



ACT Government Gazette

Gazetted Notices for the week beginning 12 December 2013

Executive Notices

Community Services Directorate

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*. David Matthews – Director, Housing ACT (E315) – 18.12.13

Engagements

David Matthews – Director, Housing ACT (E315) Section 72 of the *Public Sector Management Act 1994*

Mark Collis – Senior Director, Statutory Services, Office for Children, Youth and Family Support (E737) Section 72 of the *Public Sector Management Act 1994*

Variation – Assignment

David Matthews – Director, Youth Directorate (E389) Section 80A(1)(b) of the *Public Sector Management Act 1994*

Chief Minister and Treasury Directorate

Contract Cessation

David McDonald – Director, Legal and Insurance Policy, Investment and Economics (E321) – 25.11.13

Engagement

Patrick McAuliffe – Director, Investment Branch (E529) Section 72 of the *Public Sector Management Act 1994*

Health Directorate

Engagement

Ronald Foster – Chief Finance Officer Financial Management (E539) Section 72 of the *Public Sector Management Act 1994*

VACANCIES

Calvary Health Care ACT (Public)

Medical Services

Neurology

Neurology Consultant

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

Gazetted: 13 December 2013

Closing Date: 17 January 2014

Calvary Health Care ACT is seeking applications from qualified consultants interested in joining the Calvary Stroke Service. The purpose of this position is to provide expertise in the management of Stroke and other neurological conditions at Calvary Public hospital in ACT. Specifically this position will provide acute stroke services for individuals suffering from major acute stroke syndromes including acute ischemic stroke and haemorrhagic stroke. The position will be based at Calvary Public Hospital and will provide both inpatient clinical care and outpatient services for neurology patients including stroke and general neurology. Participation in the General Medicine on call roster at Calvary Hospital and management of general medical inpatients is optional but not required. Responsibilities will include: Assist in the establishment and operations of an acute stroke service and stroke service based at Calvary Public Hospital supporting acute stroke care for the Australian Capital Territory (ACT). In

addition, the service will provide care for clinically appropriate referrals from beyond the ACT. Scope of practice will include evidence-based management of acute ischemic stroke including thrombolysis and other stroke subtypes; Provision of stroke care and general neurology to inpatients including service on the general neurology and acute stroke after-hours on-call rosters which includes participation in Acute Stroke Team to deliver thrombolysis for acute ischemic stroke patients; Provision of outpatient care in general neurology and stroke; Maintenance of an active quality improvement program in stroke care; Maintenance of knowledge skills in neurology and stroke care including the Royal Australasian College of Physicians CPD program; Participation and presentation at local, national and international conferences; Active involvement and leadership in stroke research projects focusing on acute stroke management; Publication of outputs in peer-reviewed journals; Involvement in undergraduate and postgraduate teaching programs in neurology and stroke; Contribute to the clinical governance of the Service by undertaking clinical audit, morbidity and mortality review and practicing evidence-based medicine. The position is available to start in February, 2014. For further enquiries please contact: John Vinen Ph: (02) 6264 7129

Eligibility/Other Requirements: Applicants must address the selection criteria. Applicants should be fellows of the Royal Australasian College of Physicians with specialist recognition in Neurology. Applicants are also expected to have completed post-graduate experience and training in Stroke by completion of a fellowship accredited by the RACP STC in Adult Neurology. Dual training and accreditation in Adult General Medicine is advantageous.

Contact Officer: John Vinen (02) 6201 6059 john.vinen@calvary-act.com.au

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

Pharmacy

Health Professional Level 5

Health Professional Level 5 \$106,086 - \$119,426, Canberra (PN: 8011)

Gazetted: 12 December 2013

Closing Date: 19 December 2013

The successful applicant will have recent experience at a senior level in hospital pharmacy and the capacity to provide leadership, direction and financial management of pharmacy services. Communication and negotiation skills of a high order and the ability to build, develop and lead a pharmacy team are essential. You will have skill in the provision of high level policy and services advice in the context of acute care. You will also have a demonstrated understanding of and experience in quality management. For further enquiries please contact: Christopher Hicks- Director of Allied Health Ph: (02) 6264 7234 or Email: christopher.hicks@calvary-act.com.au Eligibility/Other Requirements: Applicants must address the Selection Criteria Contact Officer: Christopher Hicks (02) 6264 7234 christopher.hicks@calvary-act.com.au Applications can be forwarded to: applications@calvary-act.com.au

Nursing

Clare Holland House

Clare Holland House

Manager Clare Holland House

Registered Nurse Level 3.1 \$89,834, Canberra (PN: 7502)

Gazetted: 13 December 2013

Closing Date: 6 January 2014

Calvary Health Care ACT is seeking a dynamic individual to provide palliative care advice and support to stakeholders across the residential aged care sector. The position is based at Clare Holland House within the Community Specialist Palliative Care Service. The aged care liaison is required to provide advice and support around the palliative approach and palliative symptom management to residential aged care facilities, this includes working closely with GP's, care managers, nurses and care staff to formulate a patient centred plan of care which can be delivered in the patients home. This position is permanent part-time for 4 days a week commencing Monday January 20th 2014. Applicants are expected to respond in writing and include the following: Address to the selection criteria below; Current CV and cover letter outlining why you believe you are suitable for this role; Names and contact details for 2 professional referees. The successful candidate will be able to demonstrate: Extensive recent clinical experience, including a period of demonstrated proficiency in palliative care or aged care; Ability to undertake advanced clinical problem solving; A demonstrated commitment to the maintenance of excellence in nursing in particular using a holistic palliative approach to care; Well developed communication and interpersonal skills working within a Multidisciplinary team, including an ability to lead and mentor other nursing staff; Highly developed computer skills including demonstrated competence in using Microsoft Office packages and ability in the operation of desk top publishing software for information management and presentation. All

expressions of interest received will be held in confidence. Expressions of interest for this role will close on Monday 6 January 2014. For further enquiries please contact: Jane Etchells- Manager Clare Holland House. Ph: (02) 6264 73000 Email: jane.etchells@calvary-act.com.au
Eligibility/Other Requirements: Applicants must address the selection criteria. A current Drivers licence.
Contact Officer: Jane Etchells (02) 6264 7320 jane.etchells@calvary-act.com.au
Applications can be forwarded to: applications@calvary-act.com.au

Human Resources

Senior Recruitment Officer

Administrative Services Officer Level 4 \$58,870 - \$63,917, Canberra (PN: 7160)

Gazetted: 17 December 2013

Closing Date: 16 January 2014

Senior Recruitment Officer Administrative Services Officer Level 4 \$58,870 - \$63,917 (Full Time Rate). Temporary Full Time - Maternity backfill position for 12 Months.

