



ACT Government Gazette

Gazetted Notices for the week beginning 27 March 2014

EXECUTIVE NOTICES

Economic Development

Variation – Assignment

Daniel Stewart – Deputy Director-General, Land Development and Corporate and Deputy Chief Executive Officer, Land Development Agency (E747) Section 80A(1)(b) of the Public Sector Management Act 1994

Environment and Sustainable Development

Contract Cessation

Erin Brady – Executive Director, City Planning (E706) – 3/04/2014 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.

Anita Hargreaves – Chief Finance Officer (E563) – 1/04/2014

Engagement

Anita Hargreaves – Chief Finance Officer (E53) Section 72 of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

Finance Department

Supply Department

Supply and Procurement Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 06781)

Gazetted: 31 March 2014

Closing Date: 15 April 2014

Details: Calvary Health Care ACT is seeking an experienced Materials Management professional with strong leadership, relationship building and people skills to fill the position of Supply and Procurement Manager; the position is responsible for timely, cost efficient procurement and supply of consumables and goods to clinical and non-clinical areas as well as ensuring that good governance and business processes are in place to support inventory management best practice.

Eligibility/Other Requirements: Applicants are expected to respond in writing and include the following; response to the selection criteria and copy of your current resume; cover letter outlining why you believe you are suitable for this role (Maximum one page); names and contact details for two professional referees.

Notes: Applications close: 15 April 2014; please refer to the position description for further information, alternatively please contact:

Catherine Shadbolt Financial Controller, (02) 6201 6464, catherine.shadbolt@calvary-act.com.au

For selection documentation and further information about Calvary Health Care ACT visit our website at www.calvary-act.com.au.

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

Nursing

Stroke Service

Registered Nurse Level 2

Registered Nurse Level 2 \$80,707 - \$ 85,540, Canberra (PN: 6768, Several)

Gazetted: 02 April 2014

Closing Date: 10 April 2014

Details: Calvary Health Care ACT announces the establishment of new patient-centred initiative: the Stroke Service, planned for opening late April 2014. We are seeking to appoint of a strong dynamic team to establish and grow the Stroke Service; The Stroke Service provides a comprehensive, multidisciplinary patient-centred care by dedicated teams to provide emergency access to senior physicians and a multidisciplinary team for assessment and treatment. It is a dedicated service with clinicians who have stroke expertise; written stroke protocols for emergency services, acute care and rehabilitation and the ability to offer thrombolytic therapy.

Eligibility/Other Requirements: For this position it is highly desirable that the successful candidate bring to this role; demonstrated extensive competence in advance nursing practice, utilising the nursing process, and incorporating a risk assessment approach; with a minimum of three years recent experience in a relevant clinical unit or area; demonstrated proficient clinical assessment skills, sound judgment and problem solving abilities, a proven ability to work autonomously, and in collaboration with a multidisciplinary team; demonstrated excellence in communication skills, including the effective negotiation and conflict resolution, ability to liaise effectively with diverse external and internal stakeholders, and interact as part of a multi-disciplinary team; demonstrated clinical leadership skills including: ability to lead change in clinical practice, ability in clinical teaching and performing competency based assessment skills utilising adult learning principles, ability to provide effective mentorship to other staff, and within a multidisciplinary team; demonstrated commitment to lead quality improvement, nursing practice review, clinical research and policy development, in the pursuit of best-practice to achieve excellence in the delivery of contemporary models of care; demonstrated commitment to professional development, including; relevant post graduate qualifications or working towards; applicants must: address selection criteria, and provide curriculum vitae, including names/contact details for two professional referees; applications not including the above critical documentation will not be accepted for consideration.

Notes: Applications close: 10 April 2014. For further enquiries regarding the above positions please contact: Nicole Dennis, Nursing Director - Medicine, Midwifery and Rehabilitation, 0422 817 104, nicole.dennis@calvary-act.com.au. For selection doc

Contact Officer: Nicole Dennis 04 2281 7104 nicole.dennis@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

Student and Academic Services

Student Services

Human Resource Coordinator

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 56116)

Gazetted: 28 March 2014

Closing Date: 11 April 2014

Details: Coordinate recruitment action across all groups in Student Services. Liaise with the Human Resource Liaison team to progress recruitment action through Shared Services. Coordinate and provide induction, mentoring, staff development and training of administrative staff in Student Services and in Teaching Colleges where required.

Eligibility/Other Requirements: Diploma of Business Administration is desirable.

Notes: This temporary position is available from 22 May 2014 for a period of twelve months with the possibility of extension.

Contact Officer: Maria Dealy (02) 6207 4939 maria.dealy@cit.edu.au

CIT Technology and Design

Design Industries

Teacher Band 1

Teacher Band 1 \$62,403 - \$83,963, Canberra (PN: 51474)

Gazetted: 28 March 2014

Closing Date: 11 April 2014

Details: Teach as required by the Head of Department up to the number of hours prescribed in the relevant industrial award. Counsel and advise students on their program of study and other issues relevant to their effective participation in courses offered by program area. Develop individually and as a team curricula including educational resource material and assessment procedures for new and existing programs. Set and mark examinations, maintain student records including complete and detailed records of relevant student assessments and performance. Perform educational and administrative tasks, meetings and other incidental duties as directed by the Head of Department.

Eligibility/Other Requirements: Mandatory Qualifications: All Teacher Band 1 Teachers will hold: A Training and Assessment Certificate IV level (such as a TAE4110 or equivalent). If the teacher does not hold this qualification he/she must attain the qualification in full in the first 12 months of employment in order to maintain employment: an appropriate industry competencies demonstrated by either one of the following qualifications: Advanced Diploma of Interior Design, Diploma of Interior Design and Decoration. All Teacher Band 1.7 and Teacher Band 1.8 Teachers, in addition to the above are required to hold an: Advanced Diploma in Adult Vocational Education (or equivalent). Mandatory Industry Experience: All Teacher Band 1 teachers are required to have relevant industry experience.

Notes: This is a temporary position available for a period of 12 months with the possibility of extension. Temporary employment offered as a result of this advertisement may lead to permanent appointment under the ACT Public Service Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2011-2013. This is a part-time position offered at 25:45 hours per week.

Contact Officer: Penny Boyer (02) 6207 3455 penny.boyer@cit.edu.au

CIT Corporate Services

Business Support

Business Support Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 33067)

Gazetted: 28 March 2014

Closing Date: 11 April 2014

Details: Assist with the following across the Institute, development, documentation, implementation and maintenance of financial and related procedures, communication of procedural and policy requirements to key staff, monitoring procedural compliance, following up of debtor accounts, maintenance of commercial contract registers and timelines. Provide administrative support in accounts, purchasing and office services.

Notes: This is a temporary position available for a period of six months with the possibility of extension. Temporary employment offered as a result of this advertisement may lead to permanent appointment under the ACT Public Service Canberra Institute of Technology Enterprise Agreement 2011-2013.

