



ACT Government Gazette

Gazetted Notices for the week beginning 09 January 2014

VACANCIES

Calvary Health Care ACT (Public)

Pharmacy

Lead Pharmacist

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 9064)

Gazetted: 14 January 2014

Closing Date: 23 January 2014

The successful applicant will provide professional supervision, mentoring and senior clinical leadership to pharmacy staff, students and other health care professionals within the organisation. In addition, the applicant will have experience in implementing quality improvement projects and research programs, including the promotion of the quality use of medicines. To be considered for this role applicant must have experience and skills in the coordination, education and supervision of less experienced pharmacists, as well as experience with undergraduate, post-graduate and intern student programs. Applications close: 23 January 2014. For further enquires please contact: Liisa Nurmi- Director of Pharmacy Ph: (02) 6201 6269 or E-mail: liisa.nurmi@calvary-act.com.au. For selection documentation and further information about Calvary Health Care ACT visit our website at

www.calvary-act.com.au

Eligibility/Other Requirements: Australian resident, Bachelor of Pharmacy (or equivalent) suitable for registration with the Australian Health Practitioner Regulation Agency. Post graduate qualifications highly desirable.

Applicants must attach the below documents to be considered for this position: Response to the selection criteria; Copy of your current resume; Cover letter outlining why you believe you are suitable for this role (Maximum 1 page); and Names and contact details for 2 professional referees.

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

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

Nursing

Infection Control and Staff Health Department

Infection Control Surveillance Nurse

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 8871)

Gazetted: 14 January 2014

Closing Date: 14 February 2014

The Infection Control and Staff Health Department is looking for a dynamic Registered Nurse with a broad nursing experience and a demonstrated interest and understanding of the importance of Infection Prevention and Control in the Health Care Setting. The expectations of this permanent part-time position are outlined in the Position Description and reflected in the selection criteria below: Demonstrated knowledge of micro-organisms and their clinical significance including application to infection control principles and practices; Evidence of completion of Post Graduate studies in Infection Prevention and Control or evidence of commitment to undertake Post Graduate studies in Infection Prevention and Control; Demonstrated ability to be an effective team leader of and work in a small team environment; Sound knowledge of computer applications including Microsoft Outlook, Power Point, Excel, Word and data management; Demonstrated capacity for well developed oral and written communication skills with a strong customer service focus. In particular, an ability to develop and maintain rapport with clients and the ability to work as a part of a multi-disciplinary team; Demonstrated analytical and problem solving skills; Demonstrated ability to prioritise and manage workload, work accurately, meet deadlines and manage work flows; and A demonstrated understanding of the philosophical direction of the organisation.

Applications close: 14 February 2014. For further enquires please contact: Sandra Roodt on (02) 6201 6174. For selection documentation and further information about Calvary Health Care ACT visit our website at www.calvary-act.com.au

Eligibility/Other Requirements: Applicants must attach the below documents to be considered for this position: Response to the selection criteria; Copy of your current resume; Cover letter outlining why you believe you are suitable for this role (Maximum 1 page); and Names and contact details for 2 professional referees.

Contact Officer: Sandra Roodt (02) 62016174 sandra.roodt@calvary-act.com.au

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

Medical Administration

Medical Administration Coordinator

Admin Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 7751)

Gazetted: 10 January 2014

Closing Date: 17 January 2014

We are seeking an enthusiastic, self motivated team player to join the Medical Administration Department as an Executive Assistant. The successful candidate will bring to this role: Demonstrated organisational ability and attention to detail in managing competing priorities and determining priorities; Experience in secretariat services, including minutes, preparation of correspondence, and other office administration tasks. Demonstrated effective interpersonal, oral and written communication skills; Demonstrated ability in use of computer applications, including Microsoft applications suite; Experience in the use of IBA Patient Management System or other patient data management system would be useful; and Ability to understand the implications of Medical Officers terms and conditions of employment and an ability to apply this to rosters and roster relief. In support, we will provide you generous terms and conditions of employment, on-going professional development and the opportunity to excel. For further enquires please contact Tonia Alexander, Medical Services Manager on (02) 6264 7129 For selection documentation and further information about Calvary Health Care ACT visit our website at www.calvary-act.com.au

Eligibility/Other Requirements: Applicants must address the selection criteria

Note: Applications close 5pm on 17 January 2014. Appointment will be made based on application only.

Contact Officer: Tonia Alexander (02) 62647129 tonia.alexander@calvary-act.com.au

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

Physiotherapy

Physiotherapist

Health Professional Level 1/2 \$50,899 - \$75,477, Canberra (PN: 8652, Several)

Gazetted: 10 January 2014

Closing Date: 24 January 2014

This is an exciting opportunity to join a friendly department with high staff morale and a focus on providing exemplary services. The Physiotherapy Department at Calvary Health Care ACT seeks staff who foster evidence-based practice as well as values-based practice; are self-motivated and demonstrate resilience in a contemporary healthcare setting; practice self-reflection with a desire to continually learn; are committed to risk management, continuous quality improvement and/or research; and can work independently and collaboratively as part of a multidisciplinary team. There are two permanent full-time HP2 positions available in the Physiotherapy department and other temporary HP1 and/or HP2 positions. Successful applicants will be involved in a rotational program through work areas such as Outpatients, Orthopaedics, Respiratory/ICU/Cardiac Rehabilitation, Medical/Acute Neurology, Aged Care and Rehabilitation, Women's Health, and the Emergency Department. New graduates are welcome to apply.

Applicants are expected to respond in writing and include the following: Current curriculum vitae; One written reference using standard Calvary referee template and the name and contact details of an additional referee; and Response against the selection criteria.

For inquiries and/or to obtain the selection criteria and duty statement please contact: Claire Edwards, Deputy Director of Physiotherapy (Mon - Wed) or Annegret Ludwig, Ag Director of Physiotherapy (Thur - Fri) Phone (02) 6201 6190.

Eligibility/Other Requirements: Applicants must address the selection criteria

Notes: Applications close 5pm Friday 24th January 2014. This recruitment round may be used to fill future HP1/2 position vacancies within a subsequent 12 month period.

Contact Officer: Claire Edwards (02) 6201 6190 claire.edwards@calvary-act.com.au

Applications can be forwarded to: applications@calvary-act.com.au or sent to claire.edwards@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

Finance and Budget

Budget Management and Analysis

Director, Budget Management and Analysis

Executive Level 1.3 \$205,030 to \$216,153 depending on current superannuation arrangements, Canberra (PN: E147)

Gazetted: 15 January 2014

Closing Date: 22 January 2014

Details: Expressions of interest are invited for the role of Director, Budget Management and Analysis. In this role you will lead a branch responsible for providing budget and policy advice to the Government on issues relating to areas including education, health, justice, corrections, emergency services, housing, disability, legal aid and community services. The Branch is also responsible for assisting in the development of the Territory's budget and analysing and reporting on agency and business financial performance and resource allocation.

