff in its operation.

Eligibility/Other Requirements: This position may be subject to a security clearance at a National Level (Secret).

Notes: This is a temporary position available until December 2014. The occupant of this position may be required to access and view material of an explicit nature.

Contact Officer: Anne Barr (02) 6207 1262 anne.barr@act.gov.au

Territory and Municipal Services

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

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

Roads and Public Transport

Public Transport

ACTION

Chief Operating Officer

Senior Officer Grade A \$123,208, Canberra (PN: A20254)

Gazetted: 20 September 2013

Closing Date: 27 September 2013

Details: Public Transport is seeking a dynamic and experienced person to act in the role of Chief Operating Officer ACTION for a period of 12 months. The position is primarily responsible for leading and managing the operations of ACTION buses and participating as a member of the senior management group for Public Transport. The position comes with the unique challenge of ensuring the safe and effective delivery of ACTION's bus services and the management of a large and diverse workforce.

Eligibility/Other Requirements: A proven understanding of ACTION's operations and the public transport environment in the ACT would be an advantage.

Notes: This is a temporary vacancy for a period of 12 months with the possibility of permanency from this process in accordance with clause M2 of the Territory and Municipal Services Enterprise Agreement. Selection for this position may be based on written application and referee reports only.

Contact Officer: James Roncon (02) 6207 8000 james.roncon@act.gov.au

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

Roads and Public Transport

Public Transport

Network Planning and Business Development

Senior Manager

Senior Officer Grade A \$123,208, Canberra (PN: 33081)

Gazetted: 20 September 2013

Closing Date: 27 September 2013

Details: Public transport is seeking a dynamic and experienced person to act in the role of Network Planning and Business Development Senior Manager for 12 months. The position is primarily responsible for leading and managing the operations of all network planning and development and participating as a member of the senior management group for public transport. The position offers the successful applicant the opportunity to make a positive contribution to the design and implementation of ACTION's future bus networks in consultation with key stakeholders.

Eligibility/Other Requirements: A demonstrated understanding of ACTION's operations and the public transport environment in the ACT would be an advantage.

Notes: This is a temporary position for 12 months with the possibility of permanency from this process or under the Clause M2 of the Territory and Municipal Services Enterprise Agreement 2011-2013. Please note that selection may occur from application and referees reports alone.

Contact Officer: James Roncon (02) 6207 8000 james.roncon@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

ACTION

Fleet

Fleet Services Manager

Senior Technical Officer Grade B \$106,086 - \$119,426, Canberra (PN: FEM001)

Gazetted: 23 September 2013

Closing Date: 30 September 2013

Details: The Public Transport Group of Territory and Municipal Services Directorate is seeking an experience and enthusiastic person to undertake the role of Fleet Services Manager. The successful applicant will be responsible for the delivery of complex procurement processes, fleet replacement projects and major strategic construction projects for the Public Transport Group. The Fleet Services Manager will also be responsible for the management of the activities of the Fleet Services Engineering Team including delivery of programs, field trials and policy development and implementation.

Eligibility/Other Requirements: Appropriate tertiary qualifications in Heavy Vehicle Maintenance and Project Management desirable. Must hold a NCG Cylinder Inspection Certificate and a current ACT class HR driver's licence or equivalent.

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

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

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

Directorate Services

TAMS Finance

Senior Budget Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 33120)

Gazetted: 25 September 2013

Closing Date: 2 October 2013

Details: This position provides support to management Accountants responsible for financial management of the Parks and City Services Division of the Territory and Municipal Services Directorate. The key roles are to: undertake costing activities; quality control through ledger and system maintenance; production of end of month and end of year reports; activity reporting; and a range of minor support services.

Eligibility/Other Requirements: Relevant and long term Government accounting experience is desirable.

Notes: This is a temporary vacancy available for six months with the possibility of extension and the possibility of leading to permanent filling in accordance with Clause M2 of Territory and Municipal Services Enterprise Agreement.

