



ACT Government Gazette

Gazetted Notices for the week beginning 26 September 2013

EXECUTIVE NOTICES

Chief Minister and Treasury

Engagement

Floyd Kennedy – Director, Infrastructure and Budget Management, Finance and Budget (E570) Section 72 of the Public Sector Management Act 1994

Community Services

Contract Cessation

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

Mark Collis – Director, Youth Services (E659) – 28.9.13

Engagement

Mark Collis – Director, Children, Youth and Family Support (E659) Section 72 of the Public Sector Management Act 1994

Education and Training

Engagement

Stephen Gniel – Executive Director, Education Strategy (E718) Section 72 of the Public Sector Management Act 1994

Territory and Municipal Services

Contract Cessation

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

Anthony Gill – Director, Roads ACT, Roads and Transport Division (E276) – 30.9.13

Engagement

Anthony Gill – Director, Roads ACT, Roads and Transport Division (E276) Section 72 of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

Human Resources

Human Resources Manager (Allied Health and Corporate Services)

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 9504)

Gazetted: 01 October 2013

Closing Date: 10 October 2013

Applications close: 10 October 2013

Duties: Calvary Hospital is a fully accredited 250 bed public hospital located in the suburb of Bruce in north Canberra. Our Catholic hospital is underpinned by our values of Hospitality, Healing, Stewardship and Respect. Calvary Hospital is a modern facility with contemporary team-based care and cutting edge technology. Calvary continues to grow and develop as we improve our services today and prepare for the services of tomorrow. This is an exciting opportunity for an experienced Human Resources Manager (HRM) to join our People and Culture team. In this role you will jointly lead and manage the Human Resources Department (with the Human Resources Manager – Nursing and Midwifery) to build a positive work force culture and develop the capability of managers and staff to meet long term goals and priorities of Calvary Healthcare ACT.

Do you have? Tertiary qualifications in HR or a number of years direct experience managing the HR function in a medium to large organisation; Demonstrated experience in HRM practices, including employee relations and dispute/conflict resolution; High level business partnership, negotiation and collaboration skills; Excellent interpersonal, verbal and written communication skills; and Demonstrated understanding of the legislation impacting on HRM within the health care setting. To view further responsibilities regarding this role, please download the Position Description. In the tradition of the Sisters of the Little Company of Mary.

Eligibility/Other Requirements: Selection Criteria.

Contact Officer: Michelle Austin (02) 6201 6963 michelle.austin@calvary-act.com.au

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

Pharmacy

Pharmacist

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 7974)

Gazetted: 26 September 2013

Closing Date: 3 October 2013

Duties: Provide pharmaceutical assessment and intervention to hospital in patients using established clinical pharmacy principles. Participate in training and professional development activities and quality projects.

Applicants should possess an enthusiasm for teaching and training students and less experienced staff.

Eligibility/Other Requirements: Bachelor of Pharmacy (or equivalent) registrable with the National Pharmacy Board, Australian citizenship or permanent resident status. Selection Criteria.

Contact Officer: (02) 6201 6269 Liisa Nurmi liisa.nurmi@calvary-act.com.au

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

Workforce Capability and Governance Division

Continuous Improvement and Workers' Compensation

Injury Management and Safety

Case Managers

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 25800, several)

Gazetted: 02 October 2013

Closing Date: 16 October 2013

Details: Looking for a career as a Case Manager! If you are an experienced Case Manager, or a professional in the fields of Work Health and Safety, Human Resources or Allied Health looking for a change in career direction, this might be the opportunity for you. The Injury Management and Safety Team in the Chief Minister and Treasury Directorate has several current and expected vacancies at the Administrative Services Officer Class 6 level. The Team works collaboratively with business areas across ACT Government to coordinate targeted and holistic injury management rehabilitation and return to work services for injured and ill employees. Duties include the delivery of high quality, timely and individually tailored case management and return to work services to a diverse range of operational areas. A key aspect of the role is working with managers, employees and allied health professionals to drive optimum and sustained return to work outcomes. You will be rewarded with a positive team environment, flexible work arrangements and excellent remuneration. Aspiring case managers will be supported with a combination of on-the-job and formal training, professional development and mentoring to make the transition into a case management career. Experienced case managers will have the prospect of a diverse case management portfolio, and opportunities for ongoing professional development and certification to keep you at your best. Career progression into leadership positions is possible in the longer term. Successful applicants will be resilient in nature with the ability to work under pressure, meet tight deadlines and manage competing priorities. You will possess maturity and sound judgement and demonstrate strong communication and negotiation skills.

Eligibility/Other Requirements: Qualifications and or extensive practical experience in Work Health and Safety, Human Resources, Allied Health or other related disciplines and/or experience in case/claims management and rehabilitation will be well regarded.

Note: Those candidates found suitable may be offered a permanent position or included on an order of merit that may be used to fill future permanent or temporary positions (with the possibility of extension), at level for the next 12 months. Selection may be based on application and referee reports alone, or may involve interview and/or practical task assessment. 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: Petra Crowe (02) 6205 3817 petra.crowe@act.gov.au

Expenditure Review Division

Policy Analyst/Senior Policy Analyst

Administrative Services Officer Class 6/Senior Officer Grade C \$70,913 - \$96,809, Canberra (PN: 33101, several)

Gazetted: 02 October 2013

Closing Date: 22 October 2013

Details: The Expenditure Review Division in the Chief Minister and Treasury Directorate (CMTD) is looking for experienced people to undertake Policy Analyst roles on a range of important reviews of government service delivery activities. You will need to demonstrate expertise in the analysis of complex policy and financial information. You will work in a dynamic team environment with challenging review timeframes. You will need to exercise initiative, flexibility and good judgement, and communicate effectively in relation to complex service delivery, policy, financial and administrative issues. Your role will include: undertaking complex research and analysis and providing accurate, robust advice and options; identifying service delivery issues in the context of legislative, policy, community and operational drivers; undertaking significant liaison with staff of CMTD, other agencies and consultants supporting the reviews; and preparing reports, meeting papers, submissions, and other documentation as necessary.