Contact Officer: Joanne Wallace (02) 6207 3192 joanne.wallace@cit.edu.au

Chief Minister and Treasury

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

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

Workforce Capability and Governance

Continuous Improvement and Workers' Compensation

Workers' Compensation Policy

Senior Policy Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 10324)

Gazetted: 28 March 2014

Closing Date: 11 April 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.

Note: This is a temporary position available for up to 12 months, with the possibility of permanency. Selection may be based on application and referee reports alone, or may involve interview and/or practical task assessment.

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

Economic and Financial Group

Financial Framework Management and Insurance

Senior Policy Officer

Senior Officer Grade C/B \$89,786 - \$119,426, Canberra (PN: 33803)

Gazetted: 28 March 2014

Closing Date: 11 April 2014

Details: Financial Framework Management and Insurance is seeking an experienced officer with expertise in the provision of policy and technical advice in relation to legislation development and policy implementation. The successful applicant will be the key officer implementing the National Injury Insurance Scheme in the Territory and will be required to give strategic and robust advice, exercise initiative, have excellent communication skills, use good judgement and manage the implementation process. The successful applicant will have well developed policy, legislation development and implementation skills, and the demonstrated capacity to work effectively in a small team environment, plan work, balance competing priorities and meet deadlines. You will have well developed written and oral communication skills, including liaison and negotiation skills. Tertiary qualifications in law, business or economics are highly desirable.

Eligibility/Other Requirements: Tertiary qualifications in Law, Business or Economics are highly desirable.

Notes: This temporary position will be filled at either the Senior Officer Grade B or C level dependent on the skills, qualifications and experience of the successful applicant.

Contact Officer: Lisa Holmes (02) 6207 0207, lisa.holmes@act.gov.au

How To Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability against the above criteria, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Workforce Capability and Governance

Continuous Improvement and Workers' Compensation

Injury Management and Safety

Case Manager

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 28672, several)

Gazetted: 27 March 2014

Closing Date: 11 April 2014

Details: An opportunity exists to join the Injury Management Team, Chief Minister and Treasury Directorate. The Team works collaboratively with business areas across ACT Government to coordinate targeted and holistic injury management rehabilitation and successful return to work programs of injured and ill employees. Duties include the delivery of high quality, timely and individually tailored case management and return to work services to a diverse range of operational areas. A key aspect of the role is working with Managers, employees and Allied Health Professionals and proactively communicating and coordinating day to day case management to drive optimum and sustained outcomes. Applicants should be resilient in nature and be able to demonstrate strong time management, communication and negotiation skills. This is a demanding operational environment and the ability to work under pressure, meet tight deadlines and manage competing priorities is essential.

Eligibility/Other Requirements: Allied Health, a Human Resources related discipline, or Law are desirable. Previous Case Management experience and completion of relevant Comcare training highly desirable.

Notes: This recruitment action aims to establish a merit list for the purpose of filling anticipated vacancies and may also involve engagement on a temporary basis through a contractual arrangement between six to 12 months in duration.

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

Long Service Leave Authority

Customer Service Team Leader

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 32086)

Gazetted: 01 April 2014

Closing Date: 15 April 2014

Details: The Long Service Leave Authority is looking for a skilled, diverse, and proactive individual to join our customer service team to lead a small but highly important team within the organisation. Please submit your application before the closing date and we look forward to hearing from you.

Eligibility/Other Requirements: Current driver's licence.

Notes: This is a temporary position available until 10 October 2014, with a possibility of permanency from this process.

Contact Officer: Catherine Shih (02) 6247 3900 catherine.shih@actleave.act.gov.au

ACT Public Service Graduate Program

Graduate Administrative Assistant \$58,870 - \$60,739, Canberra (PN: GAA2015)

Gazetted: 31 March 2014

Closing Date: 11 May 2014

Details: The ACT Public Service (ACTPS) exists to provide all Canberrans with responsive and accessible services. The ACTPS is unique amongst other Australian jurisdictions, as we combine roles that other jurisdictions divide between state and municipal governments into one level of Government. As a result, the ACTPS is a dynamic employer offering a diverse range of career opportunities and on many occasions the chance to see the direct impact of work you do in the community you live and work.

Our Graduate Program: The ACTPS Graduate Program is a whole of government program that runs for ten months, full-time. Our program offers graduates a combination of on the job and formal training that will utilise your existing skills, and build new capabilities to equip you with the knowledge you require to be a high quality employee within the ACTPS.

As an ACTPS graduate you will: participate in three diverse workplace rotations across the Service, allowing you to establish networks and enhance your knowledge of the ACTPS; complete a comprehensive learning and development program consisting of a Graduate Certificate in Public Administration delivered by the Australia and New Zealand School of Government Institute of Governance at the University of Canberra; be exposed to work that challenges you and provides you with opportunities to use and develop your skills; receive a competitive remuneration package with salary/level advancement on successful completion of the program; have access to flexible working arrangements to support a work life balance; and access to specialised training and development opportunities within each of your rotations.

Who are we looking for: The ACTPS is looking for enthusiastic and innovative graduates with strong written, analytical and communication skills and the ability to work effectively in a team environment, to fill vacancies across a range of streams including: Commerce/Business; Law; Sustainability/Environment/Planning; Public Administration and Policy; and ICT.

Eligibility requirements: To be eligible for the ACTPS Graduate Program you must:

be an Australian citizen, hold Australian permanent residency status or be a New Zealand citizen who resides in Australia and who holds a Special Category temporary residence visa (SCV); and have completed as a minimum a three year bachelor degree from an Australian University, or an equivalent degree as recognised by the National Office of Overseas Skills Recognition (NOOSR). Applicants may require a Working with Vulnerable check.

Note: We will have a number of 'special measures' positions for next year's intake that will be designated for people of Aboriginal and Torres Strait Islander background and/or People with Disability.

How to apply: Applications for the ACTPS Graduate Program open on 31 March 2014 and close on 11 May 2014.

To apply visit www.jobs.act.gov.au/graduate and complete the online application form. Further information may be obtained from our website www.jobs.act.gov.au/graduate or by emailing the Graduate Program Team at graduatejobs@act.gov.au

Contact Officer: Casey Barrie (02) 6205 0881 casey.barrie@act.gov.au

Commerce and Works

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

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

Shared Services Procurement

Goods and Services

Shared Services Procurement ICT

Procurement Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 01404)

Gazetted: 28 March 2014

Closing Date: 15 April 2014

Details: Procurement Officer, Shared Services Procurement, Goods and Services Branch, Information and Communications Technology (ICT) Procurement Section (SSP ICT). The Goods and Services (G&S) Branch administers the procurement of goods and services on behalf of the ACT Government. Functions include undertaking tendering (simple, complex and strategic procurements), risk management, and contract management services which support the ACT Government. The G&S Branch requires experienced, capable officers in SSP ICT Section to provide professional ICT procurement advice and support on complex and simple ICT procurements across the ACT Government. You will provide policy, negotiation, risk management, contract management and procurement advice and services to ACT Government Directorates undertaking ICT Procurements. You will have a understanding of industry, government and business objectives and drivers to provide specialist ICT procurement advice and support to the ACT Government and to client Directorates undertaking ICT procurement projects, including all appropriate procurement documentation and associated industry and commercial considerations. To be successful in this role, you will have analytical, conceptual and communication skills, be outcome and solution focussed, able to effectively manage changing and competing priorities/projects, and to identify and manage risks and issues appropriately. You will be a strong team member who displays commitment, initiative, personal drive and sound judgement. You will be able to display effective problem solving skills. You will foster partnerships with key stakeholders, negotiate and liaise successfully, and undertake client liaison with ACT Government Directorates and the community.