Contact Officer: Gary Spencer (02) 6207 6339 gary.spencer@act.gov.au

Business Enterprises

Yarralumla Nursery

Production Operations Manager

Technical Officer Level 4 \$70,913 - \$81,460, Canberra (PN: 13529)

Gazetted: 20 September 2013

Closing Date: 4 October 2013

Details: Yarralumla Nursery is the largest production nursery in the Southern Tablelands. We are currently seeking applications for the position of Production Operations Manager. The position is a leader of production operations delivering 340,000 plants and trees for sale to nursery customers. The successful applicant should be able to demonstrate extensive experience with a proven track record in the propagation of a wide range of exotic and native cold climate species and the operation and maintenance of production facilities and equipment. In addition, managing operations using a business management system and being a member of the nursery senior management team is required.

Eligibility/Other Requirements: Certificate III in Horticulture, 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.

Contact Officer: David Doherty (02) 6205 8340 david.doherty@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 Enterprises

ACT NOWaste

Operational Support

Education Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 14688)

Gazetted: 23 September 2013

Closing Date: 7 October 2013

Details: This role is a Strategic Education position. The Education Officer is responsible for developing educational materials and the coordination, promotion and presentation of educational tours of the Material Recycling Facility. Representing ACT NOWaste, the Education Officer will engage in a range of promotional activities encouraging recycling and waste management practices in the ACT as outlined in the current Waste Strategy; and undertake related project work.

Eligibility/Other Requirements: Current Class C ACT driver's licence. Formal education qualifications are not required for this role. Applicants with backgrounds in Education/Training, Marketing, Customer Service or Public Relations roles are encouraged to apply.

Notes: This is a temporary part-time position working at 29.4 hours per week, available for a period of five years until 30 September 2018.

Contact Officer: Christie Wallis (02) 6207 7008 christie.wallis@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 Enterprises

Yarralumla Nursery

Sales and Marketing Officer

Technical Officer Level 3 \$61,148 - \$69,377, Canberra (PN: 13783)

Gazetted: 20 September 2013

Closing Date: 4 October 2013

Details: Yarralumla Nursery is the largest production nursery in the Southern Tablelands. We are currently seeking applications for the position of Technical Officer Level 3, Sales and Marketing Officer. The position is an important part of supporting the work of the sales sub section. The successful applicant should be able to plan, coordinate and undertake the marketing program for the Nursery. This work may include creative writing, website design and management and on-line advertising and promotion.

Eligibility/Other Requirements: Tertiary qualifications in business, creative writing, graphic design, journalism, marketing, web based advertising and related disciplines desirable.

Note: This is a part-time position at 18:37 hours per week.

Contact Officer: Farley Hayward (02) 6207 2447 farley.hayward@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

Commerce and Works

Senior Information Technology Officer Grade A \$123,208

Adrian O'Shaughnessy 799-39458, Section 68(1), 23 September 2013

Economic Development

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

Timothy Cornell 836-07106, Section 68(1), 23 September 2013

Health

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

Rosemary Grainger 840-48676, Section 68(1), 20 September 2013

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

Rachel Heatley 836-07536, Section 68(1),

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

Natasha Ilovaska 836-55976, Section 68(1), 19 September 2013

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

Anith Jacob Purackan 825-49792, Section 68(1), 20 September 2013

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

Beena Jomon 825-49717, Section 68(1), 18 September 2013

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

Simon Newton 825-49901, Section 68(1), 19 September 2013

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

Jennifer Saarikko 829-68073, Section 68(1), 23 September 2013

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

Bronwyn Thomson 839-26318, Section 68(1), 23 September 2013

Justice and Community Safety

Ambulance Support Officer 1 \$48,163 - \$51,314

Jarryd Addison 836-07413, Section 68(1), 1 October 2013

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

Paul Cowled 836-06576, Section 68(1), 24 September 2012

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

Amanda Cox 835-99142, Section 68(1), 19 September 2013

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

Antje Prueger 827-31308, Section 68(1), 19 September 2013

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

Craig Tyrrell 836-06197, Section 68(1), 24 September 2013

Territory and Municipal Services

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

Scott Stevens 835-87539, Section 68(1), 20 September 2013

TRANSFERS

Community Services

Chelsea Yarrrie: 792-35143

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

To: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)
Community Services, Canberra (PN. 07829) (Gazetted 16 July 2013)