Eligibility/Other Requirements: Tertiary or post graduate qualifications in government, public sector, business, law, economics, finance or other relevant fields are highly desirable.

Notes: These positions will be filled at either the ASO6 or SOGC level, dependant on the skills and experience of the successful applicant. The positions will be filled on a temporary basis until 30 June 2014 with the possibility of extension.

Contact Officer: Neil Bulless (02) 6207 0264 neil.bulless@act.gov.au

Workforce Capability and Governance Division

Continuous Improvement and Workers' Compensation

Injury Management and Safety

Junior Case Managers

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 32013, several)

Gazetted: 02 October 2013

Closing Date: 16 October 2013

Details: Looking for a career as a Case Manager! If you are an experienced Case Manager, or a professional in the fields of Work Health and Safety, Human Resources or Allied Health looking for a change in career direction, this might be the opportunity for you. The Injury Management and Safety Team in the Chief Minister and Treasury Directorate has several current and expected vacancies at the Administrative Services Officer Class 5 level. The Team works collaboratively with business areas across ACT Government to coordinate targeted and holistic injury management rehabilitation and return to work services for injured and ill employees. Duties include the delivery of high quality, timely and individually tailored case management and return to work services to a diverse range of operational areas. A key aspect of the role is working with managers, employees and allied health professionals to drive optimum and sustained return to work outcomes. You will be rewarded with a positive team environment, flexible work arrangements and excellent remuneration. Aspiring Case Managers will be supported with a combination of on-the-job and formal training, professional development and mentoring to make the transition into a case management career. Experienced Case Managers will have the prospect of a diverse case management portfolio, and opportunities for ongoing professional development and certification to keep you at your best. Career progression into leadership positions is possible in the longer term. Successful applicants will be resilient in nature with the ability to work under pressure, meet tight deadlines and manage competing priorities. You will possess maturity and sound judgement and demonstrate strong communication and negotiation skills.

Eligibility/Other Requirements: Qualifications and or practical experience in Human Resources, Allied Health settings or other related disciplines and/or experience in less complex case/claims management and rehabilitation will be well regarded.

Note: Those candidates found suitable may be offered a permanent position or included on an order of merit that may be used to fill future permanent or temporary positions (with the possibility of extension), at level for the next 12 months. Selection may be based on application and referee reports alone, or may involve interview and/or practical task assessment. 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: Petra Crowe (02) 6205 3817 petra.crowe@act.gov.au

Expenditure Review

Executive Assistant

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 33114)

Gazetted: 01 October 2013

Closing Date: 15 October 2013

Details: The Expenditure Review Division in Chief Minister and Treasury Directorate is seeking a highly motivated and enthusiastic Executive Assistant to provide high level administrative and coordination support to the Executive Director and Division.

Eligibility/Other Requirements: Demonstrated ability to effectively use various IT programs (Outlook, Excel, Word and TRIM).

Notes: The position requires the applicant to have demonstrated organisational skills, excellent oral and interpersonal skills and the ability to liaise appropriately with all levels of staff and external parties.

Contact Officer: Neil Bulless (02) 6207 0264 neil.bulless@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

Business Development

Duress System Life-Cycle Management Officer

Senior Information Technology Officer Grade C \$89,786 - \$96,809, Canberra (PN: 33100)

Gazetted: 02 October 2013

Closing Date: 17 October 2013

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

Eligibility/Other Requirements: The possession of, or the ability to attain, a Protected Security Clearance is a requirement. Educational and professional qualifications checks may be undertaken prior to employment. Qualifications or proven experience in the application of ITIL methodologies is highly desired. Experience in and/or knowledge of the Health environment including an understanding of hospital systems would be an advantage.

Notes: This is a temporary position available from 31 October 2013 until 29 October 2014 with the possibility of extension or permanent filling from this recruitment process. Selection may be based on application and referee reports only.

Contact Officer: Paul Tarjan (02) 6207 9657 paul.tarjan@act.gov.au

Shared Services

Procurement

Project Officer

Administrative Service Officer Class 6/Professional Officer Grade 2 \$70,913 - \$81,460, Canberra (PN: 11066, several)

Gazetted: 01 October 2013

Closing Date: 15 October 2013

Details: Shared Services is a division of the Commerce and Works Directorate of the Australian Capital Territory (ACT) Government. Shared Services provides a range of services to ACT Government Directorates, services includes Finance, Human Resources, Publishing and Record Services, comprehensive Procurement and ICT Services. There are currently several recruitment opportunities available within the Infrastructure Branch of the Procurement group. The Infrastructure Branch is responsible for the project management of the ACT Government's capital works program. We are a best practice, quality focused organisation with a commitment to achieving high value outcomes. Successful applicants have the opportunity to work within our Civil, Health or Commercial sections. In these roles you would be responsible for contributing to the delivery of a range of infrastructure projects using procurement, project and contract management skills.

Eligibility/Other Requirements: For Professional Officer Class 2 (PO2) positions, a Degree in Architecture or Landscape Architecture, Engineering or other Construction Industry tertiary qualifications are essential. Experience and/or equivalent qualification in Contract Management or Project Management would be an advantage.

Note: This position will be filled at either the ASO6 or PO2 level, dependant on the skills and experience of the successful applicant.