Eligibility/Other Requirements: Educational and professional qualifications checks and/or police and security may be undertaken prior to employment. Relevant tertiary qualifications would be an advantage, including Certificate IV in Government (Procurement and Contracting) or a Certificate VI Advanced Diploma of Government (Procurement and Contracting); or the ability to obtain certification based on prior experience; or tertiary qualifications in law, commerce, business administration or the equivalent or evidence of study.

Notes: Provide contact details for at least two referees, including a current supervisor.

Contact Officer: Peter DeGraaff (02) 6205 0271 peter.degraaff@act.gov.au

Shared Services

Human Resources

Payroll and Personnel

Team Supervisor

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 09371, several)

Gazetted: 31 March 2014

Closing Date: 14 April 2014

Details: Shared Services Payroll and Personnel are seeking self motivated, organised people with exceptional supervisory skills to lead teams of payroll officers engaged in a variety of pay related tasks. The ideal applicant will have hands on supervisor experience with the ability to effectively monitor and address team performance.

Contact Officer: Daren Stinson (02) 6207 9439 daren.stinson@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.

Community Services

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

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

Office for Children, Youth and Family Support

Various

Executive Officer

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 02000, several)

Gazetted: 02 April 2014

Closing Date: 16 April 2014

Details: The Office for Children, Youth and Family Support (OCYFS) is seeking highly motivated individuals to undertake the roles of: Executive Officer, to the Senior Director Statutory Services; Executive Officer, to the Director Statutory Services; and Executive Officer, Business Support. The positions operate within dynamic and customer oriented areas, focused on delivering high level support and co-ordination services across a range of functions of OCYFS. Executive Officers play a key role in supporting OCYFS Executive and are responsible for the co-ordination, preparation and distribution of Ministerial/Cabinet documents, monitoring and co-ordination of a diverse range of business improvement projects and high level communication and organisation skills. A major function of the OCYFS is the Integrated Statutory Services of Youth Justice and Care and Protection Services. Currently the integration of Statutory Services is in development. When finalised, services will include the operation and management of Care and Protection Services, Youth Justice and the interface of these services with the community sector. These positions may be required to be rotated between the Executive Officer positions in OCYFS dependant on operational requirements.

Notes: 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) 6205 9225 jodie.robinson@act.gov.au

Disability ACT

Operational

Strategic Policy and Sector Development

Senior Policy Officer

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

Gazetted: 31 March 2014

Closing Date: 7 April 2014

Details: Disability ACT is seeking a motivated and energetic person to undertake the role of Senior Policy Officer. The successful applicant will have excellent communication and organisational skills, have initiative and a sound knowledge of current national and territorial policies, standards and guidelines that support better social and economic outcomes for people with disability.

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

Notes: This is a temporary position for 12 months with possibility to extend to two years. Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant.

Contact Officer: Rex O'Rourke (02) 6205 0889 rex.o'rourke@act.gov.au

Office of Children, Youth and Family Support

Youth Services

Youth Justice Case Management

Project Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 15204)

Gazetted: 02 April 2014

Closing Date: 16 April 2014

Details: A senior position has become available in Youth Justice Case Management. The occupant of the position will lead, or contribute to, a number of projects related to practice and systemic improvement in Youth Justice Case Management. This position involves considerable consultation and collaboration with a range of stakeholders in conjunction with undertaking research, analysis and synthesis of material. Potential applicants are encouraged to speak with the contact officer.

Eligibility/Other Requirements: Tertiary qualifications and experience in a relevant field are desirable. Possession of a current driver's licence. 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 - http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Note: This is a temporary position currently available until 14 January 2015, with the possibility of extension, and a possibility of permanency from this process.

Contact Officer: Ronia McDade (02) 6205 0416 roniamcdade@act.gov.au

Housing and Community Housing

Housing ACT

Social Housing and Homelessness Services

Senior Policy Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 22048, several)

Gazetted: 31 March 2014

Closing Date: 7 April 2014

Details: Expression of Interest for a position in Housing and Community Services Social Housing and Homelessness Services as a ASO6 Senior Policy Officer. Are you looking for an exciting change? Do you want to make a difference in social policy and homelessness matters? Do you have exceptional writing skills? Do you like working in fast paced environments? If yes is your answer to the above questions, then Social Housing and Homelessness Services may be the perfect place for you! Social Housing and Homelessness Services has several short-term vacancies at the ASO6 level. The section plays a pivotal role in ensuring that people who are homeless or at risk of homelessness in the Canberra community have access to high quality support services that assist them to break cycles of disadvantage and homelessness. Social Housing and Homelessness Services is responsible for policy, planning, research and the management of service delivery agreements in relation to a broad range of community services. As a Senior Policy Officer, you will be responsible for a small portfolio of service agreements as well as related sector development, policy advice and project work. Your work will include the preparation of complex briefs and written communications, contract management, liaison and negotiation with community organisations in the specialist homelessness sector, preparation of question time briefs, briefings for the Executive and Minister, as well as research.

Eligibility/Other Requirements: Tertiary qualifications in a related discipline and/or community sector experience highly desirable though not essential.

Notes: Temporary vacancy of less than six months from asap until 30 June 2014.

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae. The successful applicant may be selected upon application and referee reports only.

Applications should be sent to the contact officer.

Contact Officer: Min McIntyre (02) 6205 1856 min.mcintyre@act.gov.au

Policy and Organisational Services

Finance and Budget

Contracts and Grants Unit

Equal Remuneration Order Contracts Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 33078)

Gazetted: 31 March 2014

Closing Date: 14 April 2014

Details: The Equal Remuneration Order Contracts Officer will be primarily responsible for managing equal remuneration case support payments and for other activities that support the Directorate's contracts and/or community grants schemes.

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

Contact Officer: Caroline Hall (02) 6205 4655 DHCSContractsandGrants@act.gov.au

Disability ACT

Business Support

Systems, Information and Quality

Information / Data Coordinator

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 19016)

Gazetted: 02 April 2014

Closing Date: 9 April 2014

Details: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas.

Eligibility/Other Requirements: contact details of at least two referees and current curriculum vitae. Proven high level competency in a variety of computer applications including sound knowledge of data analysis in Microsoft Excel.