Notes: This temporary position is available asap until 30 June 2014 with the possibility of extension.

Expressions of interest for the position addressing the executive capabilities (no more than two pages) and current curriculum vitae should be emailed directly to elizabeth.kirkham@act.gov.au.

Contact Officer: Stephen Miners (02) 6207 5071 stephen.miners@act.gov.au

Workforce Capability and Governance

Continuous Improvement and Workers' Compensation

Senior Policy Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 32228)

Gazetted: 10 January 2014

Closing Date: 24 January 2014

Details: The Continuous Improvement and Workers' Compensation Branch of the Chief Minister and Treasury Directorate is seeking an experienced senior policy officer. The successful applicant will develop and manage important continuous improvement and regulatory reform initiatives designed to improve the Territory's work health and safety and workers' compensation arrangements. This is a demanding work environment. The successful applicant will have the ability to work under pressure and manage competing priorities.

Eligibility/Other Requirements: Qualifications or practical experience in personal injury scheme management will be well regarded. Selection may be based on application and referee reports alone, or may involve interview and/or practical task assessment.

Notes: This is a temporary position available from 10 February 2014 until 13 February 2015, with the possibility of permanency.

Contact Officer: Michael Young (02) 6205 3095 michael.young@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

Disability ACT

Operational

Policy and Program Development

Senior Manager Policy and Program Development

Senior Officer Grade A \$123,208, Canberra (PN: 09951)

Gazetted: 10 January 2014

Closing Date: 24 January 2014

Details: This position is responsible for the provision of high-level advice to the Disability ACT Executive in relation to key policy, planning, intergovernmental and intra-governmental reform and community engagement in relation to issues that affect the lives of people with disability and the families who care for them and for ensuring that the team delivers on its work plan. The position incumbent will be required to demonstrate a commitment to the Vision and Values of Disability ACT.

Eligibility/Other Requirements: Tertiary qualifications in a human services discipline are highly desirable and relevant experience is essential.

Notes: This is a temporary position available until 30 June 2018.

Contact Officer: Richard Baumgart (02) 6205 1522 richard.baumgart@act.gov.au

**Office for Children, Youth and Family Support
Business Support
Senior Manager**

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

Gazetted: 09 January 2014

Closing Date: 24 January 2014

Details: The Office for Children, Youth and Family Support (OCYFS) Senior Manager position will be responsible for managing a major change management project leading to the development and embedding of the Integrated Statutory Service Delivery Project. It will also lead and manage 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 will have experience in managing complex change management projects within the public service or like environment, have exceptional leadership skills, and communicate with influence across a variety of environments, both orally and written.

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

Contact Officer: Mark Collis or Beverley Ekert (02) 6205 1938 mark.collis@act.gov.au or beverley.ekert@act.gov.au

**Office for Children, Youth and Family Support
Early Intervention and Prevention Services
Manager**

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 19568)

Gazetted: 14 January 2014

Closing Date: 28 January 2014

Details: Early Intervention and Prevention Services are seeking a motivated individual to undertake the role of Manager, Early Intervention Projects. This role's primary responsibility is to undertake the coordination, leadership and direction for the AEDI implementation and response within the ACT. The position is responsible for coordination, information dissemination to a wide range of key stakeholders, support additional data collection, chair and manage a range of key meetings and report to Commonwealth and ACT Governments on progress of this project. The position is also responsible for the oversight of the ACT Children's Plan and other related policy and projects relevant to Early Intervention and Prevention within the ACT. The position is located within the Child and Family Centre program and integrated within Early Intervention and Prevention Services.

Eligibility/Other Requirements: Health Professional Grade 5 - Bachelor Degree in a relevant human services or education qualifications including Social Work, Psychology, Community Development, Early Childhood Education and minimum 5 years relevant work experience. A current driver's licence.

Notes: This temporary position is available asap until 1 May 2014.

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.

Applications should be sent to the contact officer.

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

Contact Officer: Jodie Robinson (02) 6207 1983 jodie.robinson@act.gov.au

**Policy and Organisational Services
Community Participation Group
Manager Office For Women**

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 01945)

Gazetted: 09 January 2014

Closing Date: 16 January 2014

Details: The occupant of this position will lead efforts in relation to women's policies and programs across the Directorate including the provision of high level policy analysis, advice to the Executive and the Minister, and significant liaison with external agencies. The position requires high level policy and advice skills, solid management abilities, a strategic approach to relationship management, comprehensive understanding of service

delivery and excellent communication skills. The occupant of this position leads a small team but also needs to be a strong team player in the context of the work of the Branch and Division.

Notes: This temporary position is available 20 January 2014 until 20 March 2014.

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.

Applications should be sent to the contact officer.

Contact Officer: Jancye Winter (02) 6205 3153 jancye.winter@act.gov.au

Housing and Community Services

ACT Asset Management Service

Contract Management

Project Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 10907)

Gazetted: 14 January 2014

Closing Date: 21 January 2014

Details: The Contract Management Team is looking for a motivated and enthusiastic individual with strong interpersonal, liaison, oral and written communication skills; and the ability to work effectively within a Contract Management Environment. The successful applicant will be responsible for providing assistance to the managers of the Contract Management Team with the co-ordination and management of the delivery of maintenance services to the portfolio, in accordance with policies and procedures. This will include a range of activities such as managing contracts, managing consultancies, undertaking projects and preparing briefs and reports.

Notes: This temporary position is available 3 February 2014 until 30 April 2014. Applicants may be selected on the basis of application only. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 pages addressing the attached selection criteria, and outlining experience and/or ability, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Brent Fitzsimons (02) 6207 6314 brent.fitzsimons@act.gov.au

Child, Youth and Family Support

Youth Services

Bimberi Youth Justice Centre

Cook

General Service Officer Level 7 \$52,078 - \$55,114, Canberra (PN: 00068)

Gazetted: 15 January 2014

Closing Date: 29 January 2014

Details: Bimberi Youth Justice Centre provides a state of the art youth detention facility which complies with human rights requirements. This position is responsible for the safe day to day operations of the kitchen including the planning of menus, the preparation and serving of meals that are nutritionally balanced and meet the daily requirements of young people. The position also developing and engaging in training programs for young people focusing on the hospitality and food industry.

Eligibility/Other Requirements: Current driver's licence and a First Aid Certificate required. Working With Vulnerable People check mandatory and Certificate IV or II in Commercial Cookery from a recognised training institution is required.