Health

Mary Christine Fowler: 260-84812

From: Registered Nurse Level 3.2 \$101,556
Health

To: Registered Nurse Level 3.2 \$101,556
Health, Canberra (PN. 32576) (Gazetted 15 August 2013)

Daniel Gleeson: 827-57647

From: \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)
Community Services

To: Health Professional Level 2 \$54,414 - \$75,477
Health, Canberra (PN. 29446) (Gazetted 12 June 2013)

Lauren Pavic: 741-18781

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

To: Administrative Services Officer Class 5 \$65,660 - \$69,623
Health, Canberra (PN. 32482) (Gazetted 8 August 2013)

PROMOTIONS

Canberra Institute of Technology

Centres

Student Services Hub

Leon Fraser: 799-97535

From: Administrative Services Officer Class 6 \$70,913 - \$81,460
Canberra Institute of Technology

To: †Senior Officer Grade C \$89,786 - \$96,809
Canberra Institute of Technology, Canberra (PN. 19509) (Gazetted 25 July 2013)

Centres

CIT Corporate Services

Dominique Wilson: 799-90210

From: Administrative Services Officer Class 3 \$52,818 - \$57,004
Canberra Institute of Technology

To: Administrative Services Officer Class 4 \$58,870 - \$63,917
Canberra Institute of Technology, Canberra (PN. 55106) (Gazetted 17 July 2013)

Capital Metro

Capital Metro Agency

Governance and Operations

Jane Louise Kuffner: 827-52360

From: General Service Officer Level 5/6 \$45,647 - \$50,446
Territory and Municipal Services

To: Administrative Services Officer Class 3 \$52,818 - \$57,004
Capital Metro, Canberra (PN. 32531) (Gazetted 15 August 2013)

Chief Minister and Treasury

Finance and Budget

Several Branches

Craig Stephen Gersbach: 827-60547

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

Chief Minister and Treasury

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

Chief Minister and Treasury, Canberra (PN. 26052) (Gazetted 10 July 2013)

Finance and Budget

Several Branches

Elizabeth Hall: 827-32976

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

Chief Minister and Treasury

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

Chief Minister and Treasury, Canberra (PN. 33075) (Gazetted 10 July 2013)

Finance and Budget

Several Branches

Charlotte Miles: 827-36571

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

Chief Minister and Treasury

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

Chief Minister and Treasury, Canberra (PN. 00735) (Gazetted 10 July 2013)

Finance and Budget

Several Branches

Michael Pepperell: 827-28715

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

Chief Minister and Treasury

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

Chief Minister and Treasury, Canberra (PN. 32490) (Gazetted 10 July 2013)

Commerce and Works

Customer Relations

Customer Support

Service Desk

Glen Bunfield: 827-32028

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. 14348) (Gazetted 18 June 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.