Note: Temporary vacancy starting ASAP to 30 September 2014.

Notes: Candidates may be assessed on Expression of Interest applications only. Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant. Applications should be sent to the contact officer.

Contact Officer: Heather McKeon (02) 6207 1061 heather.mckeon@act.gov.au.

Housing and Community Services

Finance

Records Management

Records Officer

Administrative Services Officer Class 1 \$40,974 - \$45,283, Canberra (PN: 33530, several)

Gazetted: 28 March 2014

Closing Date: 11 April 2014

Details: This position is responsible for assisting in the delivery of records management services while ensuring compliance with the *Territory Records Act 2002* and the required standards. Create new files and maintain existing files. Enter data accurately into the file management system. Undertake a range of activities that support the storage and retrieval of stored records. Undertake a range of activities that support the timely collection, sort and delivery of postal articles.

Eligibility/Other Requirements: The ability to move heavy boxes and mail bags (up to 16kg) as per the guidelines outlined in the ACT Manual Handling Code of Practice 1999 is mandatory. Experience in using a range of IT business and office applications.

Contact Officer: Marlene Sutton (02) 6207 4503 marlene.sutton@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.

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

Venue and Event Services

Events ACT

Program Officer

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 42194)

Gazetted: 01 April 2014

Closing Date: 15 April 2014

Details: Events ACT is seeking a suitable applicant to provide administration for the ACT Event Fund and secretariat support to the Event Coordination Group. This position will also be required to prepare policy advice, briefings and correspondence for the unit and Directorate on issues relevant to the event sector and assist with work of the Events ACT team.

Contact Officer: Donna Storen (02) 6205 6003 donna.storen@act.gov.au

Land Development and Corporate

Workforce and Governance

Governance

Business Support Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 27967)

Gazetted: 01 April 2014

Closing Date: 8 April 2014

Details: The Workforce and Governance Branch are looking for a highly organised Business Support Officer to undertake a variety of activities for the Directorate, with the main responsibility being the management of the Directorate's records management system, TRIM.

Eligibility/Other Requirements: Experience in the use of the TRIM system and/or in a records support role is highly desirable.

Notes: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Note: This is a temporary vacancy available from 7 April 2014 until 30 June 2014.

Applications should be sent to the contact officer: imogen.davis@act.gov.au.

Education and Training

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

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

Office of Deputy Director-General

Training and Tertiary Education

Skills Reform

Business Analyst

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 31725)

Gazetted: 27 March 2014

Closing Date: 3 April 2014

Details: The Skills Reform section is seeking a suitable Business Analyst. The successful applicant will analyse strategic business needs to define and document the policy decisions and business improvement processes. They will define and document the business rules and requirements which need to be built into a system currently under development to manage funded training initiatives delivered by the ACT Vocational Education and Training (VET) sector. The successful applicant will have a proven background and expertise in working in a fast paced and complex system development environment and management of IT projects. They will also have a deep understanding of the VET sector and its business system needs, and in managing contract delivery on behalf of Government.

Eligibility/Other Requirements: Extensive experience as a Business Analyst

Notes: This temporary position is available asap until 31 January 2015 with the possibility of extension. Selection for this position may be based on written application and referee reports only.

Contact Officer: Ann Goleby (02) 6205 2683 ann.goleby@act.gov.au

Office of Deputy Director-General

Training and Tertiary Education

Business Processes and Systems

Project Manager

Senior Officer Grade B \$106,086 - \$119,426, Canberra (PN: 32478)

Gazetted: 28 March 2014

Closing Date: 4 April 2014

Details: The Directorate requires a skilled, experienced Project Manager to lead the project to develop and implement the ACT Vocational Education and Training Administration Records System (AVETARS). The successful Project Manager will also have a deep knowledge of the vocational education training (VET) sector and high level expertise in implementing IT system solutions. They will also have experience in managing contract delivery on behalf of Government.

Note: This is a temporary position available until 31 January 2015, with the possibility of extension. Candidates may be assessed on application only.

Contact Officer: Ann Goleby (02) 6205 2683 ann.goleby@act.gov.au

Organisational Integrity

Strategic Finance

Financial Services

Assistant Manager

Senior Officer Grade C \$89,786 - \$96,809, Canberra (PN: 33811)

Gazetted: 02 April 2014

Closing Date: 9 April 2014

Details: Applications are sought from interested applicants with experience in preparation of financial and management accounting reports for internal and external parties, preparing annual financial reports and the annual external budget. The successful applicant will also be required to analyse trends in financial operations, provide advice to senior officers regarding financial operations and budgeting, and undertake ad hoc and special projects as required. Well developed organisational skills as well as the ability to work under pressure are also an advantage.

Eligibility/Other Requirements: Appropriate tertiary Accounting qualification and membership to Certified Practising Accountants Australia (CPA/CA) desirable.

Note: This is a temporary position available to the 31 April 2015 with the possibility of extension.

Contact Officer: Peter Podnar (02) 6205 3145 peter.podnar@act.gov.au

Organisational Integrity

Infrastructure and Capital Works

Property Management and Maintenance

Project Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 02251)

Gazetted: 31 March 2014

Closing Date: 7 April 2014

Details: A Project Officer position exists within the Schools Capital Works Branch. This position will be located with the Repairs and Maintenance Unit with the opportunity to transfer to capital upgrade and school improvement projects within the Branch.

Eligibility/Other Requirements: Possess or able to obtain a construction site 'White card'. Ability to undertake relevant training for school and construction sites.

Notes: The occupant of this position will need to complete a CrimTrac clearance. This position is located in the Directorate's Central Office, however the work involves site visits to ACT Public Schools and construction sites.

Contact Officer: Lee Barker (02) 6205 1874 lee.barker@act.gov.au

Office for Schools

North and Gungahlin Network

Amaroo School

Manager, Student Services

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 33309)

Gazetted: 31 March 2014

Closing Date: 7 April 2014

Details: Amaroo School is seeking a highly enthusiastic and energetic person with a broad set of skills for the position of Student Services Officer who will be required to manage the operations and provide technical/professional support to the Student Services team while developing and maintaining the student record systems for a Preschool to Year 10 School. They will work as part of the School's Assessment and Reporting team and have the capacity to use appropriate computer technology to undertake tasks involving research and analysis in the preparation of technical reports, spreadsheets and databases such as the Directorate's Maze system. They will need to have knowledge of the ACT student services programs with particular reference to MAZE, Accelerus and Year 10 accreditation.

Eligibility/Other Requirements: First aid qualifications or willingness to undertake appropriate training is desirable.

Notes: 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 - http://www.ors.act.gov.au/community/working_with_vulnerable_people.
Contact Officer: Judi Anderson (02) 6205 8906 judi.anderson@ed.act.edu.au

Office for Schools

North and Gungahlin

Amaroo School

Finance Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 28932)

Gazetted: 01 April 2014

Closing Date: 8 April 2014

Details: Amaroo School is seeking a Finance Officer to assist in the preparation of budgets and estimates, financial returns and conduct regular expenditure reviews against approved allocations and prepare statements/returns to show trends. The successful applicant will possess excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands.