The successful applicant will have demonstrated problem solving skills and ability to work as an effective team member. To be successful in this role you will be detail oriented and have excellent verbal and written communication skills to effectively build relationships with internal and external stakeholders. High level knowledge of end to end recruitment process within a government sector is highly desirable. All applications must address the Key Selection Criteria; this can be found within the Position Description. Also, attach a cover letter with minimum 2 referee details and a copy of your current resume. Under limited supervision: Prepare necessary documentation and other arrangements in respect of the employment of staff in accordance with prescribed policies and procedures including requests for variations to employment; Promote and maintain a high standard of professional recruitment practice throughout the hospital; Assist all internal & external stakeholders in relation to queries regarding recruitment; Contribute towards the roll out and training of managers on any new systems and processes introduced within HR; To keep up to date with current developments in the field of recruitment and selection; Liaise with Internal and External stakeholders and coordinate the activities required to complete both internal and external transfers within the hospital; Provide guidance and support to other team members as and when required; Maintain tracking sheet for all recruitment requests received in HR for monitoring purpose. For further enquiries please contact: Rebecca Mercer, Senior Recruitment Officer Ph: (02) 6201 6122 or Email: rebecca.mercer@calvary-act.com.au

Eligibility/Other Requirements: Applicants must address the selection criteria.

Contact Officer: Rebecca Mercer (02) 6201 6122 rebecca.mercer@calvary-act.com.au

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

Human Resources

HR Administrative Assistant

Administrative Services Officer Level 2 \$46,372 - \$51,422, Canberra (PN: 9634)

Gazetted: 17 December 2013

Closing Date: 16 January 2014

HR Administrative Assistant- Administrative Services Officer Level 2 \$46,372-\$51,422 Permanent Full Time.

The successful applicant will have strong administration skills, ability to communicate at all levels, well presented and well spoken. Demonstrated ability to work with computerised personnel management systems is highly desirable. All applications must address the Key Selection Criteria; this can be found within the Position Description. Also, attach a cover letter with minimum 2 referee details and a copy of your current resume. Under limited supervision: As the central point of contact, provide receptionist services for the HR Department; Greet and assist clients and visitors; Answer phone and email queries/requests. Triage as and when required; Open and distribute the mail; Provide administrative support to ensure that the departmental operations are maintained in an effective, up to date and accurate manner; Type correspondence, reports and other documents on the computer; Maintain confidential records and files; Co-ordinate meeting room bookings and organize catering; Prepare agendas and take minutes at meetings; Distribute minutes after delegate's approval; Coordinate repairs to office equipment; Arrange for payment of invoices; Tidy and maintain the reception area and HR store room; Assist with the co-ordination of Calvary Orientation; Ability to use Microsoft Office including Word, Excel, Access and PowerPoint; Provide cover for departmental AS02 role; Provide administrative support to recruitment team and to other team members as required; Provide assistance in general uniform allocation and distribution process; Process all AHPRA registrations and carry out follow up procedures as required; Maintain data entry and working knowledge of HRIS; and Perform other related duties as required. For further enquiries please contact: Rebecca Mercer- Senior Recruitment Officer Ph: (02) 6201 6122 Email: rebecca.mercer@calvary-act.com.au

Eligibility/Other Requirements: Applicants must address the selection criteria
Contact Officer: Rebecca Mercer (02) 6201 6122 rebecca.mercer@calvary-act.com.au
Applications can be forwarded to: applications@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**

CIT Student and Academic Services

Student Support

Disability Support Worker

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 16397)

Gazetted: 16 December 2013

Closing Date: 2 January 2014

Details: Coordinate and deliver academic tutorial sessions to assist students with a disability in general literacy skills or organisational tasks. Provide educational support for students with Autism Spectrum Disorder (ASD), in particular.

Eligibility/Other Requirements: Relevant experience working with people with a disability. Tertiary qualifications related to the Disability Area/Adult Literacy would be highly regarded.

Notes: This is a temporary position available from 3 February 2014 to 4 July 2014 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: Rhonda Fuzzard (02) 6207 4914 rhonda.fuzzard@cit.edu.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 Information and Communication Technology (ICT)

Emergency Services Agency ICT Team - ESA ICT Team

ESA ICT Office Manager

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 12007)

Gazetted: 13 December 2013

Closing Date: 2 January 2014

Details: This position provides administrative support to Emergency Services Agency's (ESA) embedded ICT Team and the ICT Manager including financial matters using Oracle. Support is also given to ESA Support Services financial staff on SS ICT financial matters.

Contact Officer: Sara Brown (02) 6207 1288 sara.brown@act.gov.au

Shared Services

Shared Services ICT

Customer Relations

Operations Team Leader

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 05407)

Gazetted: 16 December 2013

Closing Date: 30 December 2013

Details: The successful applicant will be required to provide assistance in the life-cycle management of ICT assets within the Canberra Institute of Technology (CIT) and provides a pivotal role in liaison with clients and other critical functional teams within Shared Services ICT CIT on a wide variety of matters.

Contact Officer: Dugald Stewart (02) 6207 3799 dugald.stewart@cit.edu.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

Policy and Organisational Services

Governance, Advocacy and Community Policy

Community Development Services

Policy Officer/Relationship Manager

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 07322)

Gazetted: 16 December 2013

Closing Date: 23 December 2013

Details: Community Development Services is seeking a Policy Officer/Relationship Manager. The position is responsible for the management of a portfolio of service funding agreements in the Community Services Program, assisting with the administration of community grants and concessions programs, policy development and advice, and sector development activities. The Policy Officer will: administer a grants program; undertake social policy development and implementation; undertake research; and, prepare and coordinate briefings, speeches, correspondence and other complex written material.

Eligibility/Other Requirements: Experience in contract and relationship management and/or social policy development is highly desirable. This position is to commence as soon as possible.

Notes: This is a temporary position available for a period of ten months, with the possibility of extension. Selection may be selected on the basis of application and referee only. Late applications will not be accepted.

Contact Officer: Janelle Wheatley (02) 6207 2343 janelle.wheatley@act.gov.au

Policy and Organisational Services

Finance and Budget

Audit and Review

Internal Auditor

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 16762, expected vacancy)

Gazetted: 17 December 2013

Closing Date: 2 January 2014

Details: As a member of the Internal Audit and Review Unit for the Community Services Directorate, your key responsibilities will be to participate in financial and performance audits, the development and implementation of the annual Audit Program, the Risk Management Plan, the Fraud and Corruption Control Plan and associated reporting as required. Provide support to the Internal Audit and Review Committee as required.

Eligibility/Other Requirements: Practical experience and/or tertiary qualifications in relation to auditing and governance such as Business, Commerce/Accounting and Risk Management would be beneficial. Experience with the Microsoft Office Suite would also be beneficial.