Contact Officer: Andrew Parkinson (02) 6205 4593 andrew.parkinson@act.gov.au

Shared Services

Executive

Executive Assistant

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 04437)

Gazetted: 02 October 2013

Closing Date: 9 October 2013

Details: The successful applicant will be responsible for high-level administrative support and office management for the Executive Director Shared Services. The position requires well developed organisational skills with the ability to prioritise workloads and maintain confidentiality of information.

Notes: This is a temporary vacancy from 21 October 2013 until 20 April 2014, with the possibility of extension at the end of this period.

Contact Officer: Nadine Cumming (02) 6207 5935 nadine.cumming@act.gov.au

Shared Services

Procurement

Project Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 03582, several)

Gazetted: 27 September 2013

Closing Date: 11 October 2013

Details: Shared Services is a division of the Commerce and Works Directorate of the Australian Capital Territory (ACT) Government. Shared Services provides a range of services to ACT Government directorates including Finance, Human Resources, Publishing and Record Services, comprehensive Procurement and ICT Services. There are currently several recruitment opportunities available within the Infrastructure Branch of the Procurement group. The Infrastructure Branch is responsible for the project management of the ACT Government's Capital Works program. We are a best practice, quality focused organisation with a commitment to achieving high value outcomes. Successful applicants have the opportunity to work within our Civil, Health or Commercial sections. In these roles you would be responsible for contributing to the delivery of a range of infrastructure projects using procurement, project and contract management skills.

Eligibility/Other Requirements: Experience and/or equivalent qualification in Contract Management or Project Management would be an advantage.

Contact Officer: Andrew Parkinson (02) 6205 4593 andrew.parkinson@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

Business Support

Senior Manager

Senior Officer Grade A \$123,208, Canberra (PN: 33112)

Gazetted: 27 September 2013

Closing Date: 16 October 2013

Details: The Office for Children, Youth and Family Support (OCYFS) Change Management position will be responsible for managing the major change management project leading to the development and embedding of the Integrated Statutory Service Delivery Project. It will also lead and manage the projects related to improving the efficiency of operations. The position occupant will be required to prepare project plans and lead working groups in achieving identified deliverables.

Eligibility/Other Requirements: The person for this position should have experience in managing complex change management projects within the public service or like environment, have exceptional people leadership skills, and communicate with influence across a variety of environments, both orally and written.

Notes: This is a temporary position available for 12 months with the possibility of extension.

Contact Officer: Christine Nolan or Beverley Ekert (02) 6205 1938 christine.nolan@act.gov.au or beverley.ekert@act.gov.au

Disability ACT

Direct Service Delivery

Adults with a Disability

Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 33088, several)

Gazetted: 26 September 2013

Closing Date: 10 October 2013

Details: As the ACT prepares for the implementation of the National Disability Insurance Scheme on 1 July 2014, Disability ACT is seeking a manager who will facilitate quality outcomes for people directly supported by Disability ACT. You will provide support, direction and advice on facilitation of strengths based, person centred service delivery to Disability ACT teams. You will contribute by assisting teams to coordinate evidence based practice that promotes strengths and capabilities and improves opportunities for people with disability to achieve their goals.

Eligibility/Other Requirements: Current unrestricted driver's licence. Experience in person centred case management practice with marginalised people and experience in leading teams in integrated service provision is desirable.

Note: This is a temporary vacancy available from 1 November 2013 until 31 October 2014. Should additional funding become available, this recruitment process will be utilised to fill other similar temporary positions at level.

Contact Officer: Anna Fieldhouse (02) 6207 6381 anna.fieldhouse@act.gov.au

**Office of Children, Youth and Family Support
Care and Protection Services
Youth Support and Transition Team
Case Worker**

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 07370)

Gazetted: 02 October 2013

Closing Date: 16 October 2013

Details: The successful applicant will work within a team environment to support and assist young people aged between 15-25 with their transition from care and into adulthood.

Eligibility/Other Requirements: Relevant qualifications e.g Social Work, Psychology, Social Welfare, Social Science, Youth Work or related discipline.

Note: This is a temporary position available from December 2013 for 12 months with the possibility of extension. Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 may be required. For further information on Working With Vulnerable people registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Rebecca Cormack (02) 6205 3803 rebecca.cormack@act.gov.au

**Office for Children Youth and Family Support
Care and Protection Services
Kinship Care Team
Kinship Liaison Officer**

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 15637, several)

Gazetted: 26 September 2013

Closing Date: 10 October 2013

Details: The Kinship Liaison Officer will provide support and advocacy for kinship carers in the ACT. The position will undertake assessments and reviews of kinship care placements, support the work of the Care and Protection Services Caseworker, and ensure the kinship carers and the children in their care have access to services as required. The position will provide informed advice on kinship carer needs and issues to Care and Protection Services.

Eligibility/Other Requirements: Tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science or related discipline required. At least two years experience working with children, young people and/or families in a social work/case management role. Current registration under the *Working with Vulnerable People (Background checking) Act 2011* will be required - please see www.legislation.act.gov.au/a/2011-44/default.asp and http://www.ors.act.gov.au/community/working_with_vulnerable_people for more information.

Notes: There is one permanent and one temporary position available.

Contact Officer: Jenna Schoer (02) 6205 3283 jenna.schoer@act.gov.au

**Disability ACT
Direct Service Delivery
Adults with a Disability
Program Officers**

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 22595, several)

Gazetted: 26 September 2013

Closing Date: 10 October 2013

Details: As the ACT prepares for the implementation of the National Disability Insurance Scheme on 1 July 2014, Disability ACT is looking for people who can under the direction of the Manager, Working Together Team, provide direct support and advice to Disability ACT teams in the provision of outcome focussed planning for people with disability. You will attend Accommodation Support households and provide guidance and inspiration to teams in coordinating person centred planning, using established tools for identifying, planning and reviewing individual goals.