Eligibility/Other Requirements: This position requires a high-level understanding of financial management and computer systems. First Aid qualifications, or willingness to undertake appropriate training. 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: Judi Anderson (02) 6205 8906 judi.anderson@ed.act.edu.au

Office for Schools

South Weston Network

Red Hill Primary School

Building Services Officer 3

General Service Officer Level 8 \$56,611 - \$59,939, Canberra (PN: 01562)

Gazetted: 27 March 2014

Closing Date: 3 April 2014

Details: Red Hill Primary School is seeking an energetic, organised and self-motivated person to undertake the duties of the Building Services Officer. In accordance with Directorate policies and under general/limited supervision, the successful applicant will assume responsibility for the security of the school buildings, furniture, fittings and equipment; and the maintenance of the school buildings and day to day grounds maintenance. The successful applicant will monitor the schools' maintenance programs and contractors, undertake regular inspections to determine priorities, perform or organise and oversee emergency repairs and support the school's sustainability initiatives. The successful applicant will assist with stocktake and receipt of stores and equipment. Eligibility/Other Requirements: An industry recognised trade qualification or equivalent work experience and a current first aid certificate are desirable.

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

Contact Officer: Letitia Edwards (02) 6205 7213 letitia.edwards@ed.act.edu.au

Office for Schools

North and Gungahlin Network

Black Mountain School

Building Services Officer

General Service Officer Level 8 \$56,611 - \$59,939, Canberra (PN: 01548)

Gazetted: 02 April 2014

Closing Date: 9 April 2014

Details: Black Mountain School is seeking a highly enthusiastic and energetic person with a broad set of skills for the position of Building Services Officer. The successful applicant will maintain school buildings and grounds in a clean and tidy condition with regard to safety and security hazards; complete emergency and other repairs to trade/industry standard and ensure this standard when organising and overseeing emergency repairs; undertake

relevant administrative tasks as required; ensure compliance with risk management and safety documentation requirements. The successful applicant should demonstrate a willingness to work with the school community to achieve sustainability initiatives.

Eligibility/Other Requirements: An industry recognised trade qualification or equivalent work experience will be an advantage. A current first aid certificate or willingness to attain the certificate. 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: Greg Wagg (02) 6205 6377 greg.wagg@ed.act.edu.au

Office for Schools

South Canberra/Weston Network

Mount Stromlo High School

Teacher of French Language

Classroom Teacher \$55,775 - \$88,184, Canberra (PN: 05476)

Gazetted: 28 March 2014

Closing Date: 11 April 2014

Details: Stromlo High School offers a vibrant and supportive teaching environment with 600 students in years 7-10. The school offers students the opportunity to study one of three languages: Japanese, Indonesian or French. We are looking for a 60% Teacher of French with a capacity for up to fulltime if there is another suitable teaching area (Japanese or Humanities). The successful applicant will be supported to engage with the new Australian Curriculum: Languages and participate as a team member in the Faculty of Humanities and Languages.

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). Undergraduate study in French as a major/minor or native speaking proficiency and study in languages methodology highly desirable.

Note: This is a part-time position available at 33:03 hours per week. 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: Kristina Collins (02) 6205 6166 kristina.collins@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.

Office for Schools

Tuggeranong Network

Erindale College

Transitions and Careers Officer

Classroom Teacher \$55,775 - \$88,184, Canberra (PN: 15904)

Gazetted: 28 March 2014

Closing Date: 4 April 2014

Details: Facilitate all transitions programs for students enrolling from high school to college and to provide transitions and careers advice for students currently enrolled or moving to post-college education, training or employment. Manage programs for students looking to maximise their post-college career options.

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). Certificate IV Careers Education essential and experience in careers advisor position desirable.

Note: This is a temporary position of less than six months. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

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

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two 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: Jennifer Blackall (02) 6205 8111 jennifer.blackall@ed.act.edu.au

Office for Schools

North and Gungahlin

Amaroo School

School Secretary

School Assistant 2 \$39,431 - \$43,728, Canberra (PN: 32171, several)

Gazetted: 28 March 2014

Closing Date: 4 April 2014

Details: Under general direction, the School Secretary will provide administrative support to the Principal and staff throughout the school. Carry out computing duties using a variety of computer packages and where directed, perform the duties of Receipting Officer and assist with the maintenance of school account records using MAZE. Monitor, order, receive, record, store and distribute school supplies. Proven communication and interpersonal skills. Ability to communicate effectively with staff and students.

Eligibility/Other Requirements: First aid qualifications or willingness to undertake appropriate training is desirable.

Notes: 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: Judi Anderson (02) 6205 8906 judi.anderson@ed.act.edu.au

Office for Schools

South and Weston Network

Alfred Deakin High School

Home Science/General Admin Assistant

School Assistant 2 \$39,431 - \$43,728, Canberra (PN: 39964)

Gazetted: 02 April 2014

Closing Date: 16 April 2014

Details: Alfred Deakin High School is seeking a Home Science/General Office Assistant. These duties are split 70/30. The officer will be responsible for the preparation of materials for kitchen and cooking demonstrations and practical lessons and responsible for the kitchens, ensuring machinery and equipment is well maintained. They will also be required to perform general administrative duties requiring competency in general computing (MS Office, MAZE and database entries), filing and photocopying and ability to provide excellent customer service. The successful applicant will be required to exercise good judgement and initiative and to work with limited supervision, and under pressure at times.

Eligibility/Other Requirements: Desirable: First Aid qualification, or willingness to undertake appropriate training.

Notes: 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: David Briggs (02) 6205 5566 david.briggs@ed.act.edu.au

Office for Schools

South Weston Network

Narrabundah College

Home Science/Visual Arts Assistant

School Assistant 2 \$39,431 - \$43,728, Canberra (PN: 01337)

Gazetted: 28 March 2014

Closing Date: 11 April 2014

Details: Narrabundah College is seeking applications for a Home Science/Visual Arts Assistant. The successful applicant will prepare material for class use which may include preparation of ingredients, kitchen equipment,

plastic, paints, clay, photography chemicals and film, textiles and garment construction. Maintain a clean and safe working environment for students and staff, in accordance with occupational health and safety (OH&S) standards and safety procedures.

Eligibility/Other Requirements: Desirable: First Aid qualification or willingness to undertake appropriate training.

Notes: 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: Karen Fraser (02) 6205 6999 karen.fraser@ed.act.edu.au

Office of Schools

South/Weston Network

Forrest Primary School

School Secretary

School Assistant 2 \$39,431 - \$43,728, Canberra (PN: 38821)

Gazetted: 02 April 2014

Closing Date: 9 April 2014

Details: Forrest Primary School is seeking a highly motivated person with excellent customer service and computer program skills including Maze, to work flexibly and effectively as part of a team. This position involves close daily contact with students, staff, parents and the school community. The successful applicant will provide administrative and secretarial support to the principal and staff throughout the school.