Contact Officer: Mayooraan Sinnathurai (02) 6205 0147 mayooraan.sinnathurai@act.gov.au

Children, Youth and Family Services

Early Intervention and Prevention Services

Child and Family Centres

Administration Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 03177)

Gazetted: 13 December 2013

Closing Date: 19 December 2013

Details: The Tuggeranong Child and Family Centre is looking for a motivated individual to undertake the role of administration officer. The position is responsible for providing a variety of administrative tasks for the Centre such as maintaining office records and files, set-up of programs, administrative assistance to the ParentLink program and preparation of straight-forward correspondence. The position is also responsible for providing a reception service for the Centre and ensuring office presentation is of a high standard.

Eligibility/Other Requirements: Current driver's licence is essential. A level of fitness including ability to lift weights up to 16 kilograms and ability to bend repeatedly.

Notes: This temporary position is available from 2 January 2014 until 30 May 2014. Position may be filled based on application and referees alone. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae. 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.

Applications should be sent to the contact officer.

Contact Officer: Joe Hutchinson (02) 6207 1023 joe.hutchinson@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, Governance and Policy

Ministerial, Cabinet and Policy

Economic Development Policy

Senior Policy Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 09934, expected vacancy)

Gazetted: 16 December 2013

Closing Date: 23 December 2013

Details: Applications are sought from effective and enthusiastic Policy Officers interested in contributing to the development of policy for the ACT Government. The successful candidate will be part of a small team and will have opportunities to work on a range of important and interesting issues related to economic development and housing affordability in the ACT. The role involves a broad range of duties from research to coordination and preparation of advice. Research skills and an analytical mind are highly desirable, as is familiarity with basic economic and financial concepts.

Eligibility/Other Requirements: A degree in Economics or a related field would be highly regarded.

Contact Officer: Andrew Mehrton (02) 6205 8507 andrew.mehrton@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

Education Strategy

Student Engagement

Student Wellbeing and Behaviour Support

Deputy Principal/Manager

School Leader B \$118,502, Canberra (PN: 04093, several)

Gazetted: 16 December 2013

Closing Date: 14 February 2014

Details: Exciting opportunities exist to lead a multi-disciplinary Student Network Engagement Team and to play a key role in promoting good practice as outlined in the Engaging School Framework. You will provide leadership within your network to ensure every student will learn, thrive and be equipped with the skills and attitudes to lead fulfilling, productive and responsible lives.

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.
Contact Officer: Beth Mitchell (02) 6205 6029 beth.mitchell@act.gov.au

Education Strategy

Student Engagement

Student Wellbeing and Behaviour Support

Family Support Worker

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 14327)

Gazetted: 13 December 2013

Closing Date: 2 January 2014

Details: Work in a multi-disciplinary team that supports schools to deliver quality services to families of young people who are experiencing difficulty connecting to school and engaging with education. Work with a caseload to coordinate family support programs including the provision of casework, intervention and referral services. This role works collaboratively with school counsellors and student welfare teams as well as government and non-government agencies to improve support to students and families.

Eligibility/Other Requirements: Relevant tertiary qualifications in social work. Current Working with Vulnerable People registration. Eligibility to be registered with the Australian Association of Social Workers Current drivers licence and use private vehicle required. This position does not attract school stand down conditions.

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

Contact Officer: Catherine Dillon (02) 6205 9314 catherine.dillon@act.gov.au

Strategy and Coordination

Information Communications and Governance

Media and Communications

Events Coordinator

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 13342)

Gazetted: 18 December 2013

Closing Date: 25 December 2013

Details: The Media and Communications Team are seeking applications from highly suitable Events Coordinator. The successful applicant will be responsible for a number of headline events in the ACT Education and Training calendar, including the ACT Training Excellence Awards and the Public Education Excellence Awards. The role involves project planning and management and budgeting for major events. Provide advice on events planning, management and communications for line areas of the Directorate. The successful applicant will also have the capacity to work as part of a team, set priorities, meet deadlines, and liaise effectively with a wide variety of stakeholder groups essential.

Eligibility/Other Requirements: Desirable: Experience in events management.

Note: This is a temporary position available from 1 March 2014 until 31 August 2014 with the possibility of extension.

Contact Officer: Stephen Gilfedder (02) 6205 4196 stephen.gilfedder@act.gov.au

Office For Schools

South and Weston Network

Garran Primary School

Business Manager

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 00569)

Gazetted: 17 December 2013

Closing Date: 31 December 2013

Details: Garran Primary School is seeking, for the position of Business Manager, an individual who displays high level management and communication skills to ensure excellence in customer service is delivered. As a member of the executive team the ideal candidate will contribute to the development and achievement of whole school/directorate strategic goals and the implementation of the school/directorate plan. Will lead and support staff in promoting values, priorities and initiatives of the public education system. The ideal candidate will have the

ability to manage a busy work environment with competing demands and successful experience in a range of settings is valued. Duties include but not limited to: Manage, lead and monitor all financial and resource matters, including coordinating the preparation of budgets and financial returns, in accordance with directorate and school policies and procedures. Manage, implement and develop directorate policies and procedures for both grounds and building facilities maintenance. Plan, direct and supervise the overall operation of the administration support team including overseeing the staffing and payments for casual employees. Seek appropriate feedback, advice and ongoing professional development opportunities. Confidently promote areas of strength and acknowledge development needs. Support staff to establish and maintain positive and respectful relationships with students, staff, parents/carers and stakeholder groups in the wider community.

Eligibility/Other Requirements: Working knowledge of the MAZE management systems. A Current First Aid Certificate or willingness to undertake appropriate training would be 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: Robert Maccioni (02) 6205 5844 or 0404 838 858 robert.maccioni@ed.act.edu.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.

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

Policy

Nature Conservation Policy

Aquatic Ecology Project Officer

Professional Officer Class 2 \$70,913 - \$81,460, Canberra (PN: 13740)

Gazetted: 13 December 2013

Closing Date: 2 January 2014

Details: The Environment and Sustainable Development Directorate is seeking a motivated individual to fill the role of an Aquatic Ecology Project Officer. Applicants must have a strong scientific background in fish biology and aquatic ecology. Demonstrated technical ability to plan and conduct fish species and aquatic vertebrate surveys, including survey design, data collection, analysis and report writing is essential.

Eligibility/Other Requirements: A tertiary qualifications in a field of environmental management or biological science, preferably including studies in aquatic ecology and/or zoology is essential. Demonstrated experience in boat and backpack electrofishing will be highly regarded.

Notes: This is a temporary position until 19 December 2014. Selection may be based on application and referee reports only.