Contact Officer: Kerrie Biddlecombe (02) 6207 3402 kerri.biddlecombe@act.gov.au

Director of Public Prosecutions

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

Prosecutor Grade 4

Prosecutor Grade 4 \$121,881 - \$130,669, Canberra (PN: 17838)

Gazetted: 15 January 2014

Closing Date: 29 January 2014

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. The duties of the position include to appear in more complex matters in the Magistrates, Childrens and Coroners Courts and conduct trials sentences and appeals in the Supreme Court; lead and manage a team responsible for the conduct of prosecutions, inquests and other related matters; and act as supervisor and mentor to prosecution staff and give guidance on difficult questions of criminal law and practice.

Eligibility/Other Requirements: Applicants will either be admitted or eligible to practice as a Barrister and or Solicitor in the ACT. The successful applicant will be required to undergo a criminal record check.

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

Contact Officer: Melissa Kent (02) 6207 5399 melissa.kent@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

Tourism, Events and Sport

VisitCanberra

Marketing

Group Marketing Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 43254)

Gazetted: 13 January 2014

Closing Date: 30 January 2014

Details: The primary objective of this position is to manage the effective delivery and evaluation of brand and tactical campaigns in line with VisitCanberra's business and marketing plans. The Group Marketing Manager is required to formulate, manage and evaluate fully integrated destination marketing campaigns, manage day-to-day operational liaison with appointed advertising, media buying and public relations agencies, effectively manage the operations of the Marketing Unit including human and financial resources and manage campaign budgets and programs and approve expenditure within delegation in a timely manner.

Eligibility/Other Requirements: Knowledge of tourism sector. Tertiary qualifications in marketing, communications or business. Current driver's licence. Ability to work flexible hours and travel as required.

Notes: This is a temporary position available from 1 April 2014 until 1 April 2015.

Contact Officer: Ian Hill (02) 6205 0012 ian.hill@act.gov.au

Tourism, Events and Sport

VisitCanberra

Marketing

Campaign Marketing Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 55429)

Gazetted: 09 January 2014

Closing Date: 16 January 2014

Details: VisitCanberra leads the ACT and capital region tourism industry to create and implement a range of marketing campaigns that increase economic return from domestic and international visitation. The successful applicant will be required to assist in the development, coordination and delivery of tourism marketing campaigns including advertising, public relations, online, media, publishing and promotional activities.

Eligibility/other requirements: Tertiary qualifications in marketing, communications, tourism or a related discipline.

Notes: This temporary position is available asap until 13 June 2014.

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.

Applications should be sent to the contact officer.

Contact Officer: Nicole Huber (02) 6205 0043 nicole.huber@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

Tertiary Education and Performance

Training and Tertiary Education

Training and Skills Development

Liaison Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 02405)

Gazetted: 13 January 2014

Closing Date: 27 January 2014

Details: The Training and Skills Development section is seeking a suitable Administrative Liaison Officer. The successful applicant is required to have a high level of customer service and the ability to develop and maintain databases, spreadsheets and stakeholder information, including undertaking research and/or analysis. They will be responsible for liaising with stakeholders and assisting with the design of internal and external communication including web content, publications and briefs.

Note: This is a temporary position available until 31 December 2016 with the possibility of extension.

Contact Officer: Natascha Schwartz (02) 6207 6048 natascha.schwartz@act.gov.au

Tertiary Education and Performance

Training and Tertiary Education

Business Processes and Systems

System Support Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 33268)

Gazetted: 14 January 2014

Closing Date: 28 January 2014

Details: The Directorate requires the services of an officer with proven ability to develop test plans and to execute user acceptance testing. The officer will work in the project team responsible for the development and implementation of the new ACT VET Administration System (known as AVETARS). In this role the successful candidate will also analyse data produced in the test environment to provide advice on both functionality and data migration. Applicants must be a team player with strong communication skills, with experience in development of business and user requirements for software development projects.

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

Contact Officer: Gillian Dean (02) 6207 4015 gillian.dean@act.gov.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

Policy

Nature Conservation Policy

Natural Resource Management Programs

Natural Resource Management Strategy and Spatial Planning Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 28279)

Gazetted: 13 January 2014

Closing Date: 27 January 2014

Details: The Environment and Sustainable Development Directorate is seeking a highly motivated individual to fill the role of Natural Resource Management Strategy and Spatial Planning Officer. This officer will assist the Natural Resource Management Programs Section to develop harmonised spatial planning approaches and tools and inform evidence-based policy and investment directions. This position, in collaboration with other areas of the Directorate, will inform the development of strategic and integrated approaches to natural resource management planning and implementation and will contribute to improving the impact and effectiveness of on-ground sustainable development results.

Eligibility/Other Requirements: Tertiary qualifications in science, environmental science, natural resource management or other relevant disciplines, and demonstrated experience in spatial planning for conservation, climate change and natural resource management and natural resource management programs.

Notes: This is a temporary position that is expected to be project funded until 30 June 2018.

Contact Officer: Nandhini Nagaratnam (02) 6207 7140 nandhini.nagaratnam@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

Women, Youth and Children

Children, Youth and Women's Health Program

Manager, Nursing Services

Registered Nurse Level 5.3 \$115,948, Canberra (PN: 20627)

Gazetted: 16 January 2014

Closing Date: 23 January 2014

Details: The Women, Youth and Children, Community Health Program is seeking a dynamic and experienced Senior Nurse Manager with a background in child and family health to provide overarching leadership and coordination of the delivery of nursing services across the diverse program.

Eligibility/Other Requirements: Registered or eligible to register as a General Nurse with the Nursing and Midwifery Board of Australia. Relevant background in maternal, child and family health nursing. Holds a current driver's licence. Holds or is working towards a higher degree is highly desirable.

Note: This is a permanent position to commence mid March 2014. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Sue Byres (02) 6205 2141 or Christine Long (02) 6205 1197

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Nursing

Nurse Practitioner Walk-in Centre

Registered Nurse Level 4.2 \$108,756, Canberra (PN: 33354)

Gazetted: 16 January 2014

Closing Date: 7 February 2014

Details: An opportunity exists for Nurse Practitioners, with experience in primary care and/or emergency care, to join the team of nurses in the Nurse led Walk-in Centre in the ACT. The Walk-in Centre was an initiative of the ACT Government with the aim of providing timely and convenient access to health care to the ACT Community. It has been providing a well received and supported service to the community of the ACT for the last three years. The Walk-in Centre is now expanding into two new facilities located at Belconnen and Tuggeranong. The Walk-in Centre Nurse Practitioners work autonomously within a collaborative environment to provide episodic, timely, expert health care and education for clients presenting to the ACT Health Walk-in Centre. The role of the Walk-in Centre Nurse Practitioners includes the ongoing support, education and research for the Advanced Practice Nurses and the Walk-in Centre. The successful applicant must be an endorsed Nurse Practitioner with experience in primary care and/or emergency care or similar area. The commencement date for these positions will be negotiated as part of the selection process. A commencement date will not be before April 2014.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Extensive clinical experience in a Walk-in Centre or relevant acute and/or primary care area. Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. This position could be located at any Walk-in Centre.