Eligibility/Other Requirements: First Aid qualification or willingness to undertake appropriate training is desirable.

Note: This is a temporary position available until 4 July 2014 with the possibility of extension and permanent filling from this process. 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: Roselynn Burge (02) 6205 5630 roselynn.burge@ed.act.edu.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

Medicine

Chronic Disease Management

Staff Specialist

Staff Specialist Band 1-5 \$147,465 - \$181,976, Canberra (PN: 31423)

Gazetted: 03 April 2014

Closing Date: 17 April 2014

The Position: Public Health Physician/General Practitioner/Adult Medicine Specialist with a special interest in chronic disease management. A permanent position for a staff specialist is available with the Chronic Disease Management Obesity Management Service. The post holder will take a lead role in establishing the service and delivering the medical input. They will also undertake other clinical and research activities relevant to the Chronic Disease Management Unit in collaboration with the unit Director. Fractional appointment between 0.6FTE- 1.0FTE will be considered. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$240,687 - \$292,953.

Eligibility/Other Requirements: Registered or eligible for registration as a specialist medical practitioner with the Australian Health Practitioner's Regulation Agency in the specialty of public health medicine; adult medicine or general practice.

Contact Officer: A/Prof Paul Dugdale (02) 6207 6833 paul.dugdale@act.gov.au Applications can be forwarded to:
Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical
Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

Canberra Hospital and Health Services
Cancer Ambulatory and Community Health Support
Cancer Ambulatory and Community Health Support Executive
Senior Manager Operations and Systems Support
Senior Officer Grade A \$123,208, Canberra (PN: 18156)

Gazetted: 03 April 2014

Closing Date: 10 April 2014

Details: Do you have extensive leadership and system support experience; a proven record in working with executives to link strategic plans, business information and ICT deliverables to achieve efficiencies; the ability to enhance business systems combined with excellent communication and organisational skills? This position may be the one for you. This is a full-time permanent position working with the Cancer, Ambulatory and Community Health Support Executive Team.

Eligibility/Other Requirements: Tertiary qualifications in information/project management, and/or a health related field are highly desirable.

Notes: Applicants should address the attached selection criteria, and provide a CV and the names of two referees. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Denise Lamb (02) 6244 2738

Director General Reports
Population Health
Health Protection Services
Manager Environmental Health Projects
Health Professional Level 5 \$106,086 - \$119,426, Canberra (PN: 00355)

Gazetted: 03 April 2014

Closing Date: 17 April 2014

Details: The Health Protection Service has a Manager position available in the Environmental Health Projects Team. The position offers an opportunity to plan and develop high level policy to protect public health in a dynamic and changing environment. The Australian Capital Territory provides a modern life style with extensive career development potential. Canberra is a dynamic multicultural environment with excellent facilities and unique lifestyle choices that are without equal. Further information about living in Canberra is available from www.liveincanberra.com.au

Eligibility/Other Requirements: Tertiary qualification Science Degree in a health related field.

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: Lyndell Hudson (02) 6205 1700

Canberra Hospital and Health Services
Medicine
Clinical
Stroke Liaison Nurse
Registered Nurse Level 3.1 \$92,529 - \$96,337, Canberra (PN: 29518)

Closing Date: 10 April 2014

Weeks to Close: 1

Details: Canberra Hospital and Health Services, Division of Medicine, is seeking expressions of interest from enthusiastic registered nurses who have highly developed interpersonal skills and demonstrated knowledge and clinical practice in stroke management to backfill in the role of Stroke Liaison Nurse. The Stroke Unit at Canberra Hospital consists of four monitored acute stroke beds and subsequent step down beds within Ward 7A. The Stroke

Liaison Nurse is expected to work closely with the Ward 7A Clinical Nurse Consultant (CNC) and the multidisciplinary team to provide safe, timely and effective appropriate care for patients suffering stroke within Canberra and the surrounding region.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Holds or is working towards a relevant post graduate certificate in neuroscience nursing.

Note: This is a temporary part-time position at 16 hours a week available for a period of six months with the possibility of permanency. 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: Zivai Maburuse (02) 6244 2657

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Services

Cancer Nursing

Clinical Development Nurse

Registered Nurse Level 2 \$78,157 - \$82,990, Canberra (PN: 27898)

Gazetted: 03 April 2014

Closing Date: 10 April 2014

Details: Radiation Oncology is seeking applications from Registered Nurses for the exciting role of Clinical Development Nurse (CDN). Radiation Oncology is a busy outpatient and treatment area, incorporating brachytherapy, a Nurse Led Clinic and patients undergoing concurrent radiation and chemotherapy. The CDN will be responsible for the education and support of graduate nurse and new and existing staff within Radiation Oncology. The CDN will provide and promote education, quality initiatives, feedback, reflective practice and innovative change to provide excellent and safe patient care.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Hold a Certificate IV in Workplace Training and Assessment and or a postgraduate qualification in Nursing or clinical education, highly desirable. Current clinical experience as a CDN is highly desirable.

Notes: This is a part-time position at 32 hours per week working Monday to Friday. 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 O'Rourke (02) 6244 3510

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Rehabilitation Allied Health

Social Worker

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 29123)

Gazetted: 03 April 2014

Closing Date: 10 April 2014

Details: Rehabilitation, Aged and Community Care (RACC) is a vibrant service within ACT Health providing multidisciplinary care across a range of settings. Our services are based across the Canberra Hospital as well as in the community and incorporate the ACT Health values of care, excellence, collaboration and integrity. Applications are invited from experienced social workers service for this permanent social work position which will be based within the rehabilitation and/or aged care service wards at the Canberra Hospital. There may be requirements to work in other areas of the Rehabilitation and Aged Care depending upon needs. The successful applicant will have experience in providing a high level of social work service which is responsive to patient needs and employs principles of social work theory and practice. The successful applicant will also be working within a multi-disciplinary team environment in a health setting.

Eligibility/Other Requirements: A degree or diploma in social work, eligible for membership of the Australian Association of Social Work, current drivers' licence.

Note: This is a permanent full-time vacancy. Social Workers with clinical experience in health are encouraged to apply. This position may be required to participate in an overtime, on call, and/or rotation roster. The successful

applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. 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: Robyn Mc Cormack (02) 6244 4159 robyn.mccormack@act.gov.au

**Canberra Hospital and Health Services
Cancer, Ambulatory and Community Health Support
Cancer Psychosocial Service**

Endorsed Clinical Psychologist

Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 32633)

Gazetted: 03 April 2014

Closing Date: 17 April 2014

Details: Cancer Psychosocial Services have an exciting opportunity for a Clinical Psychologist to join their hospital based service. This is a permanent position based at the Canberra Hospital offering flexible working arrangements. Applications are invited from experienced clinical psychologists who have experience of psycho-oncology and able to provide service across both inpatient and outpatient oncology services. The Cancer Psychosocial Service has multi-disciplinary social work and psychology teams and strives for high standards of current best practice.