Eligibility/Other Requirements: Current unrestricted Class CA driver's licence. Experience in person centred case management practice with marginalised people is desirable. Training will be provided. 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.

Notes: These positions are temporary, commencing 1 November 2013 to 31 October 2014. Should additional funding become available, this recruitment process will be utilised to fill other similar temporary positions.

Contact Officer: Anna Fieldhouse (02) 6207 6381 anna.fieldhouse@act.gov.au

Policy and Organisational Services

Finance and Budget

Contracts and Grants Unit

Senior Contracts Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 24670)

Gazetted: 26 September 2013

Closing Date: 10 October 2013

Details: The Contracts and Grants Unit is responsible for the contract management aspects of community grants and service agreements for the Community Services Directorate. This position has a range of duties including the development of tender documentation, contracts and payments for non-government organisations and contributing to the development and maintenance of contract reporting and compliance across a range of human services.

Eligibility/Other Requirements: Experience in government procurement processes desirable; experience in operating a range of computer programs including databases, Excel, and other reporting systems highly desirable.

Notes: This is a temporary position available for a period of two years only.

Contact Officer: Kristie Perrin (02) 6205 0508 kristie.perrin@act.gov.au

Disability ACT

Operational

Policy and Program Development

Policy Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 29164)

Gazetted: 26 September 2013

Closing Date: 10 October 2013

Details: As the ACT prepares for the commencement of the National Disability Insurance Scheme on 1 July 2014, Disability ACT is seeking someone who can undertake research, coordinate and collate information from a range of sources and provide secretariat support to a variety of directorate working groups and committees. The applicant will also be called upon to draft briefings and papers related to services, supports and issues impacting on people with disabilities and their families.

Eligibility/Other Requirements: Experience in administration relating to human services is desirable.

Note: This is a temporary vacancy available from 1 November 2013 until 31 October 2014.

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

Office for Children, Youth and Family Support

Care and Protection Services

Youth Support and Transition Team

Case Worker

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 26564)

Gazetted: 02 October 2013

Closing Date: 16 October 2013

Details: The successful applicant will work within a team environment to support and assist young people aged between 15-25 with their transition from care and into adulthood.

Eligibility/Other Requirements: Relevant qualifications e.g. Social Work, Psychology, Social Welfare, Social Science, Youth Work or related discipline.

Contact Officer: Rebecca Cormack (02) 6205 3803 rebecca.cormack@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

Economic Development Policy and Governance

Communications

Media and Online Services

Manager, Media and Online Services

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 33014)

Gazetted: 02 October 2013

Closing Date: 16 October 2013

Details: Economic Development Directorate is seeking a dynamic and experienced person to coordinate media and online services on behalf of the Directorate, coordinating with other agencies on Whole of Government social media projects. The successful applicant will be required to prepare and implement media and online services, including oversight of the Directorate's website, on major Directorate initiatives and provide advice to senior management and the Minister's Office.

Eligibility/Other Requirements: Relevant tertiary qualifications highly 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: Alison Abernethy (02) 6207 4553 alison.abernethy@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

Learning, Teaching and Student Engagement

Aboriginal and Torres Strait Islander Education and Student Engagement

Disability Education

Senior Manager/Principal

School Leader A \$140,597 (10 October 2013), Canberra (PN: 02569)

Gazetted: 26 September 2013

Closing Date: 21 October 2013

Details: Applications are sought from an innovative, high performing school leader to join the Aboriginal and Torres Strait Islander Education Engagement Branch. As a pivotal member of the Branch leadership team the successful applicant will lead a change process to enhance educational outcomes for all students. The successful applicant will lead the Disability Education section to ensure high performance, innovation collaboration that enables schools to meet student needs and achieve equitable outcomes for all students. The Principal, Disability Education will coordinate the Directorate's responses to national level reforms in the provision of Disability Education support.

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: Beth Mitchell (02) 6205 7029 beth.mitchell@act.gov.au

Office of Schools

Belconnen Network

Melba Copland Secondary School

Business and Facilities Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 17477)

Gazetted: 27 September 2013

Closing Date: 16 October 2013

Details: Melba Copland Secondary School is seeking a highly motivated, enthusiastic and experienced Business and Facilities Manager. The successful applicant will manage the School finances, dual campus buildings, grounds and facilities, lead a large administrative team, maintain a high level of performance and support, coordinate contract management and provide high level support to the principal and the school community.

Eligibility/Other Requirements: As this position is on a dual campus, a driver's licence and own car 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: Michael Battenally (02) 6205 7622 michael.battenally@ed.act.edu.au

Office for Schools

North/Gungahlin Network

Lyneham High School

Finance Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 31547)

Gazetted: 01 October 2013

Closing Date: 15 October 2013

Details: Lyneham High School is seeking a highly motivated person to fill the role of Finance Officer. The successful applicant will maintain the school's financial systems using the MAZE financial package. The successful applicant will assist in the preparation of budgets, estimates and financial returns; will possess excellent communication and customer service skills; and will have the ability to work within a busy work environment with competing demands. The successful applicant will be required to supervise and provide training to administrative staff and undertake administrative duties as necessary.

Eligibility/Other Requirements: A thorough understanding of financial management and affiliated computer systems is highly desirable. First Aid certificate 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: Kathryn Cheshire (02) 6205 6410 kathryn.cheshire@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

Regulation and Services

Construction Services

Energy Efficiency Improvement Scheme

Energy Efficiency Project Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 31089, several)

Gazetted: 27 September 2013

Closing Date: 4 October 2013

Details: The Regulation and Services Division is seeking an experienced Project Officers to assist the Administrator of the Energy Efficiency Improvement Scheme to develop and implement the Scheme.