Contact Officer: Naree Stanton 0403 050 967 naree.stanton@act.gov.au

Canberra Hospital and Health Services

Medicine

Resources

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$101,556, Canberra (PN: 22181)

Gazetted: 16 January 2014

Closing Date: 23 January 2014

Details: An exciting opportunity has arisen within the Department of Respiratory and Sleep Medicine at Canberra Hospital and Health Services to undertake the Clinical Nurse Consultant role. Applications are invited from innovative and committed Registered Nurses interested in making a difference through strong leadership and the professional development of the nursing team within this Department. The Clinical Nurse Consultant is responsible for managing the Tuberculosis Prevention and Control Program in the ACT and the coordination and day to day operational management of a safe and efficient Respiratory and Sleep Medicine Outpatient service. Work hours for this position are Monday to Friday, with no shift work.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. A current driver's licence. Holds or is progressing towards a postgraduate qualification relevant to the area would be an advantage.

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: Katherine Wakefield (02) 6174 5164 katherine.wakefield@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Clinical Nurse Consultant

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 32164)

Gazetted: 16 January 2014

Closing Date: 23 January 2014

Details: Applicants are invited from innovative and committed Registered Nurses interested in establishing and leading the Canberra Hospital Intravenous Access Team (IVAT). The successful applicant will be responsible for the coordination and day to day operational management of the IVAT to provide a safe and efficient service for clients of Canberra Hospital. The IVAT will provide an insertion, maintenance and troubleshooting service to patients across the campus, Monday to Friday.

Eligibility/Other Requirements: Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA). Holds or is progressing towards a postgraduate qualification relevant to the area would be an advantage. Holds or is working towards a Certificate IV in Workplace Training and Assessment or equivalent is highly desirable.

Note: Work hours are Monday to Friday with no shift work. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Katherine Wakefield (02) 6174 5164

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Nursing

Advanced Practice Nurse

Registered Nurse Level 3.1 \$89,834 - \$93,531, Canberra (PN: 33487, several)

Gazetted: 16 January 2014

Closing Date: 7 February 2014

Details: An opportunity exists for experienced Registered Nurses with extensive experience in primary care and/or emergency care to join the team of nurses in the Nurse led Walk-in Centre in the ACT. A number of part time and full time positions are available. The Walk-in Centre was an initiative of the ACT Government with the aim of providing timely and convenient access to health care to the ACT Community. It has been a well received and supported service to the community of the ACT for the last three years. The Walk-in Centre is now expanding into two new facilities located at Belconnen and Tuggeranong. The role of the Advanced Practice Nurse is to work within protocols to provide, episodic, timely, expert health care and education to clients presenting to the ACT Health Walk-in Centre. The Advanced Practice Nurse contributes to the ongoing support, education and research for the whole team who work in the Walk-in Centre. The commencement date for these positions will be negotiated as part of the selection process. A commencement date will not be before April 2014.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Post Graduate tertiary Nursing qualification in Acute and/or Primary care relevant to Nursing in a Walk-in Centre. Demonstrated extensive clinical experience in a relevant acute and/or primary care area.

Note: This position could be located at any Walk-in Centre. 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: Naree Stanton 0403 050 967 naree.stanton@act.gov.au

Canberra Hospital and Health Services

Clinical Support Service

Acute Support

Social Worker

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 25554)

Gazetted: 16 January 2014

Closing Date: 23 January 2014

Details: Applications are invited from highly experienced Social Workers interested in working in a rapidly changing, demanding and often challenging acute hospital setting. The successful applicant will be responsible for the management of a team of Social Workers providing service to adult and paediatric inpatient and outpatient hospital units. Novel, complex and difficult clinical work would be undertaken by the successful applicant as well as the initiation and oversight of quality improvement activities, teaching and training, supervision of a range of levels of social workers and students, policy development and service liaison.

Eligibility/Other Requirements: A degree in Social Work with eligibility for membership of the Australian Association of Social Workers is essential. Extensive previous hospital and wider Social Work experience is highly desirable.

Note: This is a temporary full-time position available for a period of three 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. This position may be required to participate in an overtime, on call and/or rotation roster.

Contact Officer: Madeline Clark (02) 6244 2155

Canberra Hospital and Health Services

Clinical Support Service

Chief Allied Health Officer

Interprofessional Learning Coordinator

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 04524)

Gazetted: 16 January 2014

Closing Date: 31 January 2014

Details: The Chief Allied Health Office is seeking a dynamic and highly self motivated officer to facilitate and develop interprofessional collaborative practice and learning activities including the coordination of the Allied Health Graduate Program. This role will also coordinate the implementation of the Interprofessional Learning, Education and Practice policy and other interprofessional strategic activities linked to quality and standards. A strong interest and skills in interprofessional research and evaluation projects is highly desirable as this role will coordinate the allied health research support grants. The position reports to the Chief Allied Health Officer and is responsible for supporting associated administration, function and change activities managed by the office. The

successful applicant will require excellent interpersonal and communication skills, analytical and research skills and knowledge of the local and national health and education networks is desirable.

Eligibility/Other Requirements: Degree or Diploma in an Allied Health profession. Current registration or eligibility to register with the Australian Health Practitioner Regulation Agency (AHPRA). Postgraduate qualification and/or experience in health related Project Management is highly desirable. Current driver's licence.

Note: Applications must address the Selection Criteria by reference to how the skills and experience of the applicant are relevant to the job description and Selection Criteria as a document to be uploaded and included with your application. Please include two referee reports. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Leanne Pagett (02) 6207 2081

Canberra Hospital and Health Services

Clinical Support Service

Allied Health Adviser

Clinical Psychology Educator

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 33500)

Gazetted: 16 January 2014

Closing Date: 30 January 2014

Details: An exciting opportunity exists for a Clinical Educator in the discipline of Clinical Psychology to join a small, dedicated, allied health clinical education team. This exciting new role requires someone who is dynamic and has a passion for clinical education for both staff and students, has excellent interpersonal and communication skills, well developed organisational skills, with sound clinical knowledge and education experience. The primary function of this position is to provide leadership in clinical education and supervision of Clinical Psychology students and staff, in consultation with senior management, senior clinicians and the ACT Health Psychology Lead Professional. Some direct supervision of students will be involved, however the role will also include (but is not limited to) coordination tasks, capacity building for placements, and professional development support.