Contact Officer: Lisa Evans (02) 6207 2113 lisa.evans@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

Critical Care

Intensive Care

0.5 FTE Intensive Care Staff Specialist / 0.5 FTE Retrieval Medicine Staff Specialist

Staff Specialist Band 1-5 \$147,465-\$181,976, Canberra (PN: 23608)

Gazetted: 19 December 2013

Closing Date: 26 December 2013

The Position: 0.5 FTE Intensive Care Staff Specialist / 0.5 FTE Retrieval Medicine Staff Specialist A growing service with exciting opportunities o Varied, exciting case mix o Incredible quality of life, especially cultural, sporting and educational opportunities. o Highly competitive remuneration with extensive support for professional development o Ability to provide clinical leadership to an entire region. An exciting opportunity exists for an appropriately qualified and experienced clinician to provide clinical leadership to both the Intensive Care Unit and the Aeromedical Retrieval Service in a joint position in both departments. 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: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Fellowship of College of Intensive Care Medicine. Previous leadership experience in intensive care, recent /current experience in retrieval medicine, including Aeromedical patient transport and winch rescue in a Bell 412 helicopter & demonstrated currency in HUET training are all highly desirable. Contact Officer: SEE SPECIAL CONDITIONS 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

Deputy Director General Strategy and Corporate

Manager, Canberra Region Prevocational Management Committee

Senior Officer Grade A \$123,208, Canberra (PN: 33417)

Gazetted: 19 December 2013

Closing Date: 10 January 2014

Details: An exciting opportunity exists for an experienced senior health manager to lead the Secretariat of the Canberra Region Prevocational Management Committee (CRPMC). The CRPMC is an interim postgraduate medical council approved by the Australian Medical Council. The CRPMC commenced operations on 1 October 2013. It has been established to improve the quality of education, training and welfare for Junior Medical Officers within the Territory and linked educational networks. The CRPMC sets accreditation education and training standards for Junior Medical Officers within the ACT Prevocational Network. The CRPMC works with postgraduate medical councils in all other States and Territories and provides expert advice to the Minister for Health and the Director-General of ACT Health.

Eligibility/Other Requirements: Tertiary qualifications in the field of Education and Teaching are highly desirable.

Note: This is a temporary position 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*.

Contact Officer: Dr Elizabeth O'Leary 0406 375 010

Canberra Hospital and Health Services

Medicine

Pharmacy - TCH

Pharmacist Controlled Medicines Project Officer

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 26210)

Gazetted: 19 December 2013

Closing Date: 13 January 2014

Details: We are seeking an energetic Pharmacist or other relevant health professional experienced in change management to finalise and oversee the implementation of the updated *Controlled Medicines (Schedule 8 Drugs of Dependence)* SOP across Canberra Hospital and Health Services. It is expected that the project will take approximately four months at 19:00 hours per week (flexible) to complete including the planning, implementation, and evaluation.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Note: This is a temporary part-time position available for four months, working 19.00 hours per week. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant.

Contact Officer: Miriam Lawrence (02) 6244 2203 miriam.lawrence@act.gov.au

Director General Reports

Population Health

Health Promotion

Senior Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 24489)

Gazetted: 19 December 2013

Closing Date: 2 January 2014

Details: Health Promotion (HP) is seeking a suitably experienced Senior Project Officer to lead a team to progress the development and delivery of initiatives that improve the health of local people. The initiatives will create environments that maximises participation of the target group, particularly in healthy lifestyle, nutrition and physical activity programs. The successful applicant will have experience in Health Promotion programs with an emphasis on establishing effective partnerships with key stakeholders. Experience is also required in project development and management, community engagement, development of strategic policy advice, and procurement of services.

Eligibility/Other Requirements: A tertiary qualification or equivalent experience in a field relevant to Health Promotion or Community Development is highly desirable.

Note: This is a temporary part-time position available initially for 12 months with the possibility of extension; working four days a week. Suitable applicants will be placed on a merit list for future permanent and temporary vacancies within the Health Promotion Section. 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 plus two referee reports and a current resume. Applicants may be chosen based on written application and referee reports only.

Contact Officer: Cal Chikwendu (02) 6205 3627

Canberra Hospital and Health Services

Mental, Justice, Alcohol and Drug Services

Justice Health

Registered Nurse

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 29449)

Gazetted: 19 December 2013

Closing Date: 2 January 2014

Details: Forensic Services is a contemporary evidenced 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, under limited supervision, high quality care to achieve sound outcomes for consumers across the lifespan and in a variety of settings. You will be required to undertake professional development and clinical supervision, participate in quality initiatives and contribute to the multidisciplinary team process.

Eligibility/Other Requirements: Tertiary qualifications in Nursing with current registration with the Australian Health Practitioner Regulation Agency (AHPRA) and relevant experience in the area of mental health. 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: Eva Seinsche (02) 6205 1551

Strategy and Corporate

Quality and Safety

Clinical Governance Unit

Incident Coordinator

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 15077)

Gazetted: 19 December 2013

Closing Date: 2 January 2014

Details: Are you a Registered Nurse (RN2) looking for an opportunity to join the Incident Management Team within the HealthCARE Improvement Unit? You will use your clinical experience, judgment and organisational skills to

work within a dynamic team environment, managing RiskMan incident notifications, providing RiskMan Helpdesk Support and assisting with improvement activities within the HealthCARE Improvement Team. Good computer skills necessary.

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

Note: This is a part-time position at 24:00 hours per week and is based at the Canberra Hospital. 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: Sharon Sheather (02) 6205 3280

**Canberra Hospital and Health Services
Women, Youth and Children
Children, Youth and Women's Health Program
Social Worker**

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 32266)

Gazetted: 19 December 2013

Closing Date: 2 January 2014

Details: Applications are invited from experienced and enthusiastic Social Workers to work with the Women, Youth and Children Community Health Program's Social Work team. We are seeking a Social Worker with extensive experience in therapeutic counselling and excellent skills in developing partnerships and team work. The Social Work team work with vulnerable families with complex psychosocial issues including trauma and compromised perinatal mental health status which may have an impact on parenting capacity and the health and wellbeing of infants and children. The Social Work team is part of a community based multidisciplinary service and works closely with Maternal and Child Health Nurses and Allied Health clinicians. This position will be based initially at Belconnen Health Centre but services are provided across the ACT at other Health Centres and various off campus locations including home visits.

Eligibility/Other Requirements: Appropriate Degree in Social Work. Eligibility for membership of the Australian Association of Social Workers. Current driver's licence. Demonstrated knowledge, ability and experience in providing a high level of skilled clinical social work assessments, counselling and therapeutic interventions to individuals and families with complex needs. Demonstrated clinical work experience in a community setting based on the principles and practices of Primary Health Care and as an effective member of a multidisciplinary team.

Note: The position is permanent part-time at 18:22 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: Sue Clay (02) 6205 2752

**Canberra Hospital and Health Services
Operational Support
Acute Care
Aboriginal and Torres Strait Islander Liaison Officer
Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 24503)**

Gazetted: 19 December 2013

Closing Date: 2 January 2014

Details: The successful applicant will liaise and advocate on behalf of Aboriginal and Torres Strait Islander patients and their families within the Canberra Hospital. This position will provide the opportunity to work closely with the various Aboriginal and Torres Strait Islander communities in an innovative, creative and productive way.