Eligibility/Other Requirements: Demonstrated experience in the development, implementation and evaluation of energy efficiency programs, legislation and technical regulations of a similar nature to those covering the ACT building and construction industry will be highly regarded.

Notes: These are temporary positions available until 31 December 2015.

Contact Officer: Craig Simmons (02) 6207 6322 craig.simmons@act.gov.au

Construction Services

Construction Occupations

Electrical Inspectorate

Electrical Inspector

General Service Officer Level 10 \$70,913 - \$81,460, Canberra (PN: 15134)

Gazetted: 27 September 2013

Closing Date: 11 October 2013

Details: The Construction Occupations Section of the Construction Services Branch is seeking applicants for an Electrical Inspector position. Responsibilities will include the approval of electrical drawings, conduct complex onsite inspections and assist other investigation authorities with electrical compliance. There is a requirement for after hours work on rotation with other inspectors.

Eligibility/Other Requirements: ACT unrestricted electricians licence, current driver's licence.

Notes: Selection may be from application only.

Contact Officer: Barry Viney (02) 6207 7161 barry.viney@act.gov.au

Planning Delivery

Territory Plan Review and Implementation

Project Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 00291)

Gazetted: 01 October 2013

Closing Date: 16 October 2013

Details: The Territory Plan Variation Unit is seeking a highly motivated person with well developed organisational, analytical, GIS, mapping and technical writing skills to assist with the administration of the Territory Plan. The successful applicant will be required to assist with the maintenance of spatial data and the preparation of variations to the Territory Plan.

Eligibility/Other Requirements: Tertiary qualifications or experience in planning, geographic information systems, urban geography or related disciplines are desirable.

Note: This is an expected temporary vacancy and is dependent on higher level positions being filled. This position may be filled by application only and may be extended for a short-term period beyond 23 February 2014.

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

Mental Health Justice Health Alcohol and Drug Services

Mental Health Clinical Services

Professor of Psychiatry

Senior Staff Specialist \$199,231, Canberra (PN: 26180)

Gazetted: 03 October 2013

Closing Date: 10 October 2013

The Position: Mental Health, Justice Health and Alcohol and Drug Services provides Mental Health Services for Canberra and the South East region of New South Wales serving a population of about half a million. Mental Health, Justice Health and Alcohol and Drug Services is a major teaching service of the Australian National

University (ANU) Medical School and has well-developed undergraduate and postgraduate teaching programs and a state-of-the-art medical library. There are excellent opportunities for collaborative research.

Salary, Remuneration and Conditions:

Senior Specialist band: \$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%-15% depending on individual arrangements, is payable on this salary component.

Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$319,085.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Psychiatrists or an equivalent higher specialist qualification. Academic qualifications at professional level acceptable to the ANU Medical School.

Note: This is a temporary part-time position. The position is 0.4 Academic/0.2 Clinical

Contact Officer: Dr Peter Norrie, Director of Clinical Services, Mental Health, Justice Health and Alcohol and Drug Services (02) 6205 0687

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

DCE Strategy and Corporate

Professional Leadership, Research and Education

Academic Unit of General Practice

Medical Educator

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

Senior Specialist \$199,231, Canberra (PN: 15517)

Gazetted: 03 October 2013

Closing Date: 10 October 2013

The position: ACT Health through the Academic Unit of General Practice is seeking a Specialist/Senior Specialist for the management of the Prevocational GP Placement Program. This role primarily involves development and delivery of the program; coordination and delivery of education and tutorials to Junior Doctors; support and assistance to GP Supervisors.

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 have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Fellowship of the Royal Australian College of General Practitioners or equivalent. Current ACT or NSW driver's licence.

Note: This is a part-time permanent position.

Applicants may be selected based on their application and referee reports. Previous applicants will be considered and will not need to re-apply.

Contact Officer: Katrina Anderson (02) 6244 4951 katrina.anderson@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

Canberra Hospital Health Services

Division of Medicine

Rheumatology

Rheumatologist

Staff specialist 1 - 5 \$147,465 - \$181,976, Canberra (PN: 32983)

Gazetted: 03 October 2013

Closing Date: 10 October 2013

The Position: The Rheumatology Unit in Canberra has a long and productive history having started in 1976. It has steadily grown since then and is currently staffed by 4 rheumatologists. The Rheumatology department has a strong focus on clinical service delivery, supporting rheumatology patients within the ACT and surrounding regional areas, undergraduate and postgraduate teaching and research activities with links to the John Curtin School of Medical Research and the ANU Medical School. It is supported by an advanced trainee registrar, JMO, a biologics and research coordinating clinical nurse specialist and unit secretary.

Salary, Remuneration and Conditions:

Staff Specialist Bands 1-5: \$147,465 - \$181,976

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

Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$240,687 - \$292,953

Eligibility/Other Requirements: Registered or eligible for registration without conditions as a medical practitioner with the Australian Health Practitioner's Regulation Agency (APHRA/Medical Board of Australia), and membership in good standing with the Australian Rheumatology Association. Fellowship in good standing with the Royal Australasian College of Physicians (FRACP).

Note: This is a permanent part time position.