Eligibility/Other Requirements: Masters/Doctoral degree in Clinical Psychology. General Psychology registration with AHPRA. Area of Practice Endorsement in Clinical Psychology (highly desirable). AHPRA Board approved Psychology supervisor for Higher Degree students, secondary supervisor for Area of Practice Endorsement and Principal supervisor for Clinical Psychology Area of Practice Endorsement (highly desirable). Current driver's licence.

Note: This is a temporary part-time position at (3 days per week) and is available for a period of 12 months. The position is based at The Canberra Hospital campus; however, this is an ACT Health portfolio wide position. Applications must include two written referee reports, including one from a current supervisor. Applicants may be appointed on the basis of written application and two referee reports alone. 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: Sally Goodyear (02) 6174 7959 sally.goodyear@act.gov.au or Rebecca Lennie (02) 6244 2045 rebecca.lennie@act.gov.au

Canberra Hospital and Health Services

Medicine

Pharmacy - TCH

Medication Utilisation Review Pharmacist

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 15985)

Gazetted: 16 January 2014

Closing Date: 7 February 2014

Details: An exciting opportunity exists to fill a full-time position as a Medication Utilisation Review Pharmacist. The responsibility of this position is to provide leadership, management, and coordination of the Medicines Usage Review activities of Canberra Hospital and Health Services (CHHS) Pharmacy Department, including but not limited to conducting and co-ordinating DUEs and audits.

This position will also include advanced clinical, education, research and quality improvement roles, and provide a range of pharmacy services on weekends and after hours on a rotational basis as rostered.

Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or extensive clinical pharmacy experience deemed equivalent.

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

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

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Mental Health Director of Clinical Services
Discipline Principal of Psychology
Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 25829)

Gazetted: 16 January 2014

Closing Date: 30 January 2014

Details: Mental Health, Justice Health and Alcohol and Drug Services provides a range of Health services to meet the needs of consumers in the Canberra region. These include inpatient and community based services that aim to be integrated, accessible and responsible to consumer's needs. The service adopts a multidisciplinary team approach to clinical care, and has a commitment to ensuring professional standards are maintained. The Division is seeking applications from suitably qualified, enthusiastic and highly motivated staff to fill the position of Discipline Principal of Psychology. This is a key position within the division providing advice to the Executive on discipline specific matters and assisting with the maintenance of professional standards through a range of activities and professional governance. This position will liaise with the ACT Health Psychology Lead, Professional and other Senior Psychologists on professional governance and strategic matters.

Eligibility/Other requirements: Postgraduate qualifications in Clinical Psychology, Clinical Neuropsychology or Forensic Psychology (i.e. Masters or Doctoral level). General Psychology registration with the Australian Health Practitioner Regulation Agency (AHPRA). AHPRA Area of Practice Endorsement in Clinical Psychology, Clinical Neuropsychology or Forensic Psychology is highly desirable. AHPRA Board approved primary and secondary supervisor for 4+2 year Psychology Internships, Higher Degree Psychology students, secondary supervisor for Area of Practice Endorsement and Primary supervisor for Clinical Psychology or Clinical Neuropsychology or Forensic Psychology Area of Practice Endorsement is highly desirable. Current driver's licence.

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

Contact Officer: Peter Norrie (02) 6205 0687

Canberra Hospital and Health Services
Medicine
Pharmacy - TCH
Lead Pharmacist Critical Care
Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 28893)

Gazetted: 16 January 2014

Closing Date: 7 February 2014

Details: An exciting opportunity exists for the position of Lead Critical Care Pharmacist at Canberra Hospital and Health Services (CHHS). This position will be responsible for providing leadership, and coordination for all pharmacy services to the Critical Care services of CHHS. This position will also provide advanced clinical, education, research, mentoring and quality improvement roles relating to the disciplines and will be required to provide a range of pharmacy services on weekends and after hours on a rotational basis as rostered.

Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or extensive clinical pharmacy experience deemed equivalent.

Note: Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant. This is a temporary full-time position available for 12 months. It is expected that this position will have a 50% clinical load, with the other listed duties making up the remaining 50%. Part-time/job share will be considered. 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: Miriam Lawrence (02) 6244 2721 miriam.lawrence@act.gov.au

Canberra Hospital and Health Services

Medicine

Pharmacy - TCH

Lead Cancer Pharmacist

Health Professional Level 4 \$89,786 - \$96,809, Canberra (PN: 21582)

Gazetted: 16 January 2014

Closing Date: 7 February 2014

Details: An exciting opportunity exists for the position of Lead Cancer Pharmacist at Canberra Hospital and Health Services (CHHS). The position will be responsible for providing leadership, and coordination for all pharmacy services to the cancer services of CHHS together with another part-time Pharmacist. This position will also provide advanced clinical, education, research, mentoring and quality improvement roles relating to cancer disciplines and will be required to provide a range of pharmacy services on weekends and after hours on a rotational basis as rostered. It is expected that this position will have a 50% clinical load, with the other listed duties making up the remaining FTE.

Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or extensive clinical pharmacy experience deemed equivalent.

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. This is a temporary part-time position at 22.05 hours (three days) per week available for 12 months that will part of a job share arrangement. 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: Miriam Lawrence (02) 6244 2203 miriam.lawrence@act.gov.au

Strategy and Corporate

People Strategy and Services

Health Workforce Australia

Simulated Learning Environment Lead

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 24227)

Gazetted: 16 January 2014

Closing Date: 23 January 2014

Details: This is a Health Workforce Australia (HWA) funded role, located in ACT Health and is responsible to the Director of Health Workforce Australia Program and to the ACT Region Integrated Clinical Training Network (ICTN) to work as part of the broader ACT Health Workforce clinical training reform team. If you have a good understanding of the Simulated Learning Environment (SLE) in Health education, enjoy networking with people, have excellent office administration skills, good understanding of databases, data entry and data analysis including Microsoft applications and other information management systems then this is the right job for you.

Eligibility/Other Requirements: Current driver's licence and ability to travel for work purposes.

Note: This is a temporary position available until the 31 December 2014 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.

Contact Officer: Christine Waller (02) 6207 5275

Canberra Hospital and Health Services

Critical Care

Intensive Care Unit

Policy and Project Officer

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 21144)

Gazetted: 16 January 2014

Closing Date: 30 January 2014

Details: The opportunity exists for a dynamic, motivated person to fill a Project and Policy Officer position within the Canberra Hospital's Intensive Care Unit. The successful applicant must have demonstrated abilities, knowledge and skill in Intensive Care Nursing, be a resource for the multidisciplinary team and demonstrate commitment to Health Directorate values. This is a clinical policy and project role that supports the Clinical Nurse Consultants and Assistant Director of Nursing in ensuring outstanding critical care through the coordination of audit activities and practice change initiatives related to The 10 National Safety and Quality Health Service Standards.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Minimum of three years recent nursing experience at an advanced level. Experience in Intensive Care Nursing.