Eligibility/Other Requirements: The successful applicant will require knowledge of local Aboriginal and Torres Strait Islander communities and health issues. Associate Diploma or Bachelor of Health Science (Aboriginal Health and Community Development) or a willingness to undertake such studies would be an advantage.

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

Contact Officer: Joyce Graham (02) 6244 2316 or Kate Bengtsson (02) 6244 2316

Canberra Hospital and Health Services

Operational Support

Nursing Administration

Registered Nurse

Registered Nurse Level 1 \$55,567 - \$75,084, Canberra (PN: 27818, several)

Gazetted: 19 December 2013

Closing Date: 2 January 2014

Details: We are seeking Registered Nurses with more than three years full-time experience in an acute setting to fill vacancies in our Nursing Relief Pool. To be considered for employment in the Nursing Relief Pool you must demonstrate skills and experience that will ensure you are competent to work in a variety of acute medical and surgical areas. Following the initial orientation period, you will be required to be deployed to medical/surgical and acute areas on a day to day basis. The Nursing Relief Pool offers a supportive orientation period of up to three months, ongoing training and education through Staff Development Unit (SDU), Clinical Development Nurse (CDN) Support, rotating rosters and permanent full-time or part-time positions.

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

Note: Permanent full-time or part-time positions are available. 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: Jenny Hegarty (02) 6244 2915

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Imaging

Nuclear Medicine Scientist/Technologist

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 28509)

Gazetted: 19 December 2013

Closing Date: 2 January 2014

Details: The Canberra Hospital is a tertiary level health facility and a teaching hospital of the Australian National University (ANU) Medical School and The University of Canberra Nursing and Allied Health Schools. The Nuclear Medicine Section has four gamma cameras, two single head and two dual head, one of which has SPECT/CT capabilities. The Section also has close relationships with the PET/CT and Bone Mineral Density services and the successful applicant may be required to work in these areas. The Department offers a comprehensive range of diagnostic and therapeutic procedures including Paediatric, Oncology and Cardiac Studies making the work both challenging and rewarding. This position is available for an enthusiastic Nuclear Medicine Technologist/Scientist with an interest in high standards and a professional outlook.

Eligibility/Other Requirements: Bachelor of Medical Radiation Science (Nuclear Medicine) or recognised equivalent. Registration with the Medical Radiation Practice Board of Australia. Radiation licence issued from the ACT Health Protection Service.

Note: This is a temporary vacancy available until 31 October 2014 with the possibility of an extension. Applications may also be accepted from those wishing to commence their professional development year. This position may be required to participate in an on call roster. 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: Chris McLaren (02) 6244 2439

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

ACRS Administration

Administration Officer

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 15197)

Gazetted: 19 December 2013

Closing Date: 2 January 2014

Details: Applications are sought from dynamic and motivated persons interested in the temporary position of Administration Support in the Division of Rehabilitation, Aged and Community Care. The position requires the successful applicant to be enthusiastic, have excellent interpersonal and communication skills and the ability to prioritise workloads. A high level of knowledge and demonstrated ability in the use of health based IT systems including ACTPAS is required. The position provides administrative and general office support to services operating from the Village Creek Centre and reports to the Administration Team Leader.

Note: This is a temporary position from 12 January 2014 until 11 February 2015. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Jessica McDonell (02) 6244 2767

Canberra Hospital and Health Services

Operational Support

Acute Care

Office Administrator

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 20104)

Gazetted: 19 December 2013

Closing Date: 26 December 2013

Details: Applicants are sort from enthusiastic individuals to fill a permanent full-time Administrative Services Officer 3 vacancy in Acute Support Physiotherapy at the Canberra Hospital. Applicants from this round may be used to fill various administrative positions across Acute Support including the Departments of Occupational Therapy, Speech Pathology and Audiology and Social Work. These positions are expected to provide high quality customer service to the consumers, carers and staff of Acute Support Allied Health. Duties include the provision of comprehensive clerical, administration and secretarial support to managers and staff and to undertake client service functions including the booking and scheduling of Outpatient appointments.

Eligibility/Other Requirements: Previous demonstrated experience in the healthcare/clinical setting.

Note: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Selection may be made on application and referee reports only.

Contact Officer: Lisa Gilmore (02) 6244 2670

Canberra Hospital and Health Services

Medicine

Gastroenterology and Hepatology

Enrolled Nurse

Enrolled Nurse Level 1 \$50,160 - \$53,766, Canberra (PN: 16255)

Gazetted: 19 December 2013

Closing Date: 2 January 2014

Details: The Gastroenterology and Hepatology Unit is looking for an Enrolled Nurse to work full-time as part of their team. The Unit provides an endoscopic service for both the inpatient and outpatient population. Some of the benefits of working in the Unit include no shift work, no weekends and a supportive learning environment.

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

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

Contact Officer: Sharon Chambers (02) 6244 3488

Canberra Hospital and Health Services

Pathology

Specimen Reception

Technical Officer

Technical Officer Level 1 \$47,953 - \$50,376, Canberra (PN: 17311)

Gazetted: 19 December 2013

Closing Date: 2 January 2014

Details: ACT Pathology is a department of Canberra Hospital offering a diagnostic pathology service to the ACT and surrounding region. Pathology Specimen Reception is a sub-section of the Core Laboratory of ACT Pathology, operating 24 hours seven days a week. The successful applicant will possess excellent analytic and organisational skills and have a general understanding of a laboratory environment. The successful applicant will be required to sort and process specimens in an accurate and timely fashion and will be available to work rostered shifts as required over a 24 hour period. The person we are looking for will be committed to exceptional customer service and will have strong work ethic, they will be a team player and committed to equity and diversity.

Note: This is a temporary position available for 12 months. To complete your application you must prepare responses to the Selection Criteria, provide a current Curriculum Vitae and the names of three referees must accompany the application as a document to be uploaded. Selection maybe based on application and referee reports only. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Jennifer Edmestone (02) 6244 3992

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

Emergency Services Agency

ACT State Emergency Service

Manager, Policy and Planning

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 07760)

Gazetted: 16 December 2013

Closing Date: 2 January 2014

Details: A dynamic and enthusiastic person is sought for the position of Manager, Policy and Planning with the ACT State Emergency Service (ACTSES). You will be responsible to the Chief Officer for leading and managing the development of Service policy, and for contributing to the development of policy across the Emergency Services Agency. The Manager, Policy and Planning, is also responsible for the development and oversight of the ACTSES Annual Works Plan, and for monitoring and reporting against the initiatives contained within the ACTSES Business Plan. You will be responsible for working with management, staff and volunteers of the ACTSES to ensure that appropriate and effective strategies, plans and policies are implemented to meet the needs of the community and the Service. You will be skilled in developing and maintaining effective working relationships with key stakeholders and will have previously managed, planned and evaluated risk assessment activities. The successful applicant will be required to perform duties outside of normal business hours to support incidents or during a declared state of alert/emergency. Applications should be in writing addressing the selection criteria. Applicants selected for interview will be required to provide two written referee reports at the interview.