Contact Officer: Dr Chandima Perera (02) 6244 3107 chandima.perera@act.gov.au

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

Canberra Hospital and Health Services

Operational Support

Acute Care

Senior Food Service Dietitian

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 31092)

Gazetted: 03 October 2013

Closing Date: 17 October 2013

Details: The Canberra Hospital is seeking a Dietitian with keen interest and skills in food service related dietetics. The Senior Food Service Dietitian will work with senior management and staff of the Nutrition Department and other ACT Health Nutrition Teams to provide guidance and support to the Food Service Department. Knowledge of food service management systems, trends in food service delivery and high level dietetic skills are essential. This role will also assist with the management of the Special Diet Service and Infant Feeding Service. The Senior Food Service Dietitian also undertakes a team leader role for Nutrition Technicians and Dietitians undertaking food service roles within the Nutrition Department.

Eligibility/Other Requirements: Eligible to hold Dietitians Association of Australia Accredited Practising Dietitian credential. Current driver's licence. Commitment to furthering qualifications in an area/s relevant to the position as appropriate.

Note: This is a temporary position available from mid December 2013 for 12 months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. This position(s) may be required to participate in an overtime, on call, and/or rotation roster. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Narelle Luff (02) 6244 2211

Canberra Hospital and Health Services

Operational Support

Operational Analysis

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 20148, several)

Gazetted: 03 October 2013

Closing Date: 10 October 2013

Details: Two exciting opportunities exist for the successful applicants to be instrumental in the creation and development of an Operational Analysis and Strategy Unit at Canberra Hospital and Health Services (CHHS). This Unit's key roles will include understanding and benchmarking operational activities undertaken within CHHS, engaging and enthusing clinicians, identifying and analysing problems and recommending options and solutions, and leading and supporting redesign and change management. The successful applicants will demonstrate a high level of communication and interpersonal skills, including a proven ability to work with a wide range of individuals and groups including senior management, clinical operational staff, and front end operators. You will demonstrate conceptual, analytical and problem solving skills while achieving good outcomes for patients and the hospital.

Eligibility/Other Requirements: Holds or working toward relevant tertiary qualifications in health related field, or demonstrated highly developed knowledge acquired through work experience in the health setting would be desirable.

Note: Selection for this position may be 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 as a document to be uploaded and included with your application.

Contact Officer: Lesley Dickens (02) 6244 3075

Canberra Hospital and Health Services

Capital Region Cancer Service

Cancer Stream Administration

Social Worker

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 26461)

Gazetted: 03 October 2013

Closing Date: 10 October 2013

Details: The Capital Region Cancer Services currently has a vacancy for a Social Worker to work in our hospital based Psychosocial Services Team. Applications are invited from experienced Social Workers to provide high quality oncology client services for clinical assessments and interventions within the hospital setting. The Capital Region Cancer Services Psychosocial Service is a multi-disciplinary social work and psychology teams and strives for high standards of current best practice.

Eligibility/Other Requirements: An AASW accredited Bachelor of Social Work degree or Master of Social Work (qualifying) is required for entry into the profession of social work, and to meet the minimum eligibility requirements for AASW membership. Current driver's licence.

Note: This position may be 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. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application and the contact details of two referees. Selection may be based on application and referee reports only.

Contact Officer: Toni Ashmore (02) 6244 3420 toni.ashmore@act.gov.au

Canberra Hospital and Health Services

Medicine

Clinical

Nursing

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 26123, several)

Gazetted: 03 October 2013

Closing Date: 10 October 2013

Details: An exciting opportunity is now available for experienced and motivated Registered Nurses to work with a dynamic team in the expanding Hospital in the Home (HITH) service. HITH is an acute hospital substitution for patients who are medically stable and self caring to provide treatment in the patient's home. The primary treatments provided by HITH are IV antibiotics and complex dressings, warfarinisation, IV hydration and IV diuretics. HITH is a 24 hour service and shifts include morning and evening with an RNL2 on call overnight. HITH also incorporates a day infusion service and a registrar review clinic for orthopaedic and plastics patients. If you

are looking for a challenging and rewarding position, committed to providing quality evidence based practice and have extensive nursing experience this is the position for you. Driving licence is essential.

Eligibility/Other Requirements: Demonstrated ability to consistently display a commitment to, compliance with and leadership in high quality Customer Service, Workplace Diversity, Occupational Health and Safety and Industrial Democracy principles, practices and relevant legislation relating to these areas and an understanding of and commitment to the organisation's values. 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: Sandra Hives (02) 6244 3957

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community and Older Persons Mental Health

Clinical Manager, Belconnen Mental Health Team

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 21870)

Gazetted: 03 October 2013

Closing Date: 17 October 2013

Details: Mental Health ACT (MHACT) 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 provide high quality interventions and support the achievement of sound outcomes for consumers. It is an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at Health Professional Levels 2 and 1 and support the Team Leader in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice.

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

Note: 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

Director General Reports

Quality and Safety

Patient Safety and Quality

Advance Care Planning Program Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 15998, several)

Gazetted: 03 October 2013

Closing Date: 17 October 2013

Details: The role of Quality Safety Branch (QSB) is to advance the safety and quality agenda for ACT Health by taking a lead role in planning, managing and evaluating safety and quality. As the Program Officer for the Advance Care Planning program (Respecting Patient Choices) you will be responsible for the development and implementation of a proactive approach to advance care planning across the ACT Health Directorate as well as the broader ACT Community.

Note: This anticipated vacancy exist as a result of an expanding team to raise awareness and uptake of advanced care planning in the ACT. Full-time and part-time applicants will be considered. 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: Emma Awizen (02) 6205 5029

Director General Reports

Quality and Safety

Patient Safety and Quality

Policy and Projects Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 04576)

Gazetted: 03 October 2013

Closing Date: 10 October 2013

Details: We have an exciting opportunity for someone with policy experience to join the Quality and Safety Branch as a Policy and Projects Officer. This role works as part of a small team consulting with staff on national patient safety issues, writing policy documents, providing education and information resources for staff on these issues and providing high level secretariat to strategic committees. In this role you will have the chance to work on policy areas such as clinical handover and medication safety. If you have good communication skills and understand how clinical operations areas work this role will be of interest to you.