Note: This is a part-time position at 19 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: Jennifer Rochow (02) 6244 2756 jenny.rochow@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women and Babies

Continuity of Care at Canberra Hospital (CatCH) Midwife

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 23514)

Gazetted: 16 January 2014

Closing Date: 30 January 2014

Details: A rewarding and challenging opportunity exists for an enthusiastic and experienced registered midwife who is interested in working in the Continuity of Care at Canberra Hospital (CatCH) program. CatCH midwives provide caseload midwifery care to all risk women, including pregnancy, birthing and postnatal care within the hospital and community settings.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency and a current unconditional driver's licence.

Note: This is a salaried full-time position with 35% loading plus car allowance. Part-time hours will be considered. 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: Christine Fowler (02) 6174 7684

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Services

Registered Nurse

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 17179)

Gazetted: 16 January 2014

Closing Date: 23 January 2014

Details: The Canberra Hospital Outpatient Services has created a Urology role to provide coordination and a range of clinical duties to support this growing service. This role demands multi tasking with clinical experience, exceptional organisational skills with an understanding of the Urology speciality. Working within a dynamic team environment you will be expected to coordinate referrals, liaise with and educate patients, interact with Medical staff, Allied Health staff and external stakeholders.

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

Note: This is a full time position, Monday to Friday, 8:30am to 5:00pm. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Irene Upton (02) 6244 4019

Canberra Hospital and Health Services

Medicine

Chronic Disease

Obesity Management Service Psychologist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 33458)

Gazetted: 16 January 2014

Closing Date: 30 January 2014

Details: A permanent part-time position for a Psychologist (Health Professional Level 3) is available with the Chronic Disease Management's Adult Obesity Management Service. The successful applicant will have sound

clinical skills, excellent communication skills, experience in research or quality improvement and the ability to work flexibly within a multidisciplinary team. This is an excellent opportunity to be part of the development of an exciting new service located at Belconnen Community Health Centre.

The preferred applicant will be offered a conjoint appointment in The Australian National University at an academic level commensurate with the applicant's qualifications and experience. The academic appointment will be held for the duration of the ACT Health appointment and will be subject to regular performance reviews. No remuneration is attached to the University position. The appointee will be responsible to the University on academic matters and to (The Canberra Hospital/ACT Health) for (research/clinical) matters.

Eligibility/Other Requirements: Masters/Doctoral degree in Clinical Psychology, and be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence is essential. Area of Practice Endorsement in Clinical Psychology and AHPRA Board approved Psychology supervisor for Higher Degree students, Secondary supervisor for Area of Practice Endorsement and Principal supervisor for Clinical Psychology Area of Practice Endorsement is highly desirable.

Notes: This is a part-time position working 22:05 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: Jennie Yaxley (02) 6205 5297

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Rehabilitation Allied Health
Senior Occupational Therapist**

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 15167)

Gazetted: 16 January 2014

Closing Date: 23 January 2014

Details: Are you looking for an opportunity to provide leadership as a Senior Occupational Therapist delivering high quality service to clients in the community? This is an exciting opportunity for an experienced Occupational Therapist to step into this position within the dynamic Community Rehabilitation Team (CRT). The CRT Senior Occupational Therapist provides leadership and supervision to Health Professionals 1/2 Occupational Therapists and Allied Health Assistants in the Community Rehabilitation Team (CRT). They are part of a larger, multi-disciplinary team providing goal based patient centred rehabilitation to a largely neurological patient group. Occupational Therapy provides individual and group based services as part of this Allied Health Team. Support is provided by the Health Professional Officer Level 4 (CRT) Team Leader and Health Professional Officer Level 4 Rehabilitation Occupational Therapy Manager, Rehabilitation, Aged and Community Care (RACC). The other Allied Health Professionals in (CRT) and (RACC) Occupational Therapy Seniors are able to provide support.

Eligibility/Other Requirements: Degree or Diploma in Occupational Therapy or equivalent qualifications. Current AHPRA registration. Current drivers licence.

Note: This is a part-time position at 22:05 hours per week. The position may be required to participate in overtime, on call, and/or rotation roster and work from a number of clinical sites within ACT Health. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Todd Kaye (02) 6207 7428

**Canberra Hospital and Health Services
Medicine
Chronic Disease
Obesity Management Service Dietitian**

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 33410)

Gazetted: 16 January 2014

Closing Date: 30 January 2014

Details: Located in the Belconnen Care Health Centre (BCHC), this newly established multidisciplinary team is due to commence clinical services in early 2014. The successful applicant will have sound clinical skills, excellent communication skills, experience in research or quality improvement and the ability to work flexibly within a multidisciplinary team. This is an excellent opportunity to be part of the development of an exciting new service. Eligibility/Other Requirements: Graduate Diploma or Degree from a University or Tertiary Institution recognised by Dietitians Association of Australia, and eligible for Accredited Practising Dietitian status. Current driver's licence is essential.

Note: This is a part-time position at four days a 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: Jennie Yaxley (02) 6205 5297

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

Occupational Therapist/Psychologist/Social Worker

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 29231)

Gazetted: 16 January 2014

Closing Date: 23 January 2014

Details: Applications are invited from enthusiastic Health Professional Officers who wish to work within the Crisis Assessment and Treatment Team (CATT). ACT Wide Mental Health Services are contemporary evidence based services 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. CATT provides 24 hour mental health care for the whole of the ACT. CATT is a multidisciplinary team staffed by nursing, allied health and medical professionals. The applicant will possess high-level clinical skills in the assessment and management of individuals with mental disorders and in acute distress.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy with current unconditional registration with AHPRA 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. As this is a senior clinical role, previous experience working in acute mental health settings is considered highly desirable.

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

Contact Officer: Ray Lynes (02) 6205 1972

**Director General Reports
Population Health
Health Improvement Branch
Finance Officer**

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 27624)

Gazetted: 16 January 2014

Closing Date: 30 January 2014

Details: A temporary full-time position has become available for a Finance Officer. The successful candidate will manage the finances of the Health Improvement Branch including monthly reconciliation of all Branch expenditure, and the provision of financial administrative support to the Director. Other duties include assistance with procurement and the preparation of briefings, correspondence, reports and other documents.

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

Contact Officer: Joanne Greenfield (02) 6205 9940

**Strategy and Corporate
Business and Infrastructure**

Business and Infrastructure Executive

Personal Assistant to the Executive Director, Business and Infrastructure

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 30802)

Gazetted: 16 January 2014

Closing Date: 23 January 2014

Details: The Personal Assistant is responsible for supporting the day-to-day activities of the Executive Director, Business and Infrastructure.