Eligibility/Other Requirements: Experience as a manager, in the general management and control of a key policy and/or planning branch or section of an agency engaged in the delivery of emergency services to the community, is highly desirable.

Notes: This is a temporary position available until 3 July 2014 with the possibility of extension.

Contact Officer: Tracey Allen (02) 6207 4527 tracey.allen@act.gov.au

ACT Electoral Commission

Finance Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 33453)

Gazetted: 16 December 2013

Closing Date: 10 January 2014

Details: The ACT Electoral Commission will be established as an Office of the Legislative Assembly on 1 July 2014. The Commission is looking for an enthusiastic and dedicated person to join our small team to assist with the transition project. This position will offer the successful applicant the opportunity to contribute to the establishment of the Commission's internal financial management control procedures, formulate and recommend

financial policy and procedures, liaise with Treasury with a particular focus on establishing a strategy to meet Treasury's budget and reporting requirements and contribute to the overall financial project management of the transition. This position requires excellent communication skills, both written and oral, and strong skills in the use of Microsoft excel and TM1.

Eligibility/Other Requirements: Well developed knowledge and experience of financial systems and ACT Government financial and budget processes is highly desirable. Applicants should outline their experience in this area.

Notes: This is a temporary position available for five months with the possibility of extension. Selection may be based on application and referee reports only. Please provide contact details of two referees.

All applications, including application coversheet, written response to selection criteria, resume, and the contact details for two referees, must be submitted to the contact officer, Oanh Nguyen: oanh.nguyen@act.gov.au

Contact Officer: Oanh Nguyen (02) 6205 0342 oanh.nguyen@act.gov.au

Emergency Services Agency

ACT State Emergency Service

Learning and Development Coordinator

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 07764, expected vacancy)

Gazetted: 17 December 2013

Closing Date: 17 January 2014

Details: The ACT State Emergency Service (ACTSES) provides planning and response operations for storms and floods. An opportunity exists for a Learning and Development expert to develop and review skills based training for volunteer members of the ACTSES. The successful applicant will also manage the administration associated with the organisation's training and assessment programs, curriculum development for Service based learning packages and have a sound understanding of Registered Training Organisation (RTO) requirements. Experience in developing and delivering training programs, and monitoring the training and skills currency of volunteers will contribute greatly to the operational capability of the ACTSES.

Eligibility/Other Requirements: Certificate IV in Training and Assessment (or equivalent) and knowledge of the audit requirements of a Registered Training Organisation are preferable requirements.

Notes: The occupant of this position will be required to work after-hours on a Duty Officer roster.

Contact Officer: Tracey Allen (02) 6207 4527 tracey.allen@act.gov.au

Public Trustee for the ACT

Senior Trust Officer

Trust Officer Level 2 \$70,220 - \$85,762, Canberra (PN: 33033)

Gazetted: 16 December 2013

Closing Date: 23 December 2013

Details: The Public Trustee is looking for a person who as part of the Finance Team takes on the responsibilities of administration of the more complex deceased estates and trusts. Communicating with each section of the Public Trustee department is a key part of this role excellent interpersonal skills and extensive experience in dealing with a broad range of financial institutions is essential.

Eligibility/Other Requirements: Demonstrated experience in a similar position is essential, together with ACT drivers licence and computer literacy applications are considered essential. Completion or partial completion of legal studies, accounting or other recognised relevant Trustee industry qualification is desirable. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Contact Officer: Jennifer Woolrych (02) 6207 9819 jennifer.woolrych@act.gov.au

ACT Electoral Commission

Education and Information Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 43020)

Gazetted: 16 December 2013

Closing Date: 10 January 2014

Details: Elections ACT is looking for an enthusiastic and dedicated person to join our small team. This position will offer the successful applicant the opportunity to perform the role of education and information officer for the ACT Electoral Commission. This role will involve the creation and development of materials, as well as the delivery of electoral information presentations, aimed at increasing the understanding of ACT elections within the ACT

community, including schools. The successful applicant will also have the chance to contribute to a variety of other election related projects.

Eligibility/Other Requirements: Relevant qualifications and/or experience in education or communication would be an advantage.

Notes: This is a temporary position for a period of 5 months with the possibility of an extension. This position may be filled from application and referee reports only. Please provide contact details of two referees. Application due date 10 January 2014.

All applications, including application coversheet, written response to selection criteria, resume, and the contact details for two referees, must be submitted to the contact officer, Rohan Spence: rohan.spence@act.gov.au

Contact Officer: Rohan Spence (02) 6205 0046 rohan.spence@act.gov.au

Territory and Municipal Services

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

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

Directorate Services

Canberra Connect

Executive

Deputy Director and Business Development Manager

Senior Officer Grade A \$123,208, Canberra (PN: 18870)

Gazetted: 13 December 2013

Closing Date: 20 December 2013

Details: Expressions of interest are sought from suitably experienced and motivated individuals to fill the role of Canberra Connect Deputy Director and Business Development Manager. The role is responsible for developing and implementing all new internal Government business for Canberra Connect, including the management of stakeholders via service level agreements, as well coordinating strategic projects and assisting with Canberra Connect's emergency response capability. The position also delivers branch marketing and communications activities, performance reporting and analysis and broader governance activities. The role also acts as Deputy to the Director, and relieves that role as required. The position requires exceptional client relationship skills, the ability to conduct business and strategic analysis involving high level reporting including executive and ministerial interaction. Additionally the position manages a small team.

Note: This is a temporary vacancy for the period 2 February 2014 to 30 June 2014 with possibility of extension and or possible permanency.

Contact Officer: Leesha Pitt (02) 6205 0566 leesha.pitt@act.gov.au

Roads and Public Transport

Public Transport

Public Transport Customer Experience Team

Customer Service Manager Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: A20255)

Gazetted: 16 December 2013

Closing Date: 02 January 2014

Details: The Public Transport Customer Experience Team is looking for an experienced, motivated and passionate Customer Service Manager to lead a team of customer service professionals. Applicants will have a strong background in managing customer contact centres in a public transport environment, undertake and co-ordinate the preparation of complex submissions, senior management briefings and high level correspondence. Applicants must also demonstrate strong leadership and organisational skills to operate and deliver results in a dynamic work environment under pressure, within tight time frames and under limited supervision.