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: Belinda Yates (02) 6205 1606

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Administration

Booking Clerk

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 24093)

Gazetted: 03 October 2013

Closing Date: 10 October 2013

Details: The successful applicant will be required to work effectively as both a team member of a diverse team and an individual for the Surgical Bookings Department. Duties would include maintenance of the surgery waiting lists for the Canberra Hospital, coordinating theatre bookings and associated equipment requirements for individual surgical specialists and utilizing the policies, procedures and audit processes to ensure data integrity of ACTPAS and the provision of high quality customer service to patients and stakeholders who contact the Surgical Bookings Department is required.

Qualifications/Other Requirements: Sound communication skills, knowledge of surgical bookings process and experience working with ACTPAS and Microsoft Office Suite would be advantageous. Knowledge and understanding of medical terminology as well as experience in a hospital or health care setting.

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: Gretchen Amponin (02) 6244 4175

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community and Older Persons Mental Health

Clinical Manager (Psychologist/Occupational Therapist/Social Worker)

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 29032)

Gazetted: 03 October 2013

Closing Date: 25 October 2013

Details: The City Mental Health team provides recovery-focused clinical services for mental health consumers in the ACT and is strongly focused on the provision of timely and effective interventions for our consumers. The successful applicant will be required to complete mental health assessments and work as a member of a multi disciplinary team, to provide assessment and clinical management of consumers with major mental illnesses. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers and Consultant Psychiatrists.

Eligibility/Other Requirements: Tertiary qualifications in Psychology, Occupational Therapy, or Social work. Current registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA) where applicable. Demonstrated mental health knowledge and practice, applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. 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: John Acs (02) 6205 1338

Canberra Hospital and Health Services

Critical Care and Imaging

Emergency

Administration Officer

Administrative Services Officer Class 2/3 \$46,372 - \$57,004, Canberra (PN: 29473)

Gazetted: 03 October 2013

Closing Date: 10 October 2013

Details: The Canberra Hospital is looking for enthusiastic and experienced administration staff that is looking for a human services based role that operates within a busy environment. The Emergency Department clerical staff undertake front desk reception duties within the Emergency Department, as well as process admissions and registrations and provide assistance with bed management and discharge procedures.

Eligibility/Other Requirements: Ability to work a 24 hour rotating roster.

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: Karen Taylor (02) 6244 4500

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

Strategic Finance

Finance Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 10264)

Gazetted: 02 October 2013

Closing Date: 16 October 2013

Details: Justice and Community Safety Directorate, Strategic Finance is seeking an enthusiastic team player to join the team as a Finance Officer for a minimum of four months with the possibility of extension. This role undertakes both management and financial accounting functions in support of a broad range of business units across the Directorate.

Eligibility/Other Requirements: Experience in a financial role or work environment as well as advanced Excel skills will be an advantage. Relevant accounting qualifications or significant progress towards them are highly desirable.

Notes: This temporary position is available 31 October 2013 until 26 February 2014 with the possibility of extension.

Contact Officer: Sharon Wong (02) 6207 8414 sharon.wong@act.gov.au

Office of Regulatory Services

WorkSafe ACT

WorkSafe Support

WorkSafe Support Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 05078)

Gazetted: 01 October 2013

Closing Date: 8 October 2013

Details: Provide advice in accordance with relevant legislation. Receive and coordinate responses to incoming enquiries and complaints in accordance with procedures. Promote health and safety awareness and practices within workplaces to minimise work related injuries and illness. Draft correspondence, reports and other written material relating to occupational health and safety and workers compensation issues. Contribute to the targets

and objectives of the team work plan. Contribute to efficient work practices. Contribute to ORS operations and attend staff meetings. Participate in team planning and training activities. Contribute to workplace diversity, participative practices and promote occupational health and safety principles. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Current driver's licence essential.

Note: This is a temporary position until 16 May 2014 with a possibility of extension. Applicants may be assessed based on written application and referee reports only, interviews may not be conducted.

Contact Officer: Kevin McFadzen (02) 6205 0330 kevin.mcfadzen@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

Business Enterprises

Capital Linen Service

Sales and Marketing Manager

Capital Linen Service Band 8 \$89,786 - \$96,809, Canberra (PN: 27265)

Gazetted: 01 October 2013

Closing Date: 8 October 2013

Details: Capital Linen Service is seeking an appropriately skilled and experienced person to fill the role of Sales and Marketing Manager. The role includes new business development, customer relationship management, service delivery improvement and issue resolution. Further details of the role are contained within the position description.

Notes: This is a temporary position for a period of 12 months available from 7 November 2013 to 6 November 2014.

Contact Officer: Michael Trushell (02) 6213 3204 michael.trushell@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

Marketing and Communication

Marketing and Communication Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 20364)

Gazetted: 02 October 2013

Closing Date: 9 October 2013

Details: The Marketing and Communication Assistant is responsible for ACTION's weekday morning service Twitter feed which requires a 7am start in addition to day-to-day maintenance of two websites; assisting in coordinating events, exhibitions, presentations and displays and, when required, be the transport representative; monitoring and tracking social media activity, and where directed, respond to enquiries; and developing creative and engaging content for the public transport social media accounts.

Eligibility/Other Requirements: Proven experience managing social media accounts. Excellent written communication skills, with the ability to write succinctly. Experience updating website content. The ability to work under limited direction. Exceptional attention to detail.