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

Contact Officer: Rosemary Kennedy (02) 6205 0606 rosemary.kennedy@act.gov.au

Canberra Hospital and Health Services

Clinical Support Service

Personal Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 29404)

Gazetted: 16 January 2014

Closing Date: 23 January 2014

Details: Applications are invited to fill the position of Personal Assistant to the Executive Director Clinical Support Services. Please refer to the Duty Statement and Selection Criteria for full information on the position.

Note: Please provide no more than three pages addressing the selection criteria and include a curriculum vitae and contact details for two referees to be uploaded and included with your application. The successful applicant may be selected from application only. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Melanie Grimson (02) 6174 5804

Canberra Hospital and Health Services

Clinical Support

Acute Support

Social Worker

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 28712, several)

Gazetted: 16 January 2014

Closing Date: 30 January 2014

Details: If you are an energetic and enthusiastic Social Worker interested in working in an ever-changing and challenging acute hospital setting, this is the job for you. Social Workers work in multidisciplinary and social work teams to provide service to adult, maternity and paediatric inpatient and outpatient clinical areas. You will be encouraged and supported to participate in quality improvement activities; supervision, professional development activities and post graduate education programs and rotate areas of clinical responsibility.

Eligibility/Other Requirements: A degree in Social Work with eligibility for membership of the Australian Association of Social Workers is essential. Previous hospital experience is desirable but not essential.

Note: There is both a permanent position and a temporary full-time position available. These positions may be required to participate in overtime, on call and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position. 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: Madeline Clark (02) 6244 2155

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Staff

Personal Assistant

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 12954)

Gazetted: 16 January 2014

Closing Date: 23 January 2014

Details: Applications are sought for an applicant with appropriate knowledge and experience to join the Department of Neurosurgery commencing on 3 February 2014. A position is available for an energetic and

enthusiastic team player to join the Department of Neurosurgery. The successful applicant will provide high level administrative support and assist with managing the office of the Department of Neurosurgery, staff specialists and other key personnel in the area. Duties include: first point of contact for the Department of Neurosurgery, managing the office, receiving and screening all incoming calls, provision of secretariat support for committees/meetings, diary maintenance, travel co-ordination and preparation of draft correspondence, statistical data and reports as required.

Eligibility/Other Requirements: High level of keyboard, secretarial and administrative skills. Good communication and liaison skills.

Note: This position attracts a Medical Typing Allowance. 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 gretchen.amponin@act.gov.au

Canberra Hospital and Health Services

Pathology

Customer Services

Pathology Courier

Health Service Officer Level 4 \$43,599 - \$45,346, Canberra (PN: 25714)

Gazetted: 16 January 2014

Closing Date: 23 January 2014

Details: ACT Pathology is a department of the Canberra Hospital offering a diagnostic pathology service to the ACT and surrounding region with the main laboratory located at Canberra Hospital and branch laboratory located at Calvary Hospital. Customer Services is a sub section of ACT Pathology, incorporating pathology collection services and a courier service. The successful applicant will be required to work on a variety of designated runs, transporting pathology reports and specimens between the main and branch laboratories, doctors' surgeries and collection centres. A professional manner and strong emphasis on customer focussed service will be required.

Eligibility/Other Requirements: The successful applicant must hold a current ACT driver's licence and previous courier experience would be an advantage.

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

Contact Officer: Julie Hegarty (02) 6244 2932

Justice and Community Safety

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

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

ACT Law Courts and Tribunal

Corporate and Strategic Services

Policy and Projects

Policy and Projects Advisor

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 14912)

Gazetted: 09 January 2014

Closing Date: 23 January 2014

Details: The ACT Law Courts and Tribunal Administration is seeking an organised and self motivated person to assist the Courts Administrator in the formation, interpretation and implementation of policy for the ACT Law Courts and Tribunal, including undertaking research, liaising with Court stakeholders and representing the Courts at various forums and meetings. The successful applicant will be able to work under limited supervision and demonstrate skills in project management, well developed communication and liaison skills, and be able to provide sound, considered advice.

Eligibility/Other Requirements: Comprehensive knowledge of, or experience in, public administration. Tertiary qualifications in political science, public administration or law would be an advantage.

Notes: This is a temporary position available from 3 March 2014 until 17 November 2014.
Contact Officer: Richard Pender (02) 6207 5170 richard.pender@act.gov.au

Corporate

Governance

Governance, Coordination and Reporting

Coordination and Administration Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 24705)

Gazetted: 14 January 2014

Closing Date: 28 January 2014

Details: Governance is seeking a Coordination and Administration Officer for their team who can capture and report on all government, Budget, Parliamentary and Election Commitments related to the Justice and Community Safety portfolio plus provide a range of coordination services across the Directorate including administrative assistance to the Governance, Coordination and Reporting section in the management of whole-of-directorate contributions to ACT Government plans and reports. They will need to regularly update Share Point and the Government Directory for the Directorate. Another responsibility is to coordinate weekly briefings for FOI (Freedom of Information), OMB (Ombudsman) and HRC (Human Rights Commission) plus undertake research, coordination/preparation of briefings/correspondence/other documents and upload briefings into TRIM as required whilst maintaining records in accordance with the *Territory Records Act 2002*. The successful applicant will also need to complete other tasks as directed by the Manager of Governance, Coordination and Reporting. Contact Officer: Kaye Yen (02) 6207 5066 kaye.yen@act.gov.au

ACT Corrective Services

Community Corrections

Community Service Work Scheme

Administrative Assistant

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 11238)

Gazetted: 15 January 2014

Closing Date: 12 February 2014

Details: Under the general direction of the Probation and Parole Officer: Work as a team member in a high volume work environment. Coordinate a range of tasks efficiently within a given activity with the purposes of completing it fully in accordance with the established time lines, legislation, policy, procedures and standards. Correctly decipher/extract and analyse information from a variety of sources and stakeholders. Communicate effectively and clearly at all levels and within the team exchanging appropriate information. Maintain up to date, accurate and relevant manual and electronic records, including data entry as required for historical reasons and for providing random and regular management reports. Contribute to the development and implementation of agency wide policies standards, procedures and guidelines relevant to the work area.