Shared Services ICT

Security

Executive

Ewart Eric Cox: 799-98183

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

Canberra Institute of Technology

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

Commerce and Works, Canberra (PN. 30742) (Gazetted 5 September 2013)

Customer Relations

Customer Support

Service Desk

Cory James Manson: 821-10245

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. 05388) (Gazetted 18 June 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

Tourism, Events and Sport

Territory Venues and Events

Executive

Jack Lowman: 835-83490

From: Indigenous Trainee \$40,974 - \$45,283

Economic Development

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

Economic Development, Canberra (PN. 32962) (Gazetted 18 January 2012)

This Promotion is to a non-advertised position under Section 247F of the Public Sector Management Standards 2006

Land Development Agency

Land Development, Strategy and Finance

Urban Release

Joshua Zamora-Pullin: 835-83482

From: Indigenous Trainee \$40,974 - \$45,283

Economic Development

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

Economic Development, Canberra (PN. 32963) (Gazetted 18 January 2012)

This Promotion is to a non-advertised position under Section 247F of the Public Sector Management Standards 2006

Education and Training

Learning, Teaching and Student Engagement

Aboriginal and Torres Strait Islander Education and Student Engagement

Student Wellbeing and Behaviour Support

Sandy Francois: 835-64142

From: Classroom Teacher \$54,951 - \$86,881

Education and Training

To: †School Leader C \$100,271

Education and Training, Canberra (PN. 17337) (Gazetted 26 July 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.

Environment and Sustainable Development

Regulation and Services

Customer Services

Customer Support

Kris Johnston: 835-63350

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

Environment and Sustainable Development

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

Environment and Sustainable Development, Canberra (PN. 20492) (Gazetted 26 July 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.

Exhibition Park in Canberra

Tourism, Events and Sport

Exhibition Park Corporation

Grant Robert Conner: 835-81890

From: General Service Officer Level 4 \$43,097 - \$44,935

Exhibition Park in Canberra

To: General Service Officer Level 5 \$45,647 - \$48,163

Exhibition Park in Canberra, Canberra (PN. 32554) (Gazetted 11 July 2013)

Health

Director General

Emma-Kate Awizen: 820-76235

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

Health

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

Health, Canberra (PN. 32535) (Gazetted 18 July 2013)

Canberra Hospital and Health Services

Women, Youth and Children

Womens and Babies

Rebecca Clark: 835-95360

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

Health

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

Health, Canberra (PN. 22218) (Gazetted 29 August 2013)

Canberra Hospital and Health Services

Stephen Foley: 739-66068

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

Health

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

Health, Canberra (PN. 22912) (Gazetted 10 July 2013)

Canberra Hospital and Health Services

Medicine

Chronic Disease

Alison Lancaster: 741-16153

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

Health

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

Health, Canberra (PN. 22078) (Gazetted 1 August 2013)

Canberra Hospital and Health Services

Women, Youth and Children

Womens and Babies

Sophie Wrigley: 827-61435

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

Health

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

Health, Canberra (PN. 22289) (Gazetted 29 August 2013)

Justice and Community Safety

Office of Regulatory Services

WorkSafe ACT

Joseph Bartlett: 795-54232

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

Economic Development

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

Justice and Community Safety, Canberra (PN. 32675) (Gazetted 18 March 2013)

ACT Corrective Services

Custodial Operations

James Evans: 827-45873

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 32705) (Gazetted 26 March 2013)

Office of Regulatory Services

Transport Regulation

Road User Services

Jesse Mann: 820-85625

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 23118) (Gazetted 7 August 2013)

Territory and Municipal Services

Business Enterprises

ACT Property Group

Tenancy Management

Rebecca Cannon: 779-81927

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

Justice and Community Safety

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

Territory and Municipal Services, Canberra (PN. 26182) (Gazetted 20 June 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.

Roads and Public Transport

Roads ACT

Road Maintenance

Adam Mulville: 820-95604

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

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 16428) (Gazetted 29 July 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.

Directorate Services

Human Resources

Employee Relations

Lu Yu: 817-51163

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

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

Territory and Municipal Services, Canberra (PN. 11274) (Gazetted 22 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.

RETIREMENTS and DISMISSALS

Environment and Sustainable Development

Section 143 Public Sector Management Act 1994 – Lyn Van Schieveen AGS 527-58487

Section 143 Public Sector Management Act 1994 – Rosemarie Willett AGS 821-15142