Contact Officer: Chantelle Hutchison (02) 6207 7134 chantelle.hutchison@act.gov.au

Parks and City Services

Parks and Conservation Service

Urban Reserves

Technical Officer

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

Gazetted: 01 October 2013

Closing Date: 15 October 2013

Details: Under supervision, this role has primary responsibility for day to day land management activities within Kowen and Fairbairn Pine Forest areas and Molonglo Gorge Nature Reserve. The role also requires liaison with contractors involved with commercial pine forest operations and a monitoring and reporting role relating to the high level of recreational use within Kowen Forest. The position works from Googong Foreshores depot and also assists with land management activities within Googong Foreshores.

Eligibility/Other Requirements: Candidates should ideally possess a knowledge of and/or experience in natural and cultural resource management and/or rural land management, contract supervision, recreational management and basic knowledge of commercial pine forest operations. Applicants must be willing and physically capable to undertake incident management duties, including participation in fire standby, fire suppression and fire training. Selection may be based on written application and referee reports only. All applicants are required to hold a current driver's licence. Applicants would be expected to communicate effectively with park visitors and refer public enquiries as necessary, wear a uniform and undergo regular structured training.

Notes: This is a temporary position available from 1 December 2013 to 30 June 2014 with a possible 12 month extension.

Contact Officer: Geoff Webb (02) 6207 2999 or 0418603080 geoff.webb@act.gov.au

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

APPOINTMENTS

Chief Minister and Treasury

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

Annemarie Laurina Geelhoed 836-03738, Section 68(1), 1 October 2013

Economic Development

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

Irena Rankin 830-50192, Section 68(1), 1 October 2013

Environment and Sustainable Development

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

Kevin Thornhill 836-04693, Section 68(1), 3 October 2013

Health

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

Jonathan Amirthanathan 836-07114, Section 68(1), 30 September 2013

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

Pauline Bhingu 825-49469, Section 68(1), 26 September 2013

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

Christopher Coxhead 838-54182, Section 68(1), 24 September 2013

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

Victoria Franklin 836-56303, Section 68(1), 24 September 2013

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

Rachel Heatley 836-07536, Section 68(1), 4 November 2013

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

Edna Marshall 836-07202, Section 68(1), 1 October 2013

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

Xue Zhang 839-25809, Section 68(1), 26 September 2013

Justice and Community Safety

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

Rozanne Celica 836-00756, Section 68(1), 27 September 2013

Territory and Municipal Services

Bus Operator - Training \$58,463

Ian Byrne 836-07245, Section 68(1), 27 September 2013

Bus Operator - Training \$58,463

Christopher Holder 835-86886, Section 68(1), 27 September 2013

Bus Operator - Training \$58,463

Bhupi Maan 836-07181, Section 68(1), 27 September 2013

Bus Operator - Training \$58,463

Malcolm Smith 836-07659, Section 68(1), 27 September 2013

TRANSFERS

Commerce and Works

Mishell Warner: 820-90600

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

To: Administrative Services Officer Class 6 \$70,913 - \$81,460
Commerce and Works, Canberra (PN. 08542) (Gazetted 9 July 2013)

PROMOTIONS

Canberra Institute of Technology

Centres

Fyshwick Trade Skills

Steven McMahon: 756-44863

From: Teacher Band 1 \$62,403 - \$83,963
Canberra Institute of Technology

To: †Teacher Band 2 \$104,449
Canberra Institute of Technology, Canberra (PN. 51893) (Gazetted 15 August 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.

Chief Minister and Treasury

Finance and Budget

Several Branches

Morgan Moa: 827-60520

From: Administrative Services Officer Class 5 \$65,660 - \$69,623
Chief Ministers and Treasury

To: Administrative Services Officer Class 6 \$70,913 - \$81,460
Chief Minister and Treasury, Canberra (PN. 33097) (Gazetted 10 July 2013)

Commerce and Works

Customer Relations

Customer Support

Service Desk

Amanjeet Singh: 835-70649

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. 14340) (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.

Education and Training

Learning, Teaching and Student Engagement

Aboriginal and Torres Strait Islander Education and Student Engagement

Student Wellbeing and Behaviour Support

Joanna Finlayson: 789-44212

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

Education and Training

To: †School Leader C \$100,271

Education and Training, Canberra (PN. 32473) (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.

Office For Schools

South and Weston Network

Farrer Primary School

Maree Hardwicke: 816-83228

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

Education and Training

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

Education and Training, Canberra (PN. 00564) (Gazetted 8 August 2013)

Environment and Sustainable Development

Corporate

Ministerial and Government Services

Rebecca Butchart: 835-82148

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

Justice and Community Safety

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

Environment and Sustainable Development, Canberra (PN. 27297) (Gazetted 17 July 2013)

Health

Canberra Hospital and Health Services

Capital Region Cancer Service

Cancer Nursing

Kathlene Robson: 786-52842

From: Registered Nurse Level 3.1 \$89,834 - \$93,531

Health

To: †Registered Nurse Level 3.2 \$101,556

Health, Canberra (PN. 24398) (Gazetted 29 August 2013)

Justice and Community Safety

ACT Government Solicitor

Executive

Larissa Duggan: 779-81505

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 32021) (Gazetted 21 August 2013)

Territory and Municipal Services

Roads and Public Transport

Public Transport

ACTION

Vivan Sykes: 608-27392

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

Territory and Municipal Services

To: †TGSO 8.1 - TGSO 8.4 \$73,451 - \$77,451

Territory and Municipal Services, Canberra (PN. NMW004) (Gazetted 31 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.

RETIREMENTS and DISMISSALS

Environment and Sustainable Development

Section 143 Public Sector Management Act 1994 – Paul Dekker AGS 835-78911