Eligibility/Other Requirements: Masters/Doctoral Degree in Clinical Psychology/General Psychology and registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Mandatory registration requirements: Area of Practice Endorsement in Clinical Psychology. 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.

Note: This is a part-time position. Hours per week will be negotiated with the successful applicant. This position may be required to participate in an overtime, on call, and/or rotation roster. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. 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: Toni Ashmore (02) 6244 3420

Director General Reports

Population Health

Health Protection Services

Administrative Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 33727)

Gazetted: 03 April 2014

Closing Date: 10 April 2014

Details: The Population Health Division, Business Management Group is a small team responsible for providing financial support to the division. We are seeking a motivated person with financial and administrative knowledge and skills to assist with the financial management of the Division as well as coordinate the financial and administrative issues of the Branch fleet, IT, communication and assets.

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: Julie Donda (02) 6205 1710

**Canberra Hospital and Health Services
Cancer Ambulatory and Community Health Services
Radiation Oncology**

Radiation Therapist - Radiation Oncology

Radiation Therapist Grade 2 \$56,797 - \$79,302, Canberra (PN: 12114, several)

Gazetted: 03 April 2014

Closing Date: 17 April 2014

Details: Radiation Oncology is moving into the future, and fast. We need like minded people to help take us there, and we want to hear from you. We service the National Capital and a growing region. Enjoy the lifestyle that the Capital offers. We operate a four linac department with a stereotactic radiotherapy service and HDR brachytherapy service. You should be enthusiastic, responsible, committed, motivated and keen to grow with us. You will have the opportunity to work in both the planning and treatment areas and contribute to an active teaching and quality improvement program. Current equipment includes: four Varian linear accelerators (one with exactrac for stereo), ARIA, Philips and Toshiba CT simulators, SXRT, Pinnacle 3D RTTPS, Oncentra planning system, iPlan planning system and HDR Brachytherapy. Opportunities exist for inclusion on multidisciplinary teams involved in research and development within the department. In addition the Radiation Oncology Private Practice Trust Fund provides the opportunity to apply for grants for conference attendance and professional development activities.

Eligibility/Other Requirements: Eligible for accreditation through the Australian Institute of Radiography with an appropriate qualification in Radiation Therapy. Licensing with the ACT Radiation Council. Registration with the Australian Health Practitioner Regulation Agency.

Note: Several temporary opportunities are available for periods up to 12 months with the possibility of extension or permanency. To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Contact Officer: Kate Francis (02) 6244 2218

Director General Reports

Population Health

Health Protection Services

Project Officer

Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 29628)

Gazetted: 03 April 2014

Closing Date: 17 April 2014

Details: Tired of crawling through peak hour traffic and spending all your wages on parking? Looking for a job that offers variety and challenge? Then come and join our team at Holder, Weston Creek. The Australian Capital Territory provides a modern lifestyle with extensive career development potential. Further information about living in Canberra is available from <http://www.liveincanberra.com.au/>. The Environmental Health Project Team, Health Protection Service, is looking for an appropriately skilled person to work as a Health Professional in a small highly motivated team with a diverse range of responsibilities. The position requires a person with sound communication skills, analytical skills, and the ability to prepare correspondence and reports. The successful applicant will work as part of the team to develop environmental health policy, public correspondence and educational materials. Other advantages of joining the team include ample free parking and salary packaging.

Eligibility/Other Requirements: Science Degree in a health related field.

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: Nicola Clark (02) 6205 1700 nicola.clark@act.gov.au

Justice and Community Safety

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

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

ACT Corrective Services

Alexander Maconochie Centre

Prison Employment Program

Detainee Employment Supervisor

Administrative Services Officer Class 6 \$70,913 - \$81,460, Canberra (PN: 16049)

Gazetted: 27 March 2014

Closing Date: 11 April 2014

Details: Under the limited direction of the Senior Manager, Industries and Facilities and in liaison with the General Manager, Custodial Operations liaise with, develop contacts and support with government, community based and private sector organisations and agencies in relation to detainee industries and employment opportunities. Provide supervision and assistance to the Detainee Employment Officer. Maintain administrative and supervision requirements of detainee employment at all ACT custodial facilities. Maintain close liaison with work supervisors, custodial operations and the education provider in developing and managing employment opportunities within all ACT custodial facilities. Undertake detainee personnel and administrative functions including payroll, personnel records, rosters, to support the operational requirements and rehabilitative goals of ACT Corrective Services. Develop, coordinate and implement options for appropriate industries within the all full-time ACT custodial facilities. Monitor and collect statistical information and prepare reports on detainee employment and budgets in accordance with both local and government guidelines.

Eligibility/Other Requirements: Relevant tertiary qualifications/trade and/or equivalent correctional experience are desirable. Experience in liaison and negotiation with the public and private sector is desirable. Eligible applicants will be required to maintain a current working with vulnerable people check. Eligible candidates will be required to undergo a criminal record check and ACT Corrective Services Induction training. Current driver's licence is required.

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: Craig Batten (02) 6207 6770 craig.batten@act.gov.au

Parliamentary Counsel's Office

Legislative Publishing

Legislation Officer

Administrative Services Officer Class 4 \$58,870 - \$63,917, Canberra (PN: 42311)

Gazetted: 31 March 2014

Closing Date: 4 April 2014

Details: Parliamentary Counsel's Office is looking for a Legislation Officer for the Legislative Publishing Section (LPS) of the ACT Parliamentary Counsel's Office. Under the general direction of the team manager the legislation officer is responsible for legislative publishing (including web publishing), legislative editing, IT assistance and administrative services. Excellent knowledge of the ACT legislative process, legislative structures, format and styles, and publishing technology skills is highly desirable.

Eligibility/Other Requirements: Experience with the legislative process, legal publishing management and operations of government would be an advantage.

Note: Selection for this position may be based on written application and referee reports only.

Contact Officer: Karen Brown (02) 6205 3741 karen.brown@act.gov.au

Office of Regulatory Services

Road User Services

Traffic Camera Office

Adjudicator

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 17819)

Gazetted: 28 March 2014

Closing Date: 11 April 2014

Details: Under the direction of the Manager, Traffic Camera Office adjudicate images for traffic camera detected offences. Respond to counter and telephone enquiries, action and respond to customer correspondence. Perform delegated responsibilities according to legislation pursuant to the *Road Transport Act 1999* and/or any subsequent legislative changes that may take effect. Maintain records in accordance with the *Territory Records Act 2002*.