Eligibility/Other Requirements: A driver's licence and a Senior First Aid certificate are essential. Eligible applicants will be subject to a police record check. Working with Vulnerable People Check clearance essential. For further information on Working with Vulnerable people registration refer to -

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

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

APPOINTMENTS

Chief Minister and Treasury

Senior Officer Grade A \$123,208

Margaret Stewart 836-02823, Section 68(1), 8 January 2014

Community Services

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

Shilpa Nayyar 836-11973, Section 68(1), 13 January 2014

Economic Development

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

Maria Bogiatzis 836-00430, Section 68(1), 14 January 2014

Environment and Sustainable Development

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

Jonathan Teasdale 822-95294, Section 68(1), 10 January 2014

Health

Enrolled Nurse Level 1 \$50,160 - \$53,766

Raylene Amy 835-90076, Section 68(1), 10 January 2014

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

Rana Elmir 836-55693, Section 68(1), 16 January 2014

Enrolled Nurse Level 1 \$50,160 - \$53,766

Laura Mertin 836-13477, Section 68(1), 16 January 2014

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

Jinwoo Nam 825-50072, Section 68(1), 9 January 2014

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

Shany Puliyirikkummukalel 834-44802, Section 68(1), 3 February 2014

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

Sukhpal Singh 834-44028, Section 68(1), 13 January 2014

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

Jannifer Spicer 838-52371, Section 68(1), 13 January 2014

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

Karen Whinray 834-52052, Section 68(1), 16 January 2014

Justice and Community Safety

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

Timothy Lorroway 836-06293, Section 68(1), 1 February 2014

TRANSFERS

Justice and Community Safety

Robert James Fraser: 827-6055

From: Senior Officer Grade B \$119,426

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 31357) (Gazetted 28 October 2013)

PROMOTIONS

Commerce and Works

Shared Services

Procurement

Civil

James Cargill: 835-87475

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

Commerce and Works

To: Professional Officer Class 1 \$49,452 - \$69,377

Commerce and Works, Canberra (PN. 33420)

Shared Services

Human Resources

Employee Relations and Training

Christopher Crowe: 835-87870

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 31000)

Shared Services

Information and Communications Technology

Networks

Maarten Cuff: 835-90316

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 17551)

Shared Services

Information and Communications Technology

ICT Security Team

Ryan Daniel: 835-88048

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 14376)

Shared Services

Procurement

Commercial

Kanchan Dhuri: 835-87483

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

Commerce and Works

To: Professional Officer Class 1 \$49,452 - \$69,377

Commerce and Works, Canberra (PN. 24825)

Shared Services

Information and Communications Technology

Sharepoint

Stephen Kavanagh: 835-93111

From: Graduate Administrative Assistant \$58,870 - \$60,739
Commerce and Works
To: Administrative Services Officer Class 5 \$65,660 - \$69,623
Commerce and Works, Canberra (PN. 14386)

Shared Services

Information and Communications Technology

Platform Systems

Shuraia Khan: 835-87838

From: Graduate Administrative Assistant \$58,870 - \$60,739
Commerce and Works
To: Administrative Services Officer Class 5 \$65,660 - \$69,623
Commerce and Works, Canberra (PN. 22779)

Shared Services

Procurement

Commercial

Natasha Kousvos: 835-87467

From: Graduate Administrative Assistant \$58,870 - \$60,739
Commerce and Works
To: Professional Officer Class 1 \$49,452 - \$69,377
Commerce and Works, Canberra (PN. 33422)

Shared Services

Information and Communications Technology

Online Systems

Lijing Liu: 835-96152

From: Graduate Administrative Assistant \$58,870 - \$60,739
Commerce and Works
To: Administrative Services Officer Class 5 \$65,660 - \$69,623
Commerce and Works, Canberra (PN. 33209)

Shared Services

Procurement

Commercial/Civil

Andrew McDonald: 835-87440

From: Graduate Administrative Assistant \$58,870 - \$60,739
Commerce and Works
To: Professional Officer Class 1 \$49,452 - \$69,377
Commerce and Works, Canberra (PN. 33421)

Shared Services

Information and Communications Technology

Business Applications and Support

Maryam Mohammadi: 835-87766

From: Graduate Administrative Assistant \$58,870 - \$60,739
Commerce and Works
To: Administrative Services Officer Class 5 \$65,660 - \$69,623
Commerce and Works, Canberra (PN. 05249)

Shared Services

Procurement

Health Infrastructure Program

Reuben Pellizer: 835-87459

From: Graduate Administrative Assistant \$58,870 - \$60,739
Commerce and Works
To: Professional Officer Class 1 \$49,452 - \$69,377
Commerce and Works, Canberra (PN. 33243)

Shared Services

Information and Communications Technology

Citrix

Qing Rong: 835-87782

From: Graduate Administrative Assistant \$58,870 - \$60,739
Commerce and Works
To: Administrative Services Officer Class 5 \$65,660 - \$69,623
Commerce and Works, Canberra (PN. 14333)

Shared Services

Information and Communications Technology

Desktop and Applications Delivery

Mayur Thiagarajan: 835-87774

From: Graduate Administrative Assistant \$58,870 - \$60,739
Commerce and Works
To: Administrative Services Officer Class 5 \$65,660 - \$69,623
Commerce and Works, Canberra (PN. 16474)

Shared Services

Information and Communications Technology

Mac Development Team

Emma Van Der Moezel: 835-87889

From: Graduate Administrative Assistant \$58,870 - \$60,739
Commerce and Works
To: Administrative Services Officer Class 5 \$65,660 - \$69,623
Commerce and Works, Canberra (PN. 14389)

Shared Services

Information and Communications Technology

Window Server (Level 3 Support)

Chamina Weerawarnakula: 835-87854

From: Graduate Administrative Assistant \$58,870 - \$60,739
Commerce and Works
To: Administrative Services Officer Class 5 \$65,660 - \$69,623
Commerce and Works, Canberra (PN. 24869)

Health

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drugs

Sarah Finlayson: 820-72269

From: Registered Nurse Level 1 \$55,567 - \$75,084
Health
To: Registered Nurse Level 2 \$78,157 - \$82,990
Health, Canberra (PN. 18511) (Gazetted 19 September 2013)

Canberra Hospital and Health Services

Nathan King: 836-55896

From: Indigenous Trainee \$40,974 - \$45,283
Health
To: Administrative Services Officer Class 2 \$46,372 - \$51,422

Health, Canberra (PN. 20237) (Gazetted 16 January 2013)

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Imaging

Natasha Lawrence: 836-56776

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

Health

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

Health, Canberra (PN. 18527) (Gazetted 12 December 2014)

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

CC - Nursing

Jill Pietzker: 261-52280

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

Health

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

Health, Canberra (PN. 33203) (Gazetted 24 October 2013)

Canberra Hospital and Health Services

Women, Youth and Children

Paediatrics

Shannon Reakes: 820-72816

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

Health

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

Health, Canberra (PN. 33319) (Gazetted 12 December 2013)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Vanessa Taylor: 827-25688

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

Health

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

Health, Canberra (PN. 18784) (Gazetted 5 December 2013)

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Imaging

Gary Winchester: 820-78150

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

Health

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

Health, Canberra (PN. 18528) (Gazetted 12 December 2013)

Canberra Hospital and Health Services

Medicine

Cardiology

Juliana Wood: 735-35671

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

Health

To: †Registered Nurse Level 4.3 \$115,948

Health, Canberra (PN. 17927) (Gazetted 28 November 2013)