Contact Officer: Glenn Dougall (02) 6207 7647 glenn.dougall@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 Services

Operational Fleet Technical Officer

Technical Officer Level 4 \$70,913 - \$81,460, Canberra (PN: A03900)

Gazetted: 18 December 2013

Closing Date: 1 January 2014

Details: Provide technical support and training to ACTION maintenance staff, implement the development of Policy and Standards including the maintenance of Engineering Systems and oversee Engineering Projects. Maintain fuel oil and coolant monitoring programs in respect to ACTION policy, storage and consumption and ensure adequate safety and security of storage and accurate recording of usage. Perform recertification inspections on ACTION's CNG Gas Cylinders.

Eligibility/Other Requirements: Must hold or have the ability to obtain a CNG Type IV Cylinder Inspection Certificate and a current ACT Class HR driver's licence or equivalent.

Contact Officer: Darrell Shepherd (02) 6207 7911 darrell.shepherd@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

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

Lucy Marchant 760-81994, Section 68(1), 21 December 2013

Teacher Band 1 \$62,403 - \$83,963

Susan Sinclair 827-15279, Section 68(1), 11 December 2013

Chief Minister and Treasury

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

Alexander Clark 836-09021, Section 68(1), 13 December 2013

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

Jacqui Liggett 836-03308, Section 68(1), 16 December 2013

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

Rachael Watkin-Kielich 836-05469, Section 68(1), 13 December 2013

Commerce and Works

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

Heidi McLaughlin 836-03068, Section 68(1), 16 December 2013

Economic Development

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

Anita Louise Perkins 827-30209, Section 68(1), 23 December 2013

Health

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

Susan Brophy 838-52849, Section 68(1), 16 December 2013

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

Andrew Case 836-11113, Section 68(1), 13 January 2014

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

Hannelore Corbett 836-11412, Section 68(1), 16 December 2013

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

Feby Daniel Joshua Daniel 834-44335, Section 68(1), 17 December 2013

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

Jossy Kalluvelil Jose 825-49530, Section 68(1), 11 December 2013

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

Daphne McDougall 842-87087, Section 68(1), 19 December 2013

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

Jason Mortimore 836-55263, Section 68(1), 16 December 2013

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

Alison Sit 838-54414, Section 68(1), 12 December 2013

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

David Trompf 834-53979, Section 68(1), 10 December 2013

Justice and Community Safety

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

Verity Maria Whittaker 836-12060, Section 68(1), 16 December 2013

Territory and Municipal Services

Bus Operator - Training \$58,463

Christopher Arganese 836-11391, Section 68(1), 13 December 2013

Bus Operator - Training \$58,463

Nereash Mattick 836-11404, Section 68(1), 13 December 2013

Bus Operator - Training \$58,463

Andrew McCall 836-11324, Section 68(1), 13 December 2013

Bus Operator - Training \$58,463

Derek Milligan 836-11316, Section 68(1), 13 December 2013

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

Ian Rowland 835-80740, Section 68(1), 12 December 2013

Bus Operator - Training \$58,463

Grant Sands 836-11332, Section 68(1), 13 December 2013

Bus Operator - Training \$58,463

Martin Silsby 836-11543, Section 68(1), 13 December 2013

Bus Operator - Training \$58,463

Amandeep Singh 836-11535, Section 68(1), 13 December 2013

Bus Operator - Training \$58,463

Steuart Woutersz 836-11295, Section 68(1), 13 December 2013

TRANSFERS

Chief Minister and Treasury

Megan Presgrave: 754-74489

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

To: Administrative Services Officer Class 6 \$70,913 - \$81,460
Chief Minister and Treasury, Canberra (PN. 09382) (Gazetted 2 October 2013)

Health

Anne Corney: 836-12589

From: \$78,157 - \$82,990
Calvary Health Care ACT (Public)

To: Registered Nurse Level 1 \$55,567 - \$75,084
Health, Canberra (PN. 17208)

This Transfer on Reduction is to a non-advertised position.

Justice and Community Safety

Parthena Noula Hatzikiriakos: 799-93630

From: Administrative Services Officer Class 4/5 \$63,917
Territory and Municipal Services

To: Administrative Services Officer Class 4 \$58,870 - \$63,917
Justice and Community Safety, Canberra (PN. 20006) (Gazetted 18 September 2013)

PROMOTIONS

Canberra Institute of Technology

CIT Health, Community and Science

Community Work

Véronique Gouneau: 784-86231

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

To: †Teacher Band 2 \$104,449

Canberra Institute of Technology, Canberra (PN. 51877) (Gazetted 18 November 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

Policy and Cabinet Division

Social Policy and Implementation

Vasiliki Bogiatzis: 835-87432

From: Graduate Administrative Assistant \$58,870 - \$60,739
Chief Minister and Treasury

To: Administrative Services Officer Class 5 \$65,660 - \$69,623
Chief Minister and Treasury, Canberra (PN. 27073)

Workforce Capability and Governance

Public Sector Management Group

Strategic Human Resources

Rebecca Davey: 827-31076

From: Graduate Administrative Assistant \$58,870 - \$60,739
Chief Minister and Treasury

To: Administrative Services Officer Class 5 \$65,660 - \$69,623
Chief Minister and Treasury, Canberra (PN. 33397)

Finance and Budget

Budget Coordination and Reporting

Keaton Paterson: 827-62577

From: Graduate Administrative Assistant \$58,870 - \$60,739

Chief Minister and Treasury

To: Administrative Services Officer Class 5 \$65,660 - \$69,623
Chief Minister and Treasury, Canberra (PN. 33374)

Commerce and Works

Shared Services ICT

Customer Relations

Daryl Walkenhorst: 827-07818

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

To: †Senior Information Technology Officer Grade C \$89,786 - \$96,809
Commerce and Works, Canberra (PN. 19249) (Gazetted 21 October 2013)

Community Services

Policy and Organisational Services

Finance and Budget

Audit and Review

Mayooran Sinnathurai: 827-56820

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

To: †Senior Officer Grade C \$89,786 - \$96,809
Community Services, Canberra (PN. 32223) (Gazetted 10 September 2013)

Economic Development

Land Development, Strategy and Finance Division

Strategic Finance

Finance

Jeffrey Dwayne Hart: 835-69875

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

To: †Senior Officer Grade C \$89,786 - \$96,809
Economic Development, Canberra (PN. 32957) (Gazetted 19 November 2013)

Economic Development Policy and Governance

Ministerial Cabinet and Policy

Economic Development Policy

Andrew Mehrton: 820-75822

From: Senior Officer Grade C \$89,786 - \$96,809
Economic Development
To: †Senior Officer Grade A \$123,208
Economic Development, Canberra (PN. 18985) (Gazetted 16 October 2013)

Education and Training

Office for Schools

North Gungahlin Network

Lyneham High School

Michael Bicker: 835-27501

From: Building Service Officer \$40,973 - \$44,935
Education and Training
To: General Service Officer Level 8 \$56,611 - \$59,939
Education and Training, Canberra (PN. 01590) (Gazetted 13 November 2013)