Contact Officer: Gordon Stone (02) 6207 5770 gordon.stone@act.gov.au

Territory and Municipal Services

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

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

Roads and Public Transport

Roads ACT

Major Capital Works

Senior Project Manager

Senior Professional Officer Grade B \$106,086 - \$119,426, Canberra (PN: 33794)

Gazetted: 01 April 2014

Closing Date: 15 April 2014

Details: Roads ACT are seeking a Senior Project Manager for the Major Capital Works team who is responsible for managing multiple projects including capital upgrades and minor projects. The successful candidate will report directly to the Manager, Major Capital Works and will support in the development and management of Major Road Capital Works planning, design and construction projects within the Directorate.

Eligibility/Other Requirements: A civil engineering university degree and/or project management qualifications to a minimum of Project Manager level and preferably extensive experience in project development and delivery.

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

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

Business Enterprise Division

ACT Property Group

Property Projects and Services

Procurement and Contracting Officer

Administrative Services Officer Class 5 \$65,660 - \$69,623, Canberra (PN: 11288)

Gazetted: 01 April 2014

Closing Date: 14 April 2014

Details: ACT Property Group, Territory and Municipal Services, is seeking a Procurement and Contracting Officer with excellent written and verbal communication skills to assist the Senior Manager and Manager in the provision of procurement and contracting administrative services to the section. The successful candidate will also be required to liaise with customers and stakeholders as required. Please refer to the position description for details.

Eligibility/Other Requirements: Relevant experience or qualifications in ACT Government Procurement, Contract Management or Project Management are desirable.

Notes: This position is temporary for six months with a possibility of extension and/or permanency from this process.

Contact Officer: Clinton Harvey (02) 6207 7616 clinton.harvey@act.gov.au

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

Directorate Services

Canberra Connect

Shopfront Services

Customer Service Officer Civic Drivers Licence Service

Administrative Services Officer Class 3 \$52,818 - \$57,004, Canberra (PN: 10887)

Gazetted: 28 March 2014

Closing Date: 4 April 2014

Details: Applicants are sought from suitably experienced and motivated individuals for the role of Customer Service Operator at Civic Drivers Licence Service. This position supports the Supervisor in a two-person team and is vital in upholding service delivery on behalf of Canberra Connect. Applications are sought from potential candidates and should address the selection criteria in the relevant areas and supply a current curriculum vitae. Civic Drivers Licence Service is located in the Civic Library with opening hours of 10:00am to 5:30pm Monday to Friday. Applicants are expected to be available to work these hours.

Eligibility/Other Requirements: Suitable candidates would possess a background in Shopfront Services with a strong working knowledge of CashLink and rego.act.

Contact Officer: Michael McMahan (02) 6207 3766 michael.mcmahan@act.gov.au

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

Roads and Public Transport

Public Transport

ACTION

Trade Assistant

General Service Officer Level 4 \$43,097 - \$44,934, Canberra (PN: SMW030, several)

Gazetted: 28 March 2014

Closing Date: 11 April 2014

Details: ACTION Workshops as part of the Public Transport branch are responsible for maintaining and servicing ACTION's fleet. The Trade Assistants will be responsible, individually or in a team environment, to undertake vehicle servicing and tyre fitting to the full range of fleet vehicles owned and operated by ACTION and provide general assistance to trade staff and general cleaning of workshops.

Eligibility/Other Requirements: The occupants of these positions must hold a current motor vehicle driver's licence and be able to obtain and hold a heavy vehicles licence.

Notes: These positions are required to work rostered shifts and are generic across ACTION and staff may be requested to move between depot locations.

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

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

APPOINTMENTS

Commerce and Works

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

Lesley-Ann Watson 820-89167, Section 68(1), 31 March 2014

Community Services

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

Thuwaraka Kugaprasatham 835-87360, Section 68(1), 31 March 2014

Education and Training

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

Edward Norman Hood 824-60253, Section 68(1), 13 February 2014

Health

Registered Nurse Level 1 \$58,117 - \$77,634

Erika Einhaus 786-54733, Section 68(1), 24 April 2014

Registered Nurse Level 1 \$58,117 - \$77,634

Jeddah Gavino 840-49898, Section 68(1), 27 March 2014

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

Allyson Hall 843-98203, Section 68(1), 31 March 2014

Enrolled Nurse Level 1 \$52,710 - \$56,316

Laura Hamblin 820-78273, Section 68(1), 7 April 2014

Registered Nurse Level 1 \$58,117 - \$77,634

Vanessa Pilla 839-25614, Section 68(1), 25 March 2014

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

Rachel Townsend 833-46989, Section 68(1), 24 March 2014

Registered Nurse Level 1 \$58,117 - \$77,634

Jessica Wiblin 836-14883, Section 68(1), 25 March 2014

Registered Nurse Level 1 \$58,117 - \$77,634

Guang Zhang 824-32375, Section 68(1), 25 March 2014

Justice and Community Safety

Trust Officer Level 1 \$58,293 - \$67,050

Cindy Elsheikh 836-06859, Section 68(1), 9 April 2014

Territory and Municipal Services

Bus Operator - Training \$58,463

Darcy Woods 140-738, Section 68(1), 28 March 2014

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

Darwin Zeta 843-98051, Section 68(1), 31 March 2014

PROMOTIONS

Commerce and Works

Revenue Management

Revenue Accounts

Briony Power: 827-57508

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

Commerce and Works

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

Commerce and Works, Canberra (PN. 12568) (Gazetted 31 January 2014)

Shared Services

Shared Services ICT

Customer Relations

Shakir Tiruchi: 827-61267

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

Commerce and Works

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

Commerce and Works, Canberra (PN:05407) (Gazetted 16/12/2013)

Health

Canberra Hospital and Health Services

Clinical Support Services

Nursing Administration

Narelle Boyd: 799-85905

From: Registered Nurse Level 4.2 \$112,019

Health

To: †Registered Nurse Level 4.3 \$119,426

Health, Canberra (PN. 17460) (Gazetted 27 February 2014)

Strategy and Corporate

Business and Infrastructure

Logistics Support

Michael Guirguis: 827-34234

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

Health

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

Health, Canberra (PN. 26276) (Gazetted 28 February 2014)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health

Bronwyn Thomson: 839-26318

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

Health

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

Health, Canberra (PN. 25563) (Gazetted 6 February 2014)

Justice and Community Safety

Office of Regulatory Services

Transport Regulation

Road User Services

Frances Anne Stanford: 827-54278

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 20042) (Gazetted 13 March 2014)

Territory and Municipal Services

Business Enterprises

Capital Linen Service

Peter Chamberlain: 783-25614

From: Capital Linen Service Band 5 \$57,829 - \$64,112

Territory and Municipal Services

To: Capital Linen Service Band 7 \$71,930 - \$81,460

Territory and Municipal Services, Canberra (PN. 27240) (Gazetted 7 March 2014)

Business Enterprises

Capital Linen Service

Daniel John Childs: 783-25593

From: Capital Linen Service Band 6 \$67,039 - \$69,909

Capital Linen Service - TAMSD

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

Territory and Municipal Services, Canberra (PN. 18920) (Gazetted 12 March 2014)