Office for Schools

Belconnen Network

Evatt Primary School

Alexander Cairns: 824-50637

From: Building Service Officer \$40,973 - \$44,935
Education and Training
To: General Service Officer Level 8 \$56,611 - \$59,939
Education and Training, Canberra (PN. 01533) (Gazetted 30 October 2013)

Office for Schools

Tuggeranong Network

Calwell High School

Steven Andrew Deans: 787-71251

From: Classroom Teacher \$55,775 - \$88,184
Education and Training
To: †School Leader C \$101,775
Education and Training, Canberra (PN. 13052) (Gazetted 4 November 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

North and Gungahlin Network

Amaroo School

Allen Greenwood: 824-51680

From: Building Service Officer \$40,973 - \$44,935
Education and Training
To: General Service Officer Level 6 \$48,163 - \$50,446
Education and Training, Canberra (PN. 01516) (Gazetted 12 November 2013)

Office for Schools

Belconnen Network

University of Canberra Senior Secondary College, Lake Ginninderra

Jennifer Hanson: 798-39342

From: Classroom Teacher \$55,775 - \$88,184
Education and Training
To: †School Leader C \$101,775
Education and Training, Canberra (PN. 20806) (Gazetted 12 November 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

North and Gungahlin Network

Ngunnawal Primary School

Kirrilee Jane Larkin: 827-33813

From: School Assistant 2/3 \$39,431 - \$48,474

Education and Training

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

Education and Training, Canberra (PN. 06821) (Gazetted 13 November 2013)

Office for Schools

North and Gungahlin Network

Amaroo School

Zvezdan Milosevic: 779- 08500

From: Building Service Officer \$40,973 - \$44,935

Education and Training

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

Education and Training, Canberra (PN. 01587) (Gazetted 11 November 2013)

Office for Schools

North Canberra/Gungahlin Network

Majura Primary School

Melissa Anderson Mongan: 787-69127

From: Classroom Teacher \$55,775 - \$88,184

Education and Training Directorate

To: †School Leader C \$101,775

Education and Training, Canberra (PN. 33752) (Gazetted 24 October 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

North Canberra/Gungahlin Network

Harrison School

Debra Christine Sayers: 785-51152

From: Classroom Teacher \$55,775 - \$88,184

Education and Training

To: †School Leader C \$101,775

Education and Training, Canberra (PN. 20499) (Gazetted 1 November 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

Tuggeranong Network

Namadgi School

Heather Saywell: 751-78874

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

Education and Training

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

Education and Training, Canberra (PN. 32970) (Gazetted 24 October 2013)

Office for Schools

North Canberra/Gungahlin Network

Majura Primary School

Nicole Smith: 779-01552

From: Classroom Teacher \$55,775 - \$88,184

Education and Training

To: †School Leader C \$101,775

Education and Training, Canberra (PN. 19318) (Gazetted 25 October 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

Policy

Climate Change, Energy and Sustainability Policy

Climate Change

Lisa Cliff: 835-87408

From: Graduate Administrative Assistant \$58,870 - \$60,739

Environment and Sustainable Development

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

Environment and Sustainable Development, Canberra (PN. 33356)

City Planning

Strategic City Planning and Design

Jessica Lintern: 835-87424

From: Graduate Administrative Assistant \$58,870 - \$60,739

Environment and Sustainable Development

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

Environment and Sustainable Development, Canberra (PN. 33333)

Health

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Community Care Program

Carmel Brayne: 827-25020

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

Health

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

Health, Canberra (PN. 22722) (Gazetted 7 November 2013)

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Community Care Program

Jeong Lee: 838-51512

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

Health

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

Health, Canberra (PN. 22703) (Gazetted 7 November 2013)

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation

Kerrie Montgomery: 827-83394

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

Health

To: Senior Stores Supervisor Level 1 \$52,818 - \$54,191

Health, Canberra (PN. 14981) (Gazetted 24 October 2013)

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

Glenn Pidgeon: 838-53948

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

Health

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

Health, Canberra (PN. 22745) (Gazetted 7 November 2013)

Strategy and Corporate

Business and Infrastructure

Rajalingam Rajasegaran: 795-66348

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

Health

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

Health, Canberra (PN. 20109) (Gazetted 28 November 2013)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Anne Therese Richardson: 838-52929

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

Calvary Health Care ACT (Public)

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

Health, Canberra (PN. 22542) (Gazetted 8 August 2013)

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Community Care Program

Nicole Royal: 833-47519

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

Health

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

Health, Canberra (PN. 22684) (Gazetted 7 November 2013)

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Allied Health

Anna Snodin: 820-94740

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

Health

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

Health, Canberra (PN. 20405) (Gazetted 31 October 2013)

Canberra Hospital and Health Services

Medicine

Andrew Sobey: 836-03316

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

Health

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

Health, Canberra (PN. 32147) (Gazetted 13 September 2013)

**Canberra Hospital and Health Services
Surgery and Oral Health
General Surgery**

Sivakumar Gananadha, 813-16954

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

To: Senior Staff Specialist \$199,231
Health, Canberra (PN. 02299)

This promotion is from a non-advertised vacancy in accordance with Process for promotion from Specialist to Senior Specialist Guidelines.

Justice and Community Safety

**Office of Regulatory Services
WorkSafe ACT**

Reactive Services

Matthew Glenn Colman: 817-53249

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

To: †Senior Officer Grade C \$89,786 - \$96,809
Justice and Community Safety, Canberra (PN. 05529) (Gazetted 10 October 2013)

Corporate

Governance

Executive Support

Evelyn Outteridge: 827-26007

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. 17495) (Gazetted 13 September 2013)

Legislation Policy and Programs

Criminal Law Group

Adele Banks: 835-90279

From: Graduate Administrative Assistant \$58,870 - \$60,739
Justice and Community Safety

To: Administrative Services Officer Class 5 \$65,660 - \$69,623
Justice and Community Safety, Canberra (PN. 42755)

Parliamentary Counsel's Office

Drafting

Samuel Le Page: 835-90295

From: Graduate Administrative Assistant \$58,870 - \$60,739
Justice and Community Safety

To: Legal 1 \$54,415 - \$111,570
Justice and Community Safety, Canberra (PN. 43782)

Office of Regulatory Service

James Sheeran: 835-90631

From: Graduate Administrative Assistant \$58,870 - \$60,739
Justice and Community Safety

To: Administrative Services Officer Class 5 \$65,660 - \$69,623
Justice and Community Safety, Canberra (PN. 33400)

Territory and Municipal Services

Roads ACT

Road Maintenance

Mynul Hasan Chowdhury: 835-67984

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

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 29018) (Gazetted 4 November